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Quick Guide for WebEx Meetings Mobile – January 2015
Training: http://ipfw.edu/training

iPhone Navigation

No meetings before Dec 31
Scroll up to see more meetings

Android Navigation

Tapping this allows you to join a meeting by entering the number it is associated with

Tapping this opens the participant list
Tapping this allows you to leave the meeting
Tapping this brings up more options including information on the meeting and the recording option if you are the host

Tapping to connect via your phone's camera
Tapping to connect via audio, best through a headset

Tapping this to schedule a meeting
Tapping this to refresh the list of meetings
Tapping this for more options such as Settings, an App Tour, and Join by Number for meetings

Tapping this for the participant panel
Tapping this to add a participant
Tapping this to leave the meeting
Tapping this to connect via your phone's camera
Tapping this to connect via audio
WebEx Meetings Mobile App

WebEx has free mobile applications available for these smartphones and other devices. This allows you to host or attend a meeting from anywhere. While this is a convenient way to use WebEx, there are some differences between the mobile app and on a computer. To put it simply, the mobile app is a bare bones version.

What’s Different

- Whiteboard and Polling are not available. File sharing is only available on the iPad.
- Only Audio and Video sharing are available.
- A Chat Feature within the Participant Panel is available if you wish to only address one person within the meeting.
- When scheduling a meeting, you are not able to have it preset to record the meeting.

Getting Started with the App

**iPhone/iPad**
1. Find the WebEx Meetings app in the iTunes App Store.
2. Once downloaded, the icon will show up on your screen as shown below:
3. After the introductory examples, tap Get Started
   a. There is an informative video you have the option of watching as well.
4. To sign in, tap “Sign in through your corporate website”
   Email: email@company.com
   ![Sign in through your corporate website](image)
   Next

**Note:** If you try to enter your credentials in the app without going through the corporate website, an error message will come up stating you have to do so.
5. Type in purdue.webex.com
6. Tap Next
7. This will bring up the login page in your phone’s browser. Once you type in your credentials and tap Login, you will be redirected back to the app.

**Android Devices**
1. Find the WebEx Meetings app in the Google Play Store.
2. Once downloaded, the icon will show up on your screen as shown below:
3. After the introductory examples, there will be a prompt to create an account, which should be ignored. To proceed to log in, you will need to tap Skip at the bottom of the screen.
4. Follow steps 5—8 from the iPhone/iPad directions to log in.

Schedule a Meeting

Scheduling a meeting is the same as the online experience through the WebEx site or through the Microsoft Outlook plug-in. There are minor differences and the added bonus of being able to add participants from your contacts.

**iPhone/iPad:**
1. Tap the plus sign icon at the top of the screen:
2. Three options will pop up: Meet Now, Schedule, and Cancel
   a. Tap Meet Now to start a meeting that was previously scheduled via the website.
   b. Tap Schedule to schedule a new meeting.
3. In the Schedule Meeting screen, you will have the same options as on the website. You may add invitees either by email or from your contacts. To add from your contacts, just tap the plus sign:

**Note:** You will have to change your privacy settings for the app in order to add invitees from your contacts:
1. Tap Settings on your home screen.
2. Tap Privacy.
3. Tap Contacts.
4. There will be a list of applications that have requested access to your contacts. Tap the toggle button next to WebEx so that it turns green.

Help Desk: helpdesk@ipfw.edu
**Android Devices**

- Tap the **plus sign icon** at the top of the screen.
- You will have the same options as you would on the website with just a few things to keep in mind, such as:
  - When adding multiple participants by email address, tap the **plus sign** next to **Add invitee** after each.
  - Add participants from your contacts if they have email addresses associated with their contact information.
  - At the bottom of the screen, you have the option of either instantly beginning the meeting or scheduling it for later.

**Audio, Video, and More**

Connecting with audio and video is simple and easy in the app. A couple taps is all it takes. It is best to use a headset for optimum sound quality.

**Audio**

- Tap the **phone symbol** to connect.

**Video**

- Tap the camera symbol to set up video via your phone’s front facing camera.
- A box will pop up so that you can preview your video before connecting.
- Tap **Start my video** to connect.

**Recording**

If you are the host, you can record the meeting in the app. The recording will be available on the WebEx website in My Recordings.

- **iPhone**:
  - Tap the **three dots** for more options.
  - Tap **Record**

- **Android**:
  - In the Meeting Screen, tap the “I” next to the meeting name.
  - Tap **Record**

**Chat & Pass the Ball**

In the Participant List, you have the ability to chat one-on-one via text with other participants and if you are the host, you can pass the ball to another participant.

- Tap this symbol to open the Participant List.
- Tap on someone to chat with them.
- If you are the host, drag and drop the ball next to your name to another participant.

**Leave a meeting**

Leaving a meeting is as simple as tapping the door symbol.

**Note**: if you are the host, this ends the meeting for all participants.