Install WebEx Meetings for iPad

To attend WebEx meetings and Training Center sessions from your iPad you need to download and install the Cisco WebEx Meetings application.

To install the application:

1. Navigate to the App Store.
2. Tap the Search icon and use WebEx as a search keyword.
3. Choose Cisco WebEx Meetings, then tap download.

The application icon appears on your screen. You are ready to attend a WebEx meeting on your iPad.

View Your Upcoming Meetings

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

To view your meetings:

1. Open the WebEx Meetings application on your iPad and tap Sign In.
2. Enter the email address, associated with your WebEx account, then tap Next.
3. Enter your 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 are displayed.

Join a Meeting

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

If you have a WebEx account:

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

Without a WebEx account:

Open the application and tap Join by Number. Enter the meeting or session number provided in the invitation. Type your name, and email address, then tap Join.

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 callback to any phone number you provide, or by using VoIP through the Internet.

To connect, tap Audio, then select an audio option:

If you choose Call Me, you will be prompted to enter your phone number.
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 an 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 **Audio**, then tap **Disconnect Call**. You can rejoin the audio at any time as long as the meeting has not ended.

### Schedule a Meeting

If you have a WebEx host account, you can schedule meetings using the Cisco WebEx Meetings application.

**To schedule a meeting:**

1. Open the application and sign in, if prompted.
2. Tap **Schedule** in the left panel of the My Meetings view. The Schedule Meetings form appears.
3. Optionally, tap to delete the default meeting topic.
4. Tap **Starts** to set the meeting date and time.
5. Tap **Duration** to set the meeting length in hours and minutes, then tap **Save**.
6. To invite attendees by email, tap **Invitees**, then enter email addresses. Tap **Return to separate invitees.** When finished, tap **Done**.
7. Enter the meeting password and choose whether to show it, then tap **Save**.
8. Review, then tap **Schedule**.

**Attendees receive an email containing the meeting invitation, and the meeting appears 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 of the left pane of the My Meetings view. The Settings screen appears.
Cisco WebEx Meetings for iPad

Schedule and Attend Meetings

<table>
<thead>
<tr>
<th>Account</th>
<th>Displays your account info and site URL. Sign out.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared Files</td>
<td>Turn Auto Clear on to automatically delete all files shared during the meeting after the meeting ends.</td>
</tr>
<tr>
<td>Tips</td>
<td>Presentation and Sharing tips.</td>
</tr>
<tr>
<td>About</td>
<td>View the Cisco WebEx Meetings application version and Terms of Service.</td>
</tr>
<tr>
<td>More</td>
<td>Navigate to the Technical Support site.</td>
</tr>
</tbody>
</table>

Start a Scheduled WebEx Meeting

To start the meeting, open the WebEx Meetings application on your iPhone, choose the meeting from the My Meetings view and then tap Start.

Start an Instant WebEx Meeting

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

To start an instant meeting:

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

In-meeting Interactions

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

You can communicate from your iPad with other meeting participants using these controls:

- Mute or Unmute yourself. Rejoin audio.
- Send Video.
- Open Participants view. Select an action.
- View Meeting Information.
- End or Leave meeting.

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 iPad.

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 iPad.

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

To lock the meeting room:

Tap More, then tap Lock Room.

To unlock the meeting room, tap More, then tap Unlock Room.
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 share streaming video from your iPad:
Tap Send Video. You will see a preview of your video. Tap Start My Video to share.
If several meeting participants are sharing video, their videos will appear in the video carousel on your iPad screen.

To share content:
Tap Share Content on your meeting screen, select the file source, then choose the file you want to share.

Note: Files uploaded to the meeting space on your WebEx Meetings site prior to the start of the meeting will be accessible from the Meeting Space Files folder once the meeting starts.

You can also share files that are accessible from another iPad application, such as an email or a browser. Open the application, tap the file you want to share, then tap the Share icon and select Open in WebEx.

Note: If sharing files from external sources is enabled for your WebEx Meetings site, you can also share files from your Box, Dropbox or Google Drive account.

Google Document, Presentation, and Drawing files can be shared; Google Form files cannot.

To point out items in shared content:
Tap the Laser Pointer, then move your finger on the screen to point to items in the content you have shared.

To get more tips on sharing content from your iPad, tap Information next to the green Share Content button.

You can make another participant the presenter, so they can share a presentation or other content.

To make someone the presenter:
Tap Participants. In the Participants view, tap the participant’s name, then tap Make Presenter.

Or, tap and hold the WebEx ball, then drag it to the person you want to make presenter.

To view recording status
If a meeting or training session is being recorded, a red indicator is displayed.

The Recording in progress message fades after a few seconds, leaving the red indicator. To redisplay the message, tap the screen.

If recording has been paused, a yellow indicator is displayed.

You cannot record a meeting or training session from your iPad. Recording must be started from a laptop.

To end a meeting:
Tap End Meeting in the top right corner of the screen, then choose 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 iPad 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’ve registered, Register changes to Join and becomes active when it’s 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 item.

<table>
<thead>
<tr>
<th>Info</th>
<th>View session and registration information. If there is a test or payment associated with the session, it is indicated here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>View the agenda for the session, if supplied by the session host.</td>
</tr>
<tr>
<td>Course Material</td>
<td>Access course materials attached to the session, if provided by the session host. If registration is required, participants who have not registered cannot access course materials.</td>
</tr>
<tr>
<td>Audio Connection</td>
<td>View information about connecting to the session audio.</td>
</tr>
</tbody>
</table>

Note: You can also view session information and call-in instructions by tapping More, then Info.

Start a Training Session

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

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

In-session Interactions

As a training session participant, you can access the participant list, share content and use chat just as you would in a meeting.

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

To ask a question:

1. Tap More, then tap Q&A.

2. Tap Ask a question, and select the person you want to address the question.

3. Type your question, then tap Send.

To view answers to your questions:

1. Tap More, then tap Q&A.

2. Tap My Q&A to see the answers to your questions.
Training session hosts or panelists can answer questions submitted to them during the session.

To answer a question:

1. Tap **More**, then tap **Q&A**.
2. Locate and tap the question you want to answer.
3. Type your answer, then tap the slider at the bottom to indicate whether you want to answer the question privately, or for all attendees to see.

*When **Send Privately** is on, the slider is green.*

As a training session host, you have access to all features available to participants. In addition, you can invite additional attendees, mute all attendees, and manage attendee roles during the session.

To invite attendees by email:

Tap **Participants**, then tap **Add Invitees**.

Type email addresses for the people you want to invite. Tap **Return** to separate invitee names. When finished, tap **Send**.

**Note:** Tap ‍ to select invitees from your iPad’s contact list.

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**To mute all attendees:**

Tap **Participants**, then tap **Mute All** at the bottom of the Participants panel.

**To manage attendee roles:**

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chat</strong></td>
<td>Send a private chat message to the selected participant.</td>
</tr>
<tr>
<td><strong>Make Presenter</strong></td>
<td>The selected participant becomes the presenter.</td>
</tr>
<tr>
<td><strong>Make Panelist</strong></td>
<td>The selected participant becomes a panelist.</td>
</tr>
<tr>
<td><strong>Make Attendee</strong></td>
<td>The selected presenter or panelist becomes an attendee.</td>
</tr>
<tr>
<td><strong>Make Host</strong></td>
<td>The selected participant becomes the host.</td>
</tr>
<tr>
<td><strong>Expel</strong></td>
<td>The selected participant is expelled from the session.</td>
</tr>
</tbody>
</table>

**To end a session:**

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