




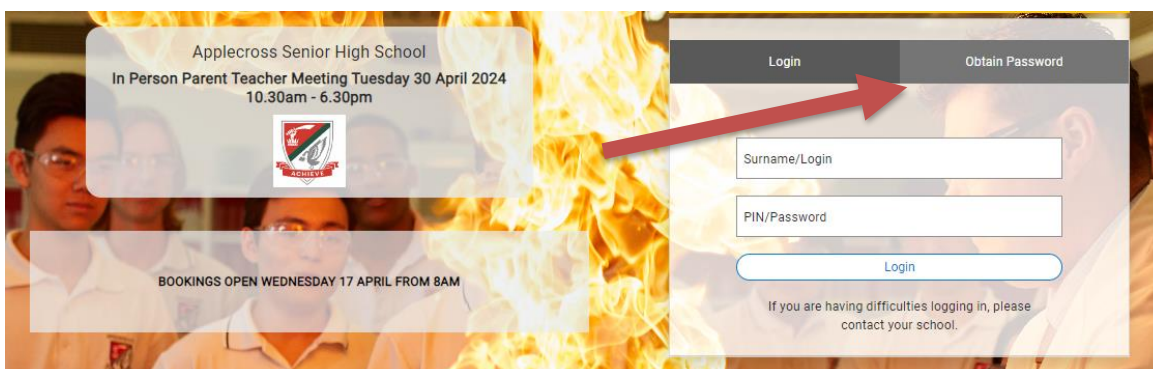
## Instructions for Webex Video Conferencing

Bookings are to be made via the online system Parent Teacher On-Line (PTO). On the afternoon of the meetings, parents/guardians log back into PTO a few moments before the scheduled time of their meeting and use the teacher's clickable link on the booking page to join the Webex meeting with the teacher.

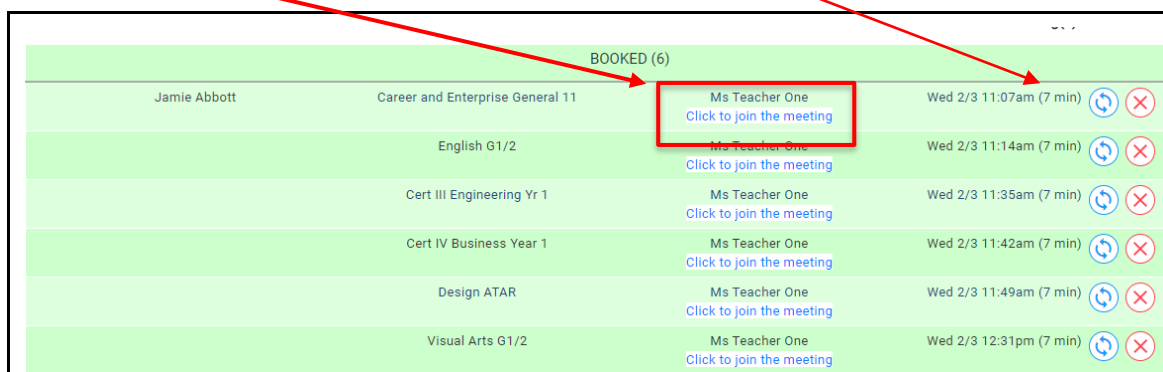
### Instructions for Webex Video Conferencing












#### 1. Log into PTO

- Navigate to the school's home page: <https://applecross.wa.edu.au>
- Click the PTO icon on the right side panel as shown here 
- **Or** open the PTO App on your phone
- Enter your email address and click "Obtain Password". Your login details will be sent to you via email, and you can then proceed to complete your login and commence bookings.



- #### 2. Once logged in, the Booking Page will display listing your parent-teacher meetings. Click the link to join the meeting based on the booking time.

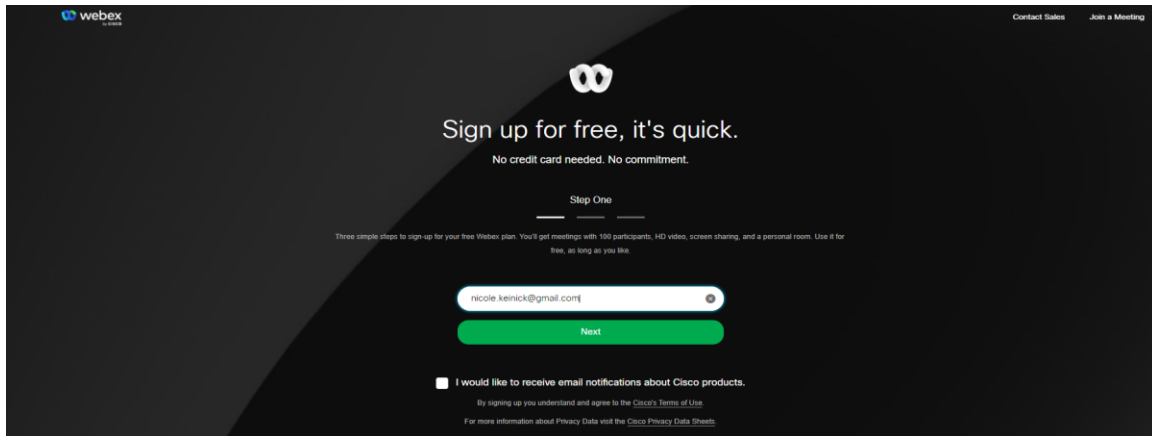


BOOKED (6)			
Jamie Abbott	Career and Enterprise General 11	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 11:07am (7 min)  
	English G1/2	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 11:14am (7 min)  
	Cert III Engineering Yr 1	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 11:35am (7 min)  
	Cert IV Business Year 1	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 11:42am (7 min)  
	Design ATAR	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 11:49am (7 min)  
	Visual Arts G1/2	Ms Teacher One <a href="#">Click to join the meeting</a>	Wed 2/3 12:31pm (7 min)  

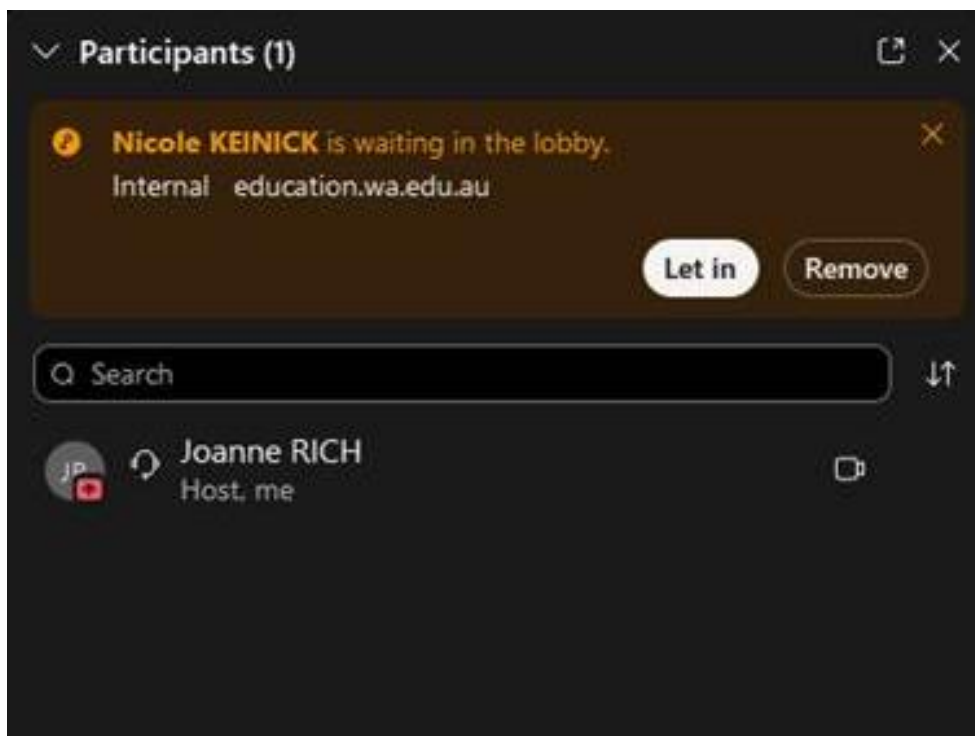


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3. You will automatically be re-directed to the Webex Video-Conferencing site
  - Sign into Webex using your email address.



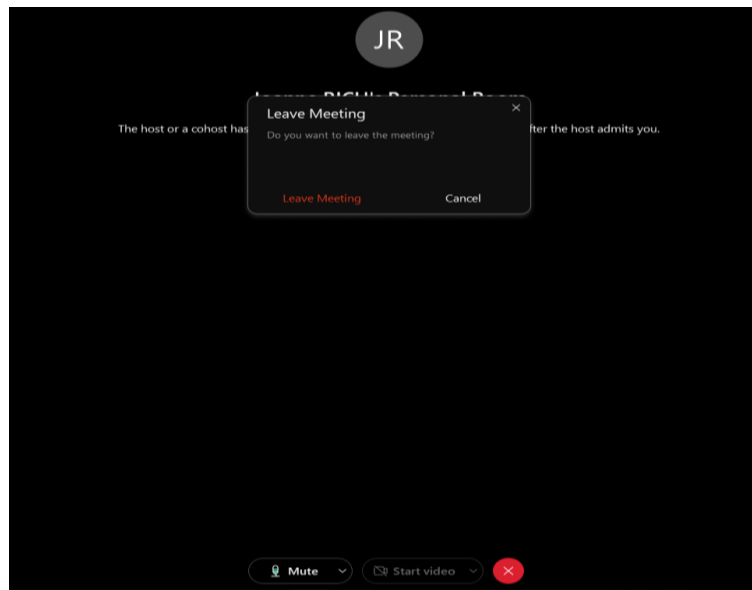
4. Once signed in you will automatically be placed in the "Lobby" or waiting area until your booked meeting time. The teacher will move you from the lobby to join the meeting.





## Instructions for Webex Video Conferencing

5. At the conclusion of the meeting click X or leave meeting to exit the video conference.



6. Refer back to your booking page in PTO for your next meeting, and click the link as per above.