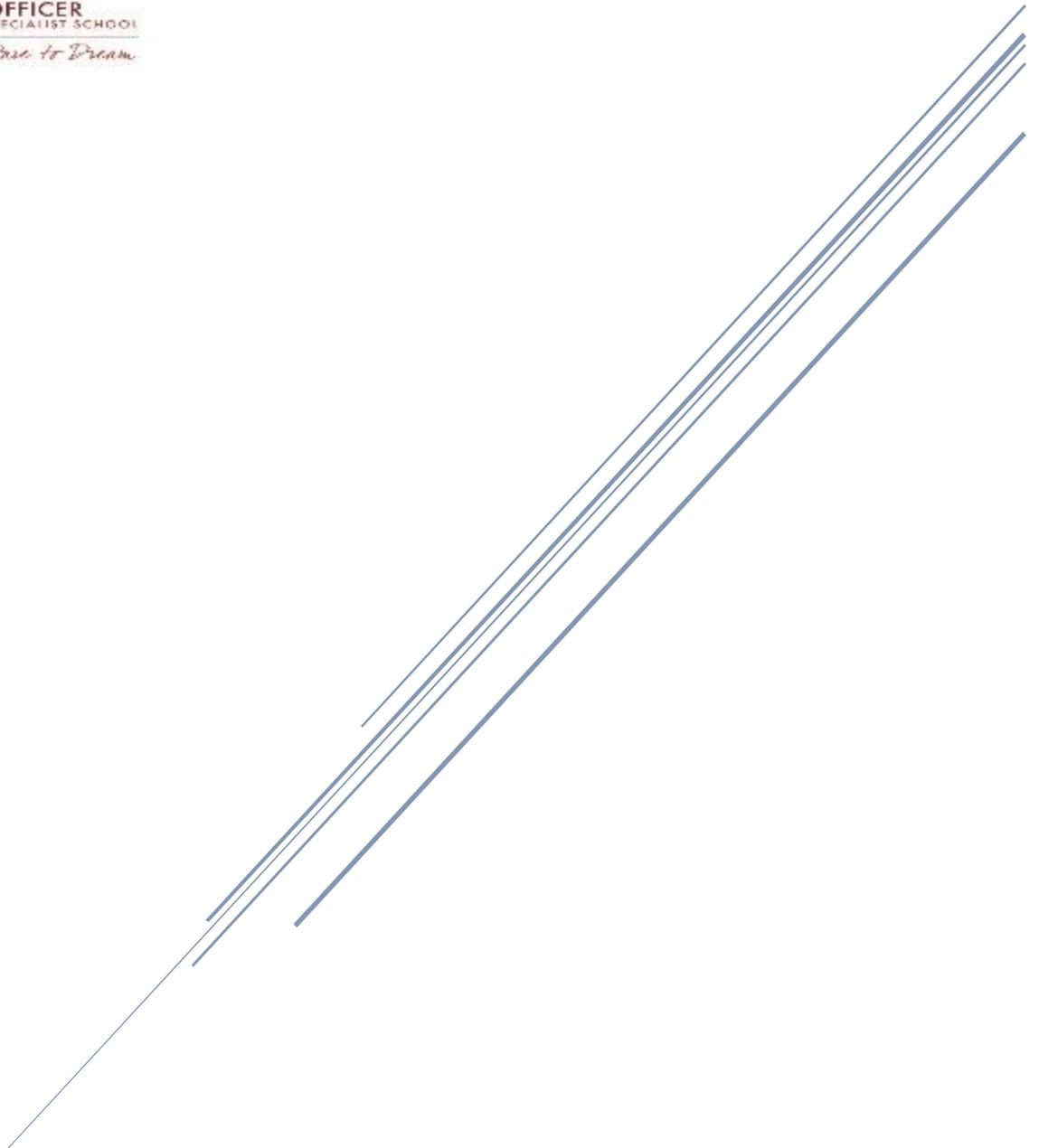


Accessing Student Emails and Joining WebEx Meetings

Officer Specialist School



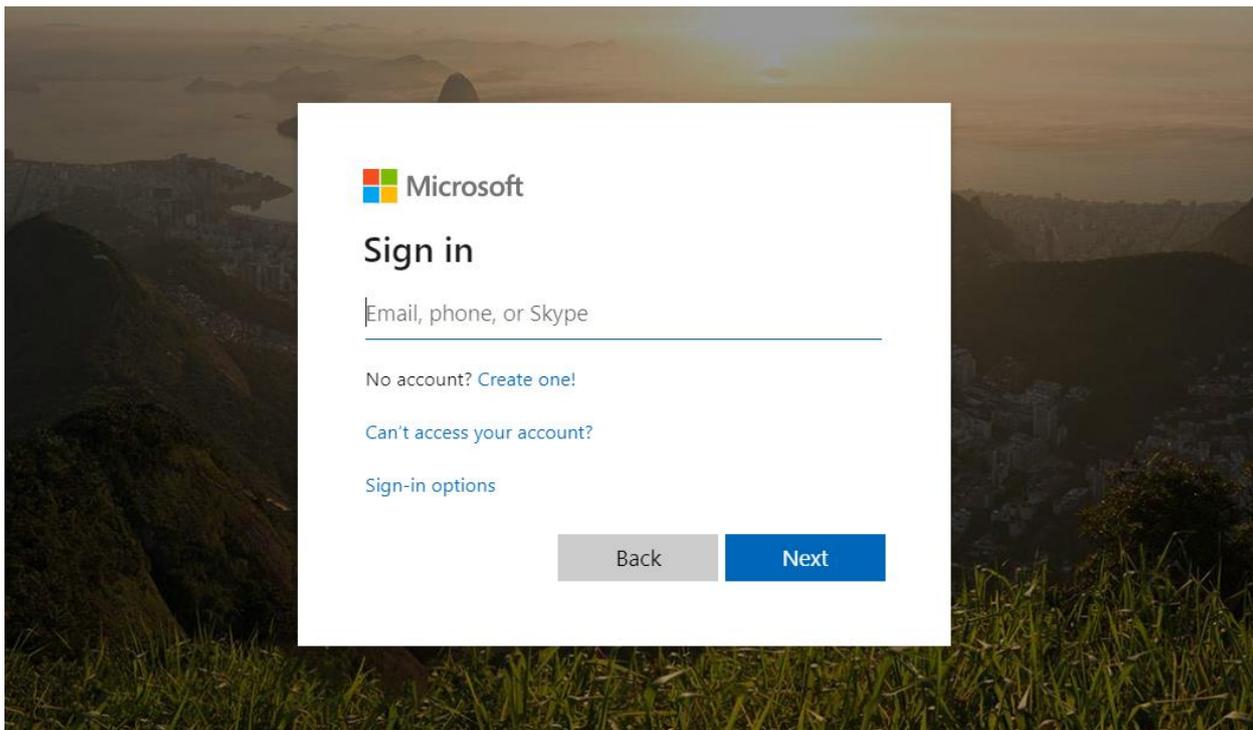
Student Email Accounts

1. Speak with your parents/carers to find out your logon details. These details will have been sent to their email address.
2. Open your Web Browser (Google Chrome, Microsoft Edge etc.) and go to <https://www.edustar.vic.edu.au/office>. Bookmark this address because you will go to this page each time to access your student email.
3. You will be brought to this page, enter the first section of your email as the User ID.
 - For example, if my email address is **bamil9@schools.vic.edu.au**, I would just add **bamil9** into the user id pane.
 - Use the password that was sent to your parents/carers.

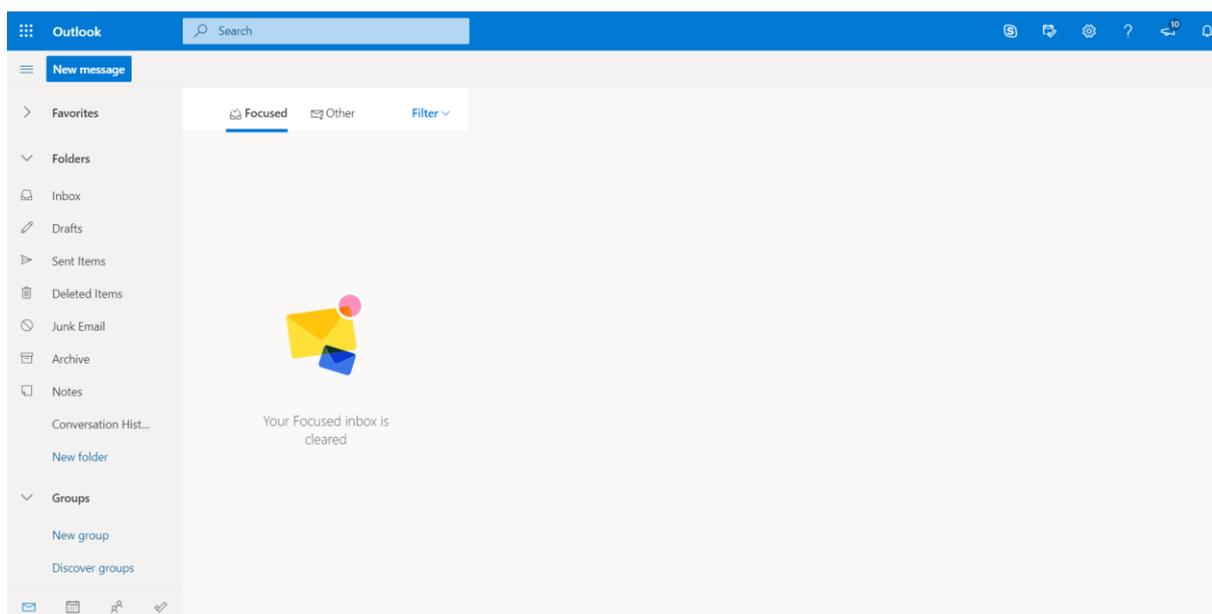


The screenshot shows the top header of the eduPass website with the Victoria State Government logo, 'Education and Training' text, and the 'eduPass' logo. Below the header, a red error message reads: "You do not have the permissions required to access this Web site. Please contact the Web site administrator." Underneath, there is a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below the security options are two input fields: 'User ID:' and 'Password:'. To the right of the 'Password:' field are two buttons: 'Reset Forgotten Password' and 'Log in'. At the bottom of the page, there are links for 'Copyright | Disclaimer | Privacy'.

4. Enter your student email and click next.

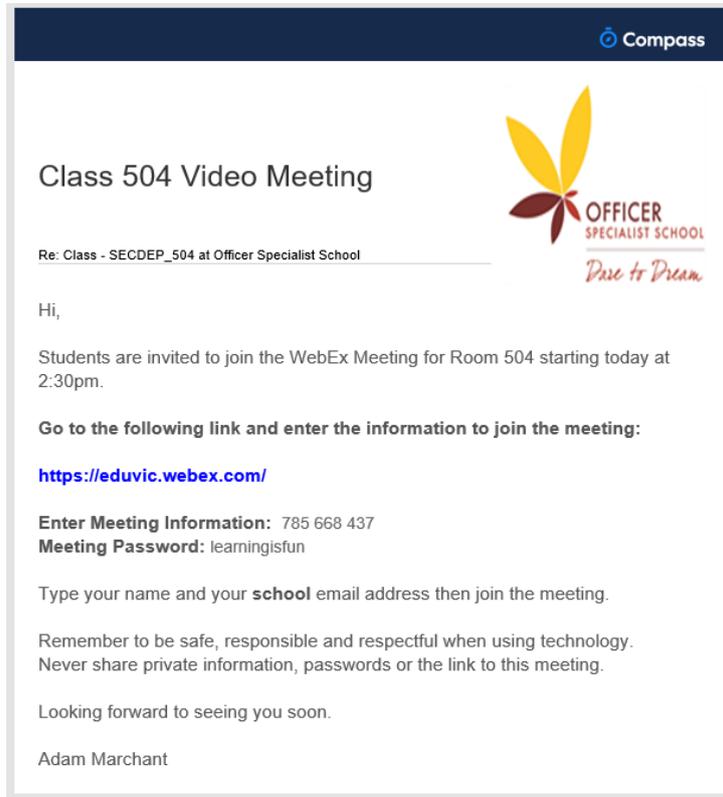


5. Once signed in, click on **Outlook** to go to your emails. This is what you will see. I currently have no emails.

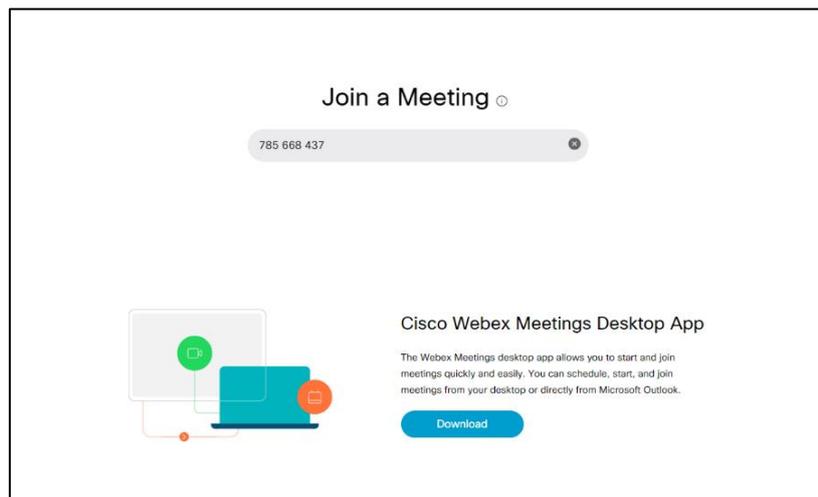


WebEx Class Video Conferences

1. You and your parent/carers will receive an email from your teacher before the WebEx class video meeting that looks like this.



2. Click the blue link to go to WebEx. **If you are on an iPad** – Download **Cisco WebEx Meetings** from the App Store and follow the same instructions.



3. Enter the Meeting Information and password from the email. The Meeting Information code and password will be different for each video conference.

4. You can join once your teacher has started the meeting.

Make sure you mouse over the arrow and select **use web app** to join the meeting.

[< Back to Meeting List](#)

Class 504 - Video Conference



Hosted by Adam Marchant

● 2:15 PM - 3:15 PM | Tuesday, Apr 28 2020 | (UTC+10:00) Canberra, Melbourne, Sydney

Join Meeting

Use desktop app

Use web app

Meeting Information

Meeting link: <https://eduvic.webex.com/eduvic/j.php?MTID=m82bc85ce6e191b7793df94427b735698>
Meeting number: 785 668 437
Password: learningisfun

5. You will be asked to enter your Full Name and Email Address.

Please use your **school email address** (example@schools.vic.edu.au). Once you have typed this information in, click next.

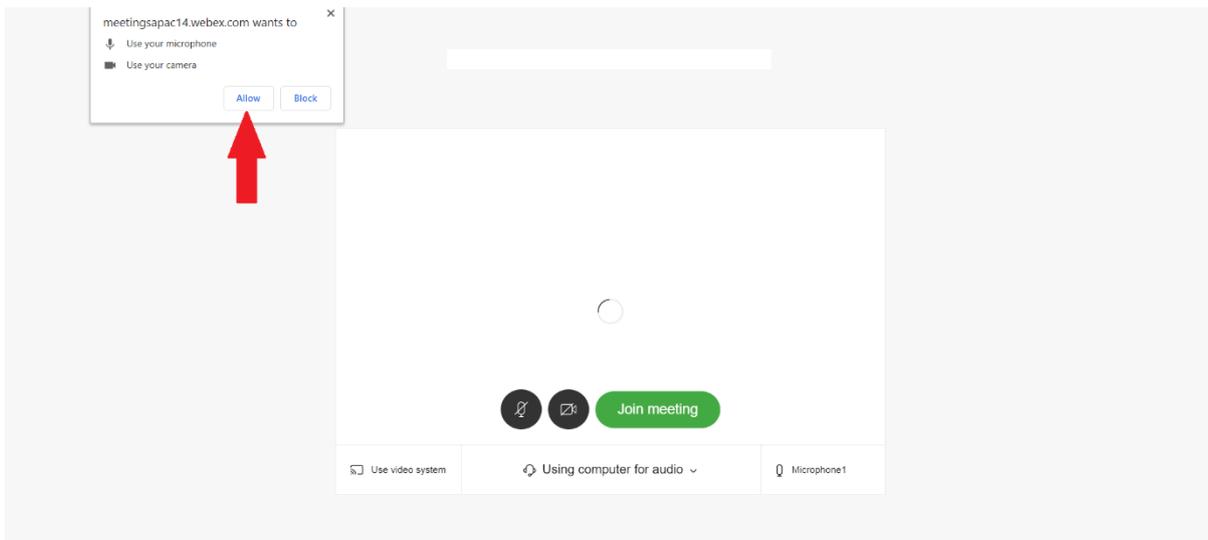
Enter your information

Already have an account? [Sign in](#)

More ways to sign in



6. A little window will pop up on your browser asking for permission to access your microphone and webcam. Click allow so your teacher can see and hear you. After that, click Join Meeting.



7. Then you are all done!