




How to join a DCC WebEx training session (QRG) v1.0 (for Android devices)

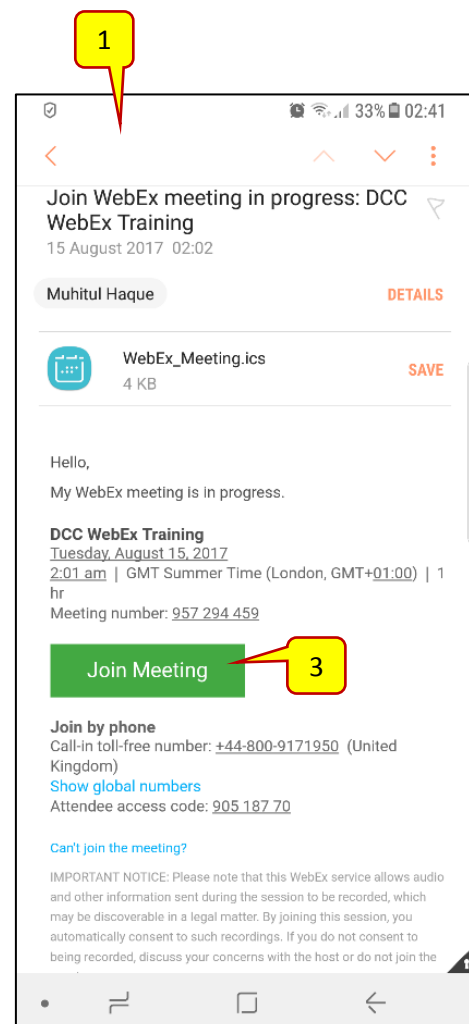
What you will need:

To join a DCC WebEx training session you will need the following:

- ✓ Android mobile device
- ✓ Installed Cisco WebEx Meeting Centre app (if you don't have this already, installation instruction are included in this QRG)
- ✓ A stable internet connection
- ✓ Up-to-date internet browser
- ✓ Audio device (an external headset with built-in microphone if your device doesn't have this already)
- ✓ A quiet area to avoid background noise / distraction during the training session

How to join:

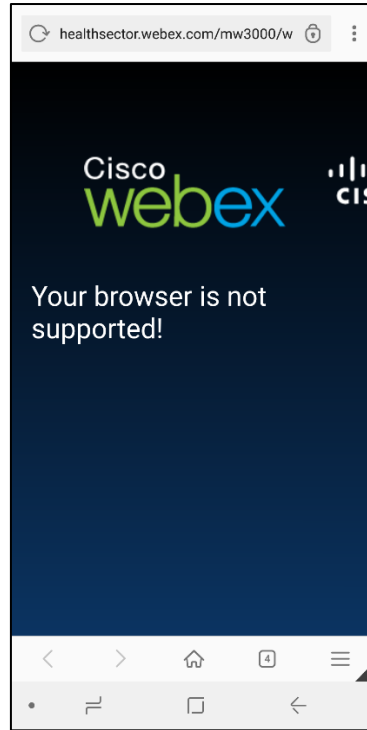
1. When you book onto a DCC WebEx training you will receive an email invitation with the training session details and instruction on how to join.
2. The trainer will log in 15 minutes before the start of the session. If you need help in connecting, follow the instruction on the email to contact the trainer directly via phone.
3. Please log in 5 minutes before the session starts by using the **Join Meeting** () button from within the meeting invite.




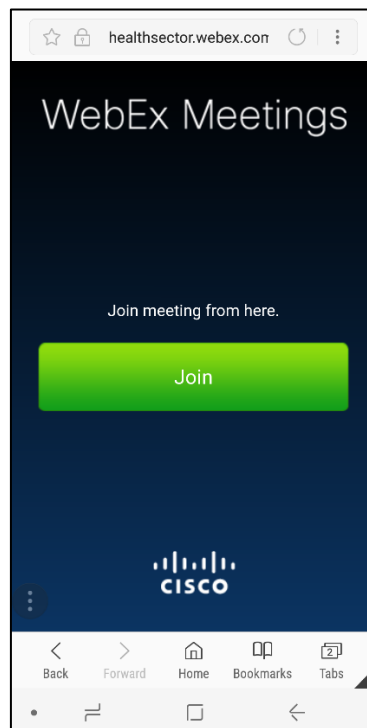


4. Browser check:

- a. If your browser is incompatible or out of date, you will see the following notification. Please ensure you update your browser to the latest version.



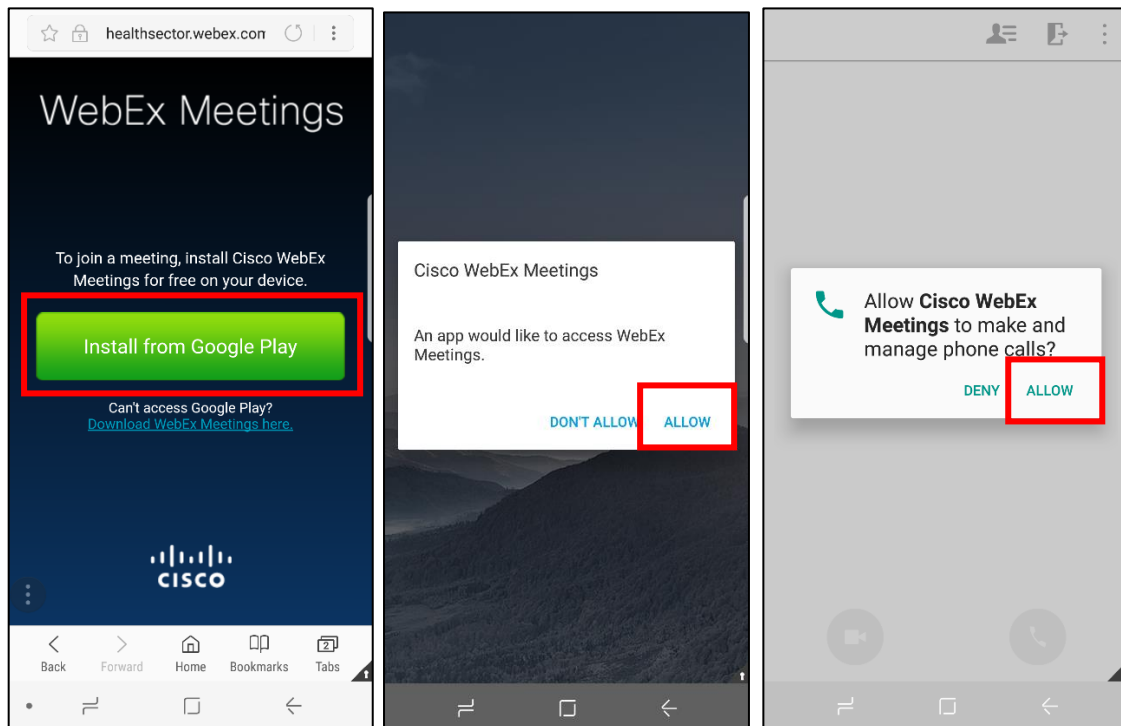
- b. If your browser is up-to-date, you will be presented with the WebEx Meetings screen with “join meeting from here” message. Select the **Join** () button to join the session.



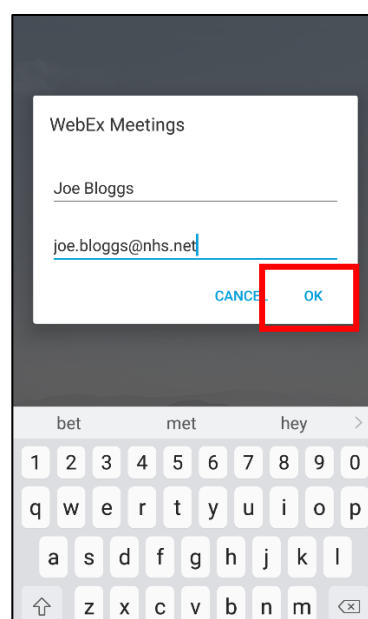
5. Cisco WebEx Meeting app check:



- a. If don't have the 'Cisco WebEx Meeting' app, you will be required to download it.
 - i. You will be prompted to install it from your app store. Please install the app by following the on-screen instruction
 - ii. Allow the app to access WebEx Meeting
 - iii. Allow Cisco WebEx Meetings to make and manage phone calls and allow the app to access your contact details.



- b. If you have the 'Cisco WebEx Meeting' app, you will be taken to the session log in screen. Enter your *name* and *email address* and select the **OK** button.





6. Once logged in, the session is fully loaded when you see the **Cisco WebEx Meeting Centre** screen below.

