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 iOS devices.
- Screen sharing is available on Android and iOS devices.
- When scheduling a meeting, you are not able to have it preset to record the meeting.

Getting Started with the App

iOS Devices
1. Find the Cisco WebEx Meetings app in the iTunes App Store
2. Once downloaded, open the app on your home screen
   a. Note: You may have to accept the terms of service for the app.
   b. The app will have introductory animations of app features you can look through.
3. Tap Sign In and for the Enter Your Email screen, enter your Purdue Career Account email address, which is your Purdue Career Account username@purdue.edu
4. Tap Next
5. On the Select Site screen, the website will automatically fill in with purdue.webex.com
6. Tap on purdue.webex.com
7. In the login window that opens, enter your Purdue Career Account username and password
8. Tap Login

Note: The app will ask for permissions to your calendar and other apps it will need in order to function properly.

Android Devices
1. Find the Cisco Webex Meetings app in the Google Play Store
2. Once downloaded, open the app on your home screen or list of apps.
3. Follow steps 3-8 from the iOS devices directions to log in.

Schedule a Meeting
Scheduling a meeting is similar to the online experience through the WebEx site, but there are minor differences and the added bonus of being able to add participants from your phone contacts. The process is similar on both iOS and Android devices.

1. On the main screen in the app, swipe left to view My Meetings
2. Tap on the plus sign icon at the bottom of the screen as pictured below
3. The meeting will automatically be named “[Your name]’s meeting.” You may change the name for the meeting in the first text box.
4. The scheduled meeting will require a password and a randomized password will be in the second text box.
   a. You may change the password by tapping the x and entering a new password.
   b. To view the password, check the box for Show password.
5. Type the email addresses of individual invitees in the Enter invitee emails textbox then click +Add invitee.
   a. To add invitees from your device contacts, tap the icon pictured below and select from the given list.
6. Enter the Date, Time, and Duration in the given drop downs.
7. Tap Start or Schedule in the upper right of the screen.

Start Meeting in Your Personal Room
Your Personal Room acts as a means to meet instantaneously with a fixed 9 digit room code and link.

1. On the main screen of the app, tap Start Meeting.
2. To add participants, tap on the Participant List button in the upper right of the screen.

3. Tab the Invite button in the bottom left of the screen as pictured below

4. If you have previously invited participants to your personal room, tap Remind invitees if they have not entered the meeting.

5. If you wish to add invitees, tap Invite by email
   a. Type in the email address of the desired invitee then tap +Add invitee or tap on the icon pictured below to add invitees from your phone contacts

Note: Android Devices have the added benefit of creating a home screen short cut to start a meeting in the Personal Room at any time. To do so:

   1. Tap Start Meeting on the main screen of the app
   2. Tap the Options ellipses (…)
   3. Tap Create shortcut
      a. The shortcut will be added to your home screen.

Audio, Video, and More
Connecting with audio and video is a matter of a couple of taps on the screen. It is best to use a headset for optimum sound quality

Audio
1. Tap the phone symbol to connect to audio
   a. A prompt will pop up
2. Tap Call using Internet

Note: This will use your plan data if you are not connected to Wi-Fi

   1. The microphone symbol will now display, showing that you are connected to audio.
   2. To mute audio, tap on the microphone symbol as pictured below
   3. To disconnect audio, tap on the Options ellipses (…) and tap Disconnect Audio

Video
1. Tap the camera symbol to set up video.
   a. A preview will pop up
2. Tap Start My Video
3. To stop sharing video, tap the camera symbol, then tap Stop My Video

Screen Sharing
Screen sharing is possible on all devices now, but iOS devices have an added benefit of sharing content and files from applications such as Dropbox.

iPhone
1. Tap the Options ellipses (…)
2. Tap Share Content
3. To share a file, select from one of the applications listed to link the account to WebEx and select from your files
4. To share your screen, do the following:
   a. On your home screen, tap Settings > Control Center > Customize Controls
   b. Tap on WebEx to allow for screen recording
   c. Open WebEx
   d. Swipe up to open Control Center
   e. Force-tough the recording button to select WebEx
   f. Tap Start Broadcast
5. To stop sharing your screen, tap Stop Sharing at the upper left of your screen

iPad
1. Tap the share screen button as pictured below
2. To share a file, select from one of the applications listed to link the account to WebEx and select from your files.

3. To share your screen, follow the iPhone directions 4a-4f above.

4. To point out a specific part of your screen or document, tap the pointer button as pictured below.

5. To stop sharing your screen, tap **Stop Sharing** at the upper left of your screen.

**Android**

1. Tap the **Options** ellipses (…)

2. Tap **Share Screen**
   a. A pop up will come up stating that WebEx will start capturing your screen. If you would not like this message to show again, tap the check box for **Don’t show again**
   b. Tap **Start Now**

3. Tap **Share Screen**

4. When you would like to stop sharing your screen, tap the WebEx icon as pictured below.

5. Tap **Stop Sharing**

**Chat and 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.

1. Tap the **Participant List** button

2. Tap someone to chat with them

3. Tap the symbol pictured below to chat with everyone

4. Tap on the ball next to your name as pictured below and drag it to another participant to make them the presenter.

**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**.

1. Tap the **Options** ellipses (…)

2. Tap **Record**
   a. A red recording dot will appear at the top of the screen

3. Tap **Options** then **Pause** to pause recording.

**Leave or End a Meeting**

1. Tap the red x in the bottom right of the screen to leave the meeting.

**Note:** If you are the host of the meeting, leaving the meeting will end the meeting for all participants.