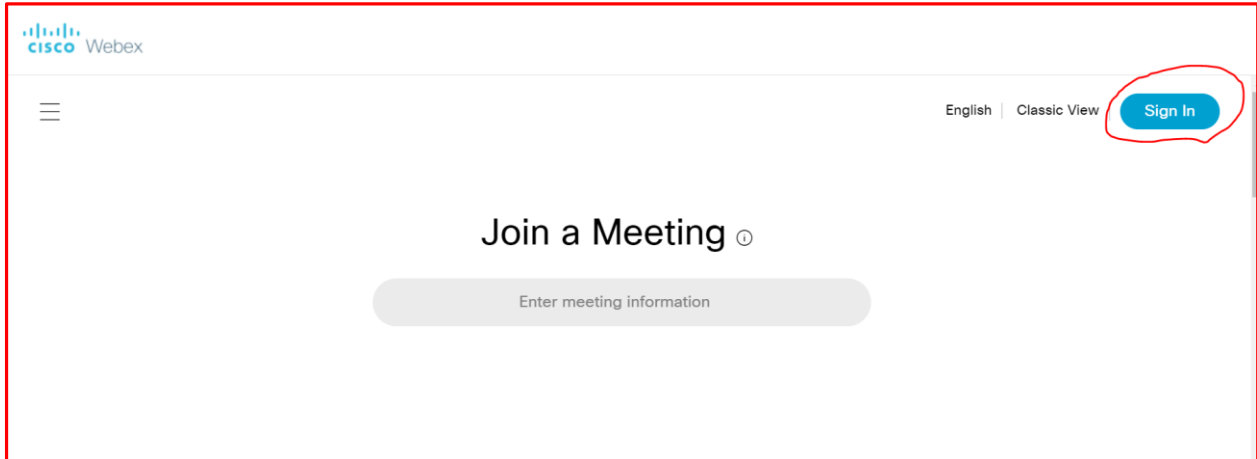


# Instructions for Using the District's WebEx Portal

## Logging onto the WebEx Portal

1. Open a browser and type in the following URL <https://nboe.webex.com>
2. Click the blue Sign In button.



3. Type in your district assigned email address and click the blue Next button.

4. Login into the district's SSO Portal with your district's user name and password.



### Newark Public Schools SSO Portal

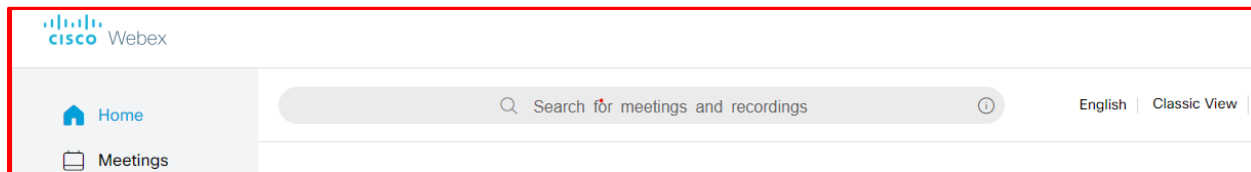
Sign in with your organizational account

Sign in

#### Warning

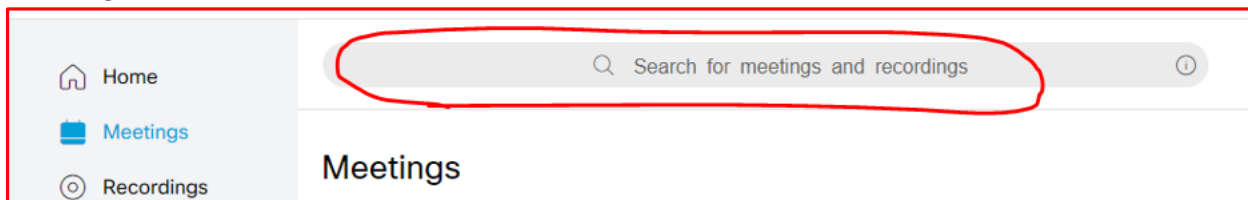
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5. Once you login successfully, you will land on the district's WebEx Portal page as shown below.

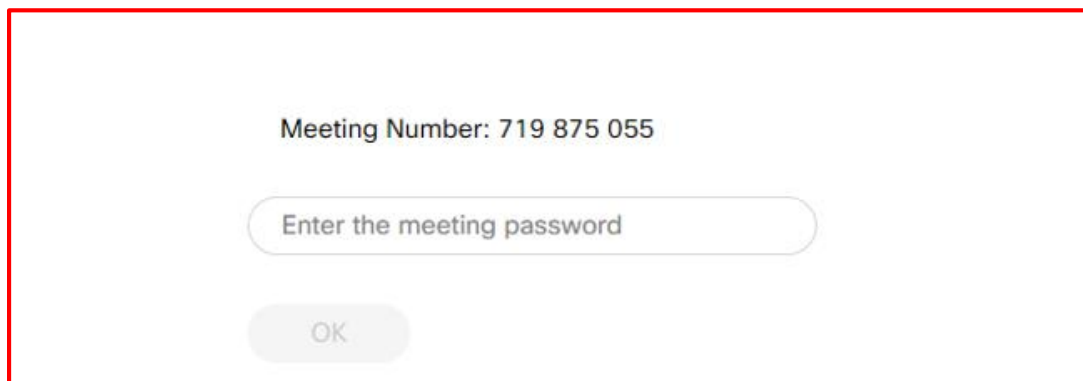


## Joining A District Webex Meeting

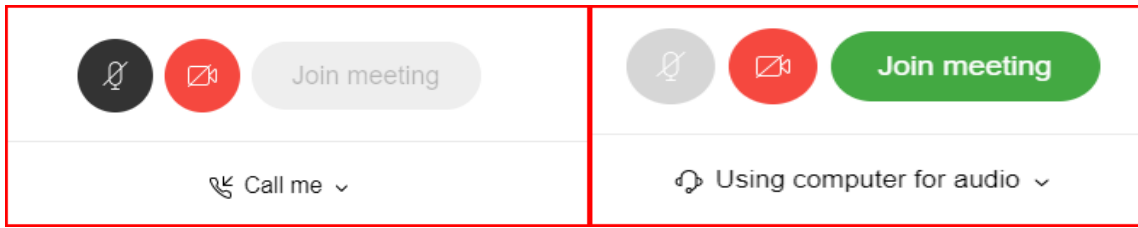
1. Log into the district WebEx Portal as shown in the previous section. Follow the school's or teacher's instructions on where to go to get the meeting access link or meeting code and password (e.g. Google Classroom).
2. If provided with a meeting code and password, enter the meeting code in the district's WebEx Portal page by copying the meeting code and pasting it in the "Search for meetings and recordings" search box.



3. Select the listed meeting and, when prompted, copy the meeting password and paste the meeting password in the "Enter the meeting password text box. Click the blue OK button. The meeting will now start.



4. If provided with a meeting link, click the link or copy and paste the link in your browser URL bar. The meeting will now start.
5. Before joining the meeting, make sure to change the audio option from "Call me" to "Using computer for audio." The Join meeting button will turn green. Click the green "Join Meeting" button to Join the meeting.



6: The following option and tools are available during the meeting.

