Cisco WebEx for IOS – iPhone/iPad

ICIT Technology Training and Advancement

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2 ABOUT

This document is intended for UW-Whitewater employees and students that would like to install and configure the Cisco WebEx for IOS application on their iPad or iPhone device.

3 WHO CAN USE IT

UW-Whitewater employees and students can install and use the Cisco WebEx for IOS application.

4 LIMITATIONS

The Cisco WebEx for IOS application is a very basic application that can be used to start and join WebEx meetings using your IOS device. You CANNOT share your screen using the Cisco WebEx for IOS application. It is intended for basic voice and video conferencing only.
5 Installing Cisco WebEx

**Step 1.** From the main screen of your Apple IOS device, tap the [App Store] icon.
**Step 2.** Select “Search” from the bottom toolbar.
**Step 3.** In the search box, type “Cisco WebEx”.
   Tap the Search button to continue.
**Step 4.** Tap the [download] button to install the “Cisco WebEx Meetings” app to your IOS device.

Once installed, an icon will appear on your device’s home screen.

6 Logging In

**Step 1.** Locate, then tap, the Cisco WebEx icon on your device.
**Step 2.** Review the “Terms of Service”.
**Step 3.** Tap the I Accept button to continue.
**Step 4.** Swipe your finger left to scroll through the different introductory pages. Tap the Skip or Get Started button to continue.
Step 5. Tap the Sign In button to sign into Cisco WebEx.

Step 6. Enter your full uww.edu email address. Then tap Next to continue.

Step 7. Enter your password. Click Sign In to continue.

Step 8. Enter “meet.uww.edu” into the WebEx site url box.

Step 9. Tap Next to continue.

Step 10. At the UW-Whitewater Net-ID Login page, enter your Net-ID and password, then tap the Login button.

You will now be redirected to the UWW webpage.

Step 11. Press the “Home” button at the bottom of your device, to return to the home screen.

Step 12. Locate, then tap, the Cisco WebEx icon again to continue setup.

Once logged into Cisco WebEx, you will see the main WebEx “My Meetings” page.
7 USING WebEx

7.1 My Meetings
The “My Meetings” home page is the first page you will see after opening the WebEx application on your device.

The device will open to a list of meetings that you have scheduled for today.

NOTE: If you have no meetings scheduled for that day the page will be empty.

7.2 Host a Meeting

7.2.1 Start a Meeting
You can easily start a scheduled meeting from the main My Meetings page. Simply tap the Start button to start the meeting.

NOTE: Once you have started a meeting, make sure to connect to the audio portion of the meeting by tapping the Call Me button or the Connect Using Internet button.
The “Connect to Audio” option may take 5 to 10 seconds to appear. Tap the “phone” icon in the bottom menu if the option does not appear for you within 10 seconds.

For more information on the features available while connected to a meeting, please see the section titled “Meeting Features”.

7.2.2 Schedule a Meeting

**Step 1.** To schedule a meeting from the WebEx for IOS application, tap the \( + \) icon in the top right corner of the screen to display your scheduling options.

**Step 2.** Tap the **Schedule** button.

**Step 3.** Tap each option to select a start and end date/time for your meeting, enter invitee email addresses, and set a meeting password.

**Step 4.** Tap the “Schedule” option, in the top right corner of the screen, to submit your scheduled meeting.

7.2.3 Meet Now (Instant Meeting)

**Step 1.** To start an instant meeting from the WebEx for IOS application, tap the \( + \) icon in the top right corner of the screen to display your scheduling options.

**Step 2.** Tap the **Meet Now** button.

**NOTE:** Once you have started a meeting make sure to connect to the audio portion of the meeting by tapping the **Call Me** button or the **Connect Using Internet** button.

The “Connect to Audio” option may take 5 to 10 seconds to appear. Tap the “phone” icon in the bottom menu if the option does not appear for you within 10 seconds.

For more information on the features available while connected to a meeting, please see the section titled “Meeting Features”.

7.2.4 Meeting Features
Once you have joined or started a WebEx meeting you will see the main meeting information page. This page will list the meeting name, host name, meeting number, and the host key.

The following options are available from the main WebEx meeting screen.

- **Connect to Audio**: A necessary feature to hear audio during your meeting. Select the **Call Me** option to have WebEx join audio through your cell phone or the **Connect Using Internet** to use the audio through the Jabber client.
- **Video**: Enable the camera on your device to display video during your call.
- **More**: Gives you the ability to record a meeting as well as provide you with your WebEx meeting caller Information.
- **End Meeting**: End and leave the current meeting.
- **Participants List**: View participants joined to the active meeting.
- **Back**: Return to the My Meetings page without exiting the meeting. Tap the **Back** button to return to the active meeting.
7.3 JOIN A MEETING

Step 1. From the “My Meetings” page, tap the “Join Meeting” link located in the bottom right corner of the screen.

Step 2. Enter the meeting number, then tap the Join button.

Step 3. Enter the meeting password, then tap the OK button.

NOTE: Once you have started a meeting make sure to connect to the audio portion of the meeting by tapping the Call Me button or the Connect Using Internet button. The “Connect to Audio” option may take 5 to 10 seconds to appear. Tap the “phone” icon in the bottom menu if the option does not appear for you within 10 seconds.

For more information on the features available while connected to a meeting, please see the section titled “Meeting Features”.
7.4 SETTINGS
From the “My Meetings” page, tap the (settings) button located in the top left corner of the screen.

Scroll through the available settings to view your options. Tap on a setting option to make changes.

Tap the Done button, in the top left corner of the screen, to return to the WebEx My Meetings home page.
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/suppporthome.do