

## Join a Virtual Personal Visit on Windows 10 Visitor User Guide

## Summary

This guide provides step-by-step instructions on how to join a scheduled Virtual Personal Visit as an approved visitor on a Windows 10 device.

**NOTE:** The example in this guide is tailored to someone using a Gmail address, however all email platforms are supported. Please be aware a **stable internet** connection is required.

## **IMPORTANT!**

All rules still apply as an onsite regular visit, at any time a Queensland Corrections Officer can end this virtual visit if they deem any Visits rules are not being adhered to.

## Procedure

 Once a visit is scheduled by *Queensland Corrective Services*, you will receive an email invitation to join a Virtual Prisoner Visit (VPV). Prior to the scheduled visit time click on the Join Meeting button in your email invitation.

ne 🔻		
Apr 1 Wed	VC Visit - IOMS#1   View on Google Calendar   When 09:00 - 09:30 (AEST)   Where https://corrections webex.com/correction s/j.php?wT1D=motaeb4e33624bb2 0340851ee540438e   Who genBWCC-VCVIsits gen-BWCC-VCVIsits*   Yes Maybe No   More options No No	Agenda Wed Apr 1, 2020 No earlier events 09:00 VC Visit - IOMS#1 No later events
gen-BWCC	More options	his Webex meeting.
Meeting nu	nber (access code): 789 461 069	
Meeting nu Meeting pa	nber (access code): 789 461 069 ssword: 1234	



2. Once you click on the *Join Meeting* button, your default web browser will open and prompt you to download Webex, click on the **Open** button.



3. This will open another window, ensure video and audio is turned on and then click on the **Start Meeting** button.

Cisco Webex Meetings		⊚ ×
	Visit - 123456	
	3:30 PM - 4:30 PM	
	You're unmuted and no camera is detected	
	8 Start Meeting	
🔊 Use video system	℃ Call in ∨	

4. This will open a final window which will wait for the other participants to join to the virtual visit (meeting).





5. Once the meeting is complete, click on the **Red X** button to end the virtual visit and then click **End Meeting** on the confirmation prompt.



