How to Join Virtual Classes

You can find YouTube tutorials on the information below by visiting Burlington Parks and Recreation's YouTube channel. The links to the videos can be found on our website: www.burlingtonrecreation.org
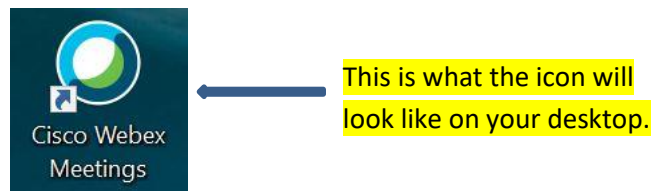
1. **Download Cisco WebEx** onto whatever device you will use for the class. We recommend doing this at your earliest convenience. Here is how to do that:

   - **From a computer**
     i. Visit https://www.webex.com/downloads.html/
     ii. Under WebEx Meetings, click the blue button labeled: Download for Windows. The screen and button will look like this.

     iii. The download will appear at the bottom left of your screen. It is titled Webexapp.msi. Click on the download.
     iv. The Webex Meetings setup wizard will launch. Follow the instructions to set up. Click 'Finish' on the last step of the set up wizard.
     v. The webex icon will now appear on your desktop. You are ready for your class once the time comes.
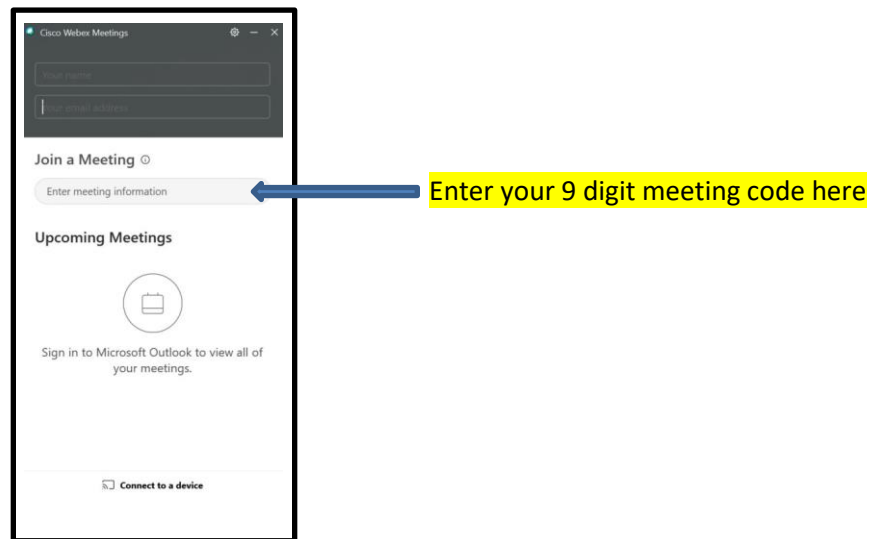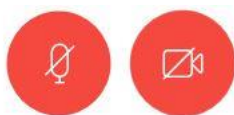

   - **From an android or iphone**
     i. Visit the app store and download the free app titled: 'Webex Meetings'
     ii. The app will appear on your phone. You are ready for the class when it comes time.

2. **Join the class** when the time comes. Here is how you join the class:
   - Locate the WebEx icon on your device and open it. (For computers, this will be on your homepage. For phones, this will be with your apps).
       i. If you have not downloaded WebEx (step 1 of this document), please do that first.
   - A pop up screen will appear prompting for your name, email address, and there will be a spot to 'Enter Meeting Information'
       i. You can type in your name and email address, but this is not required
       ii. In the spot to 'Enter Meeting Information' please put the 9 digit meeting number you were given. (This information was either emailed to you, or included on your receipt when you registered).

Enter your 9 digit meeting code here

   - A second pop up screen appears asking for your meeting password.
       i. This information was either emailed to you, or included on your receipt when you registered.
   - At this time, a test window will appear.
       i. You can turn on or off the camera by clicking on the video camera icon. (If you do not want other participants or the instructor to see you, leave this off. It is red when it is off).
       ii. You can turn on or off your microphone by clicking on the microphone icon. (If you do not want other participants or the instructor to hear you, leave this off. It is red when it is off)

These icons indicate if your speaker or video are on or off. Click on either icon to change the setting.

   - When ready, click the green 'Join' button. You are now ready for your class.