WebEx On-Prem for Android

ICIT Technology Training and Advancement

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# Table of Contents

1. **About** .................................................................................................................. 3
2. **Who Can Use It** ..................................................................................................... 3
3. **Technology Requirements** .................................................................................... 3
4. **Installing** ................................................................................................................ 4
   4.1 Adding WebEx Meetings Widget to Home Screen ............................................. 4
5. **Logging In** .............................................................................................................. 5
6. **Using** ...................................................................................................................... 6
   6.1 Schedule a Meeting ................................................................................................. 6
   6.2 Start an Instant Meeting ......................................................................................... 7
   6.3 Join a Meeting ....................................................................................................... 7
   6.4 Join the Audio Connection ................................................................................. 8
   6.5 Invite or Remind Participants ............................................................................. 8
   6.6 Mute/Unmute Microphone .................................................................................. 8
   6.7 Enable Video ....................................................................................................... 9
   6.8 Send Chat messages ........................................................................................... 9
   6.9 Remove Participant from Meeting ..................................................................... 10
   6.10 Change Participant Roles .................................................................................. 11
   6.11 Leave/End a Meeting ....................................................................................... 11
7. **Troubleshooting** ................................................................................................... 11
   7.1 Where to get help ............................................................................................... 11
2 ABOUT

This guide is designed to help you quickly install, configure, and use the Cisco WebEx Meetings for Android application for mobile devices.

The instructions in the guide are the same for all supported Android devices. However, screen shots in the guide may be different from how the app appears on the specific Android device you are using.

3 WHO CAN USE IT

WebEx on-prem can be used by all UW-Whitewater staff, faculty, and students to schedule and host WebEx meetings.

4 TECHNOLOGY REQUIREMENTS

More recent Android OS version.
5 INSTALLING

You can install Cisco WebEx Meetings from Google Play or Amazon Appstore for Android.

After you install the WebEx Meetings app, the WebEx Meetings widget is also automatically downloaded.

5.1 ADDING WEBEX MEETINGS WIDGET TO HOME SCREEN

The WebEx Meetings widget is automatically downloaded after you install the WebEx Meetings app.

Step 1. Go to the “Widgets” list on your device.
Step 2. Tap and hold down the WebEx Meetings widget.
Step 3. Drag and drop the widget onto the home screen of your device.
6 LOGGING IN

UW-Whitewater requires WebEx to use single “sign-on authentication” to log into WebEx on-prem.

**Step 1.** Tap the **Sign in** button on the Cisco WebEx application.

**Step 2.** Tap the “Sign in through your corporate network” link, then click **Next**.

**Step 3.** Enter the following WebEx site URL: Meet.uww.edu

**Step 4.** Tap **Next** to continue.

**Step 5.** Enter your Net-ID and password, then tap **Login** to continue.

You will now be signed into the app.
7 USING

7.1 SCHEDULE A MEETING

Step 1. After successfully signing into the WebEx app, tap the icon in the upper right corner of the screen.

Step 2. Tap the “Schedule for later” button.

Step 3. Enter your meeting topic, password, and meeting participant email address(s).

Step 4. Select a start time and duration for your meeting.

Step 5. Tap the Schedule button to schedule your meeting.
7.2 **START AN INSTANT MEETING**

**Step 1.** After successfully signing into the WebEx app, tap the icon in the upper right corner of the screen.

**Step 2.** Tap the **Start Meeting** button.

**Note:** You can also start a meeting from the main WebEx Meetings home page on your device. Tap the button next to the meeting name you wish to start.

**Note:** You must join the “Audio connection” in your meeting to hear audio.

7.3 **JOIN A MEETING**

**Step 1.** Tap the **Join by number** button on the WebEx app page.

**Step 2.** Enter the meeting number, your name, and email address.

**Step 3.** Tap the **Join** button to join the meeting.

**Note:** You must join the “Audio connection” in your meeting to hear audio.
7.4 **JOIN THE AUDIO CONNECTION**

**Step 1.** Once you join a meeting you will be asked to join the audio portion of the meeting. Tap the **Call Me** or **Connect using Internet** buttons to join the audio portion of the meeting.

**Call Me:** WebEx will call the cell phone number you provide and use cell minutes to join the audio portion of the meeting.

**Connect Using Internet:** WebEx will use the data plan or WiFi connection on your mobile device to join the audio portion of the meeting.

7.5 **INVITE OR REMIND PARTICIPANTS**

**Step 1.** Once connected to a meeting, tap the icon in the top right corner of the screen.

**Step 2.** Tap the **Invite by email** or **Remind invitees** button to invite/remind participants.

7.6 **MUTE/UNMUTE MICROPHONE**

Once connected to a meeting, tap the icon to mute/unmute your microphone.
7.7 **ENABLE VIDEO**

**Step 1.** Once connected to a meeting, tap the icon.

**Step 2.** Tap the **Start my video** button to start displaying video during the meeting.

**Note:** To stop video, tap the **Stop my video** button.

![Start my video icon](image)

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7.8 **SEND CHAT MESSAGES**

**Step 1.** Once connected to a meeting, tap the icon to view a list of participants.

**Step 2.** Tap and hold the name of the participant you wish to remove.

**Step 3.** Tap the **chat** button.

**Step 4.** Enter the message you wish to send.

**Step 5.** Tap the **Send** button to send your message.

![Chat interface](image)
7.9 **REMOVE PARTICIPANT FROM MEETING**

**Step 1.** Once connected to a meeting, tap the icon to view a list of participants.

**Step 2.** Tap and hold the name of the participant you wish to remove.

**Step 3.** Tap **Expel**.

**Step 4.** Tap **Yes** to continue.
7.10 CHANGE PARTICIPANT ROLES

**Step 1.** Once connected to a meeting, tap the icon to view a list of participants.

**Step 2.** Tap and hold the name of the participant you wish to remove.

**Step 3.** Tap the role you wish to assign the selected participant.

**Step 4.** Tap Yes to assign role.

7.11 LEAVE/END A MEETING

**Step 1.** From a connected meeting, tap the icon.

**Step 2.** Tap Leave Meeting to leave the meeting without ending the meeting. Tap End Meeting to completely end the meeting and disconnect all meeting participants.

8 TROUBLESHOOTING

8.1 WHERE TO GET HELP

Cisco WebEx Technical Support – For problems connecting to a WebEx meeting.

- Phone: 1-866-229-3239
- Website: [https://support.webex.com/MyAccountWeb/supporthome.do](https://support.webex.com/MyAccountWeb/supporthome.do)