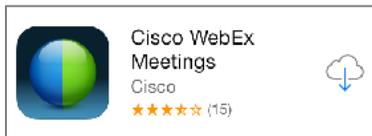


## Install WebEx Meetings for iPhone

In order to attend WebEx meetings from your iPhone you need to download and install the *Cisco WebEx Meetings* application.

### To install the application:

1. On your iPhone navigate to the **App Store**.
2. Tap the **Search** icon and use *WebEx* as a search keyword.
3. Choose **Cisco WebEx Meetings** and then tap the cloud icon .



The application icon appears on your iPhone's Home screen. Now you have everything you need to attend a WebEx meeting on your iPhone.

## View Your Upcoming Meetings

If you have an account on your WebEx site, you can sign in and view your upcoming meetings on your iPhone. The first time you access the WebEx Meetings application on your iPhone, you will be prompted to log in using your site credentials.

### To view your meetings:

1. Open the WebEx Meetings application on your iPhone, then tap **Sign In**.
2. Enter the email address associated with your WebEx account, then tap **Next**.
3. Enter your WebEx password, then tap **Sign In**.

**Note:** If your email address is associated with more than one WebEx Meetings site, you will be presented with a list of log-in choices.

If your WebEx site has Single Sign-On enabled, your organization's login web page will open. When you enter and submit your credentials, the web page will close and you will be logged into the WebEx site automatically.

Your upcoming meetings calendar is displayed.



## Join a Meeting or Session

There are three ways you can join a WebEx meeting from your iPhone.

### If you have a WebEx account:



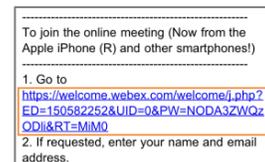
When signed in, choose the meeting in the **My Meetings** view, then tap **Join Meeting**.

### Without a WebEx account:



Open the application and enter the meeting or session number provided in the meeting invitation, and enter your name and email address.

**OR**



Open the invitation email and tap the meeting URL.

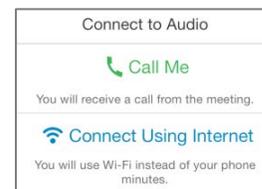
### Join before host:

If it was enabled when the meeting was scheduled, you can join the meeting before the host.

**Note:** The host's name is not shown in the meeting information until the host joins.

## Connect to the Audio Conference

You can connect to the meeting's audio conference by receiving a call to your phone, or by using VoIP through the Internet. Make your selection by tapping an audio option:



If you choose to connect using the Internet, you will be using your 3G or 4G data plan unless you are on a Wi-Fi connection.

When you join the audio conference that has been scheduled to use WebEx Audio or VoIP only, wide-band audio is used.

**Note:** If a participant who does not have wide-band audio joins a meeting where wide-band audio is in use, audio for all participants is downgraded. No warning message is given before the downgrade.

#### To leave the audio conference:

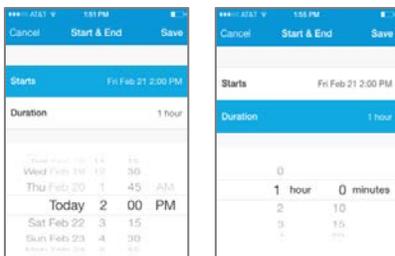
Tap the **Audio** icon, then tap **Leave Audio Conference**. You can rejoin the audio at any time as long as the meeting has not ended.

## Schedule a Meeting

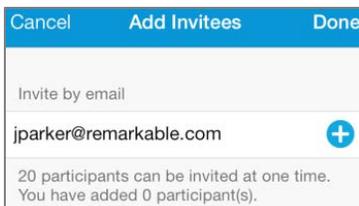
If you have been issued a WebEx host account, you can schedule meetings using the *Cisco WebEx Meetings* for iPhone Application.

#### To schedule a meeting:

1. Open the application and sign in, if prompted.
2. Tap **+** in the top right corner of the **My Meetings** view. *The Start & End form appears.*
3. Optionally, tap to delete the default meeting topic, enter your topic text, then tap **Save**.
4. Tap **Starts** and then set the meeting date and time. Specify the meeting length in hours and minutes, then tap **Save**.

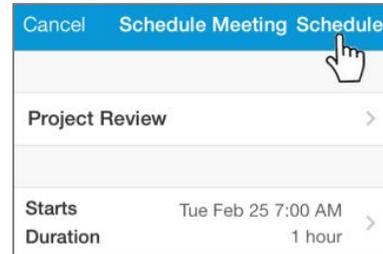


5. To invite attendees by email, tap **Invitees**, and then enter email addresses. Tap **Return** to separate invitees. When finished, tap **Done**.



**Note:** Tap **+** to access your iPhone's contact list and select invitees.

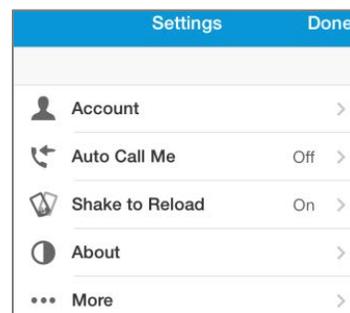
6. Enter the meeting password and choose whether to show it, then tap **Save**.
7. Review and tap **Schedule**.



*Attendees will receive an email containing your meeting invitation, and you will see the meeting in your My Meetings list.*

## Change Settings

To make changes to your WebEx account settings and to enable some useful features, tap **Settings** at the top left corner of **My Meetings** view. *The Settings screen appears.*



<b>Account</b>	Displays your account info. Sign out.
<b>Auto Call Me</b>	Streamlines the process of joining the meeting audio by calling your iPhone automatically.
<b>Shake to Reload</b>	Updates your meeting list when you shake your iPhone.
<b>About</b>	View the Cisco WebEx Meetings application version and Terms of Service.
<b>More</b>	Navigate to the technical support site.

#### To enable settings:

Choose the setting, then slide the lever to the **On** position (for **Auto Call Me**, also enter your iPhone number). Then tap **Done**.

## Start a Scheduled WebEx Meeting

When it is time, open the WebEx Meetings application on your iPhone, choose the meeting from the **My Meetings** view and then tap **Start**.



The meeting opens on your iPhone.

## Start an Instant WebEx Meeting

You can start an instant meeting from your iPhone if you have configured WebEx Productivity Tools and completed One-Click meeting setup from your desktop.

### To start an instant meeting:

1. Tap , then tap **Meet Now**.
2. Enter the meeting password (if required), then tap **OK**. The meeting opens on your iPhone.

## Collaboration Meeting Room

If your WebEx site has Collaboration Meeting Room (CMR) enabled, and you have selected it as the default for One-Click meetings from your desktop, you can start an instant CMR meeting from your iPhone.

### To start an instant CMR meeting:

1. Tap **Meet Now**.
2. Enter the meeting password (if required), then tap **OK**. The meeting opens on your iPhone.

While the meeting is in progress, you can lock the meeting room to prevent additional participants from entering.

### To lock and unlock the meeting room:

Tap **More**, then tap **Lock Room**. To unlock the meeting room, tap **More**, then tap **Unlock Room**.

## In-meeting Interactions

When a presentation is shared in a meeting, it will be visible on your iPhone screen. You might want to change the orientation of your screen for better viewing.



When hosting a meeting from your iPhone, you may need to assign the Presenter role to another participant so they can share a presentation.

You cannot share content from your iPhone, but you can interact with other participants using these controls:

 	Mute or unmute yourself.
 	Connect or disconnect from audio.
	Send video.
	Open <b>Participants</b> view. Send <b>Chat</b> .
	View meeting information.
	End or leave the meeting.

**To send a private chat message:**

Tap **Participants**, and select your message recipient. Then tap **Chat**, enter your message and tap **Send**. Tap **Cancel** to close the chat window.

**To send a message to all participants:**

Tap **Participants**, then tap **Chat with Everyone**. Enter your message and tap **Send**. Tap **Cancel** to close the chat window.

**To make someone the presenter:**

Tap the **Participants** icon. In the Participants view, drag and drop the **WebEx ball** to the participant you would like to make the presenter.



You can also tap the participant's name and tap **Make Presenter** from the dropdown list.

**To share streaming video from your phone:**

Tap the **Send Video** icon. *You see the preview of your video.* Tap **Start My Video** to share. *The camera icon turns green.*

If several meeting participants share video, their images will appear in the video carousel on your screen when the phone is in landscape mode.

**To end a meeting:**

Tap the **End** or **Leave Meeting** icon in the top right corner of the screen, then tap **End Meeting**.

**View Upcoming Training Sessions**

Training sessions that you have been invited to participate in, or that you are scheduled to host, are listed in My Meetings when you sign in to your WebEx account.

**To join a training session as a participant:**

You can join a training session from your iPhone just as you would a meeting, unless registration is required.

**To register for a training session:**

Tap **Register**, then follow the instructions on the registration screens. Once you have registered, **Register** changes to **Join** and becomes active when it is time to join.

**Note:** Registration may have to be approved by the host.

**To view session information:**

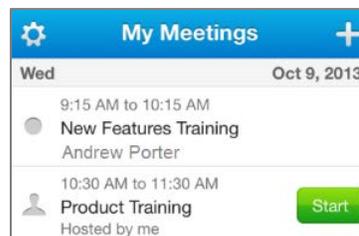
Select the session in the **My Meetings** list, then tap the appropriate tab at the top of the screen.

<b>Info</b>	View session and registration information. If there is a test or payment associated with the session, it is indicated here.
<b>Agenda</b>	View the agenda for the session, if supplied by the session host.
<b>Course Material</b>	Access course materials attached to the session, if provided by the session host. If registration is required, participants who haven't registered cannot access course materials.
<b>Audio</b>	View information about connecting to the session audio.

**To start a training session:**

If you are the host, you can start training sessions from your iPhone.

When signed in to your WebEx account, choose the session in the **My Meetings** view, then tap **Start**.

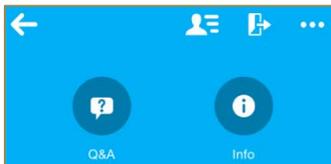


## In-session Interactions

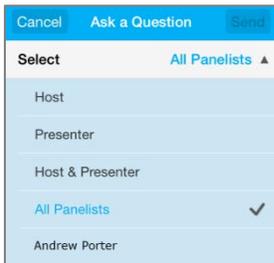
In a training session, you can submit questions to the host, presenter or panelists using Q&A.

### To ask a question:

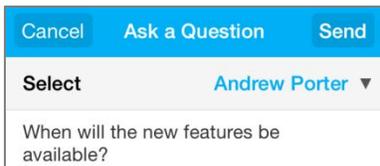
1. Tap the three dots in the top right corner of the screen, then tap **Q&A**.



2. Tap Q&A, then tap **Ask a Question**.
3. Tap the dropdown, then tap the recipient or all panelists.



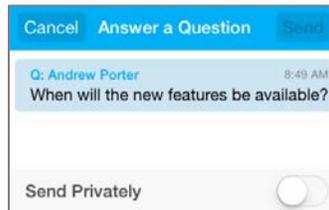
4. Enter your question, then tap **Send**.



Training session hosts or panelists can answer questions submitted to them during the session.

### To answer a question:

Tap the **Q&A** icon, then locate and tap the question you want to answer. Next, use the slider to select whether you want to answer the question privately or for all attendees to see, then type your answer and tap **Send**.



### To manage attendee roles:

Tap the **Participants** icon, select a participant, then select an action.

<b>Chat</b>	Selected participant will receive your chat messages.
<b>Make Presenter</b>	Selected participant becomes the presenter.
<b>Make Host</b>	Selected participant becomes the host.
<b>Make Panelist</b>	Selected participant becomes a panelist.
<b>Make Attendee</b>	Selected presenter or panelist becomes an attendee.
<b>Expel</b>	Selected participant is expelled from the session.

### To end a session:

Tap the **End Session** icon  in the top right corner of the screen, then choose **End Session**.