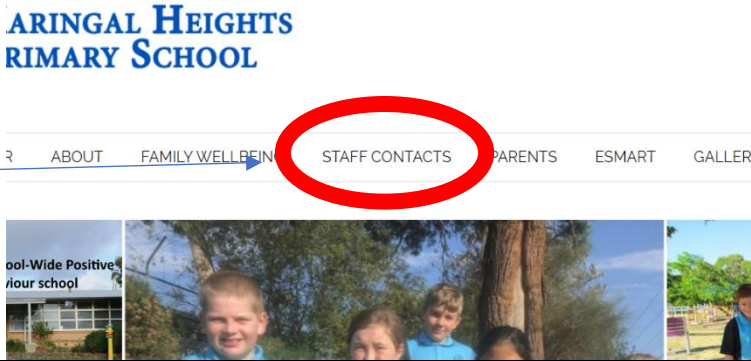
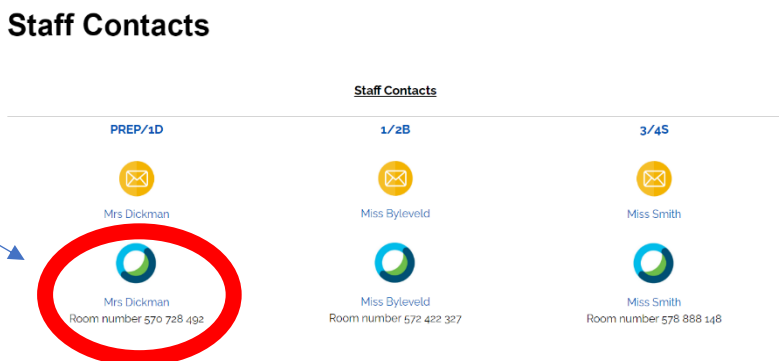
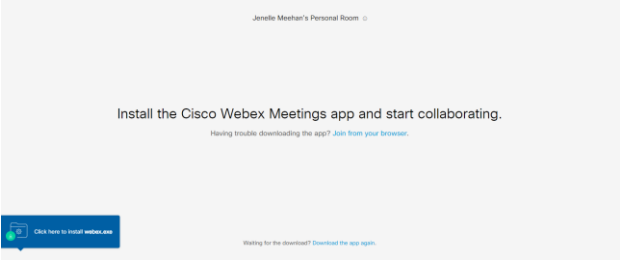


Video Conferencing Instructions



Dear students, parents and guardians

Below, you will find a set of instructions on how to join a video conference with your teacher for the parent/teacher interviews.

<p>Step 1 Open your web browser and go to our school website. http://www.karingalheightsps.vic.edu.au</p> <p>Click on the STAFF CONTACTS heading</p>	
<p>Step 2 To join a video conference with your teacher, click on their name above the WebEx Meetings logo.</p> <p>If you have problems with the link Enter the room number into Webex.</p>	
<p>Step 3 Install the Cisco WebEx app. <u>This is a one-time part of the process.</u></p>	
<p>Step 4 Enter any email address. Can be made up. Try... First name@schools.vic.edu.au</p> <p>Click the Join Meeting button on the next screen.</p> <p>You will gain access to the meeting once your teacher has started the video conference.</p> <p>Please remember to try and log on a few minutes early as your computer might ask for an install or upgrade.</p>	