



EOHHS-Information Technology

Executive Office of Health and Human Services

User Guide Library Series



Webex for iPads



<p>Summary:</p>	<p>Many important Webex features are enabled when meetings are conducted through a Webex application that are not available with a Webex dial-in phone meeting, such as:</p> <ul style="list-style-type: none">• Attendee management<ul style="list-style-type: none">○ Attendees are required to authenticate their identity by entering their name and email prior to joining the meeting, minimizing anonymous callers from joining the meeting.○ The host can lock the room to prevent additional attendees from joining.○ The host can mute and unmute any attendee’s audio.○ The host can remove any unauthorized attendee.• More engaged meetings:<ul style="list-style-type: none">○ Screen sharing, video, and high-quality audio become available.○ Attendees are offered multiple audio options: dial-in, call me, toll-free, or internet audio.○ The host can pass along presentation and hosting privileges to other attendees. <p>The following guide describes how to initiate a Webex iPad application meeting and how to provide a web link or automated Webex invite for meeting attendees.</p>
<p>Content:</p>	<ul style="list-style-type: none">• Install the Webex App• Login• Schedule and Start a Meeting• Start an Already Scheduled Meeting• Start an Unscheduled Meeting• Using the Webex Controls• Invitee Email Confirmation



Install the Webex App:

Step 1: Install the Webex app from the Apple Store





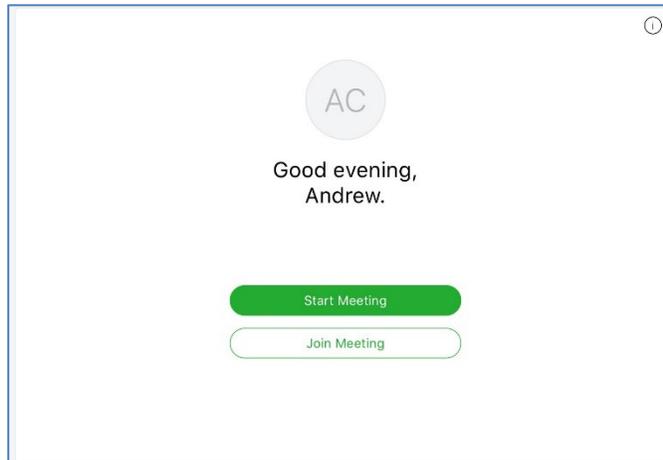
Login:

<p>Step 1:</p>	<p>Go to the login page by:</p> <p>Option 1: Use the Webex app </p> <p>Option 2: Go to https://statema.webex.com</p>
<p>Step 2:</p>	<p>If asked for login credentials, follow these steps:</p> <ul style="list-style-type: none">• Enter your full email address (i.e., First.Last@massmail.state.ma.us)<ul style="list-style-type: none">○ Ensure you use the domain “@massmail.state.ma.us” regardless of the email currently being used.○ You can also try just the First.Last portion to see if that works• Enter your password. If you do not know your password, click the Forgot your username or password link.• If “Forgot your username or password” is required, ensure that the domain “@massmail.state.ma.us” is entered, regardless of the email currently being used in Outlook.• Click Log In

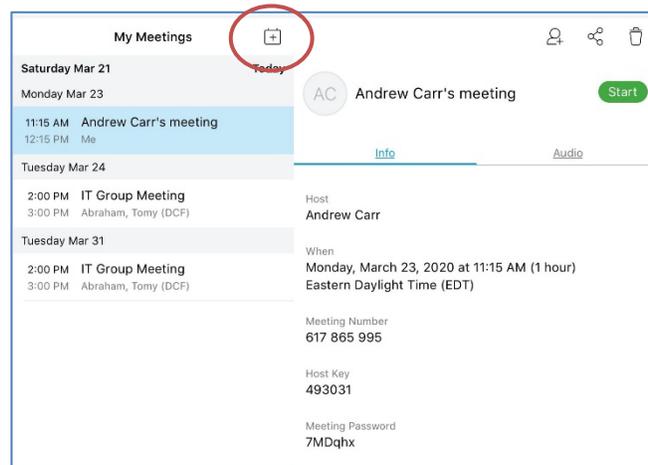


Schedule and Start a Meeting:

Step 1: From the screen below swipe to the right



Step 2 Tap + to enter your scheduling details



- Provide a **Meeting** name (i.e., Smith Family Meeting)
- Enter a meeting **Duration**
- Tap the existing date and enter the date and time of your meeting.
- Tap **Invitees** to enter attendee emails. Attendees will be emailed meeting details.
- Tap **Schedule** when finished. You and the invitees will receive an email with the meeting information.



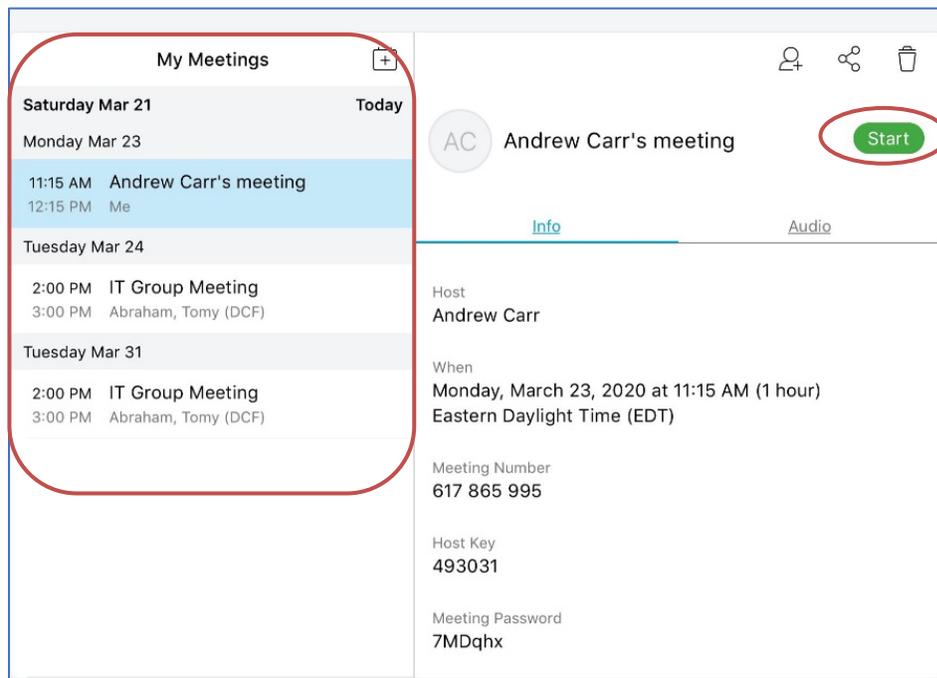
Cancel	Schedule	Schedule
Smith family meeting		
Starts	Wed Mar 25 9:15 AM	
Duration	1 hour	
Invitees	None >	
Password	Set >	



Start an Already Scheduled Meeting:

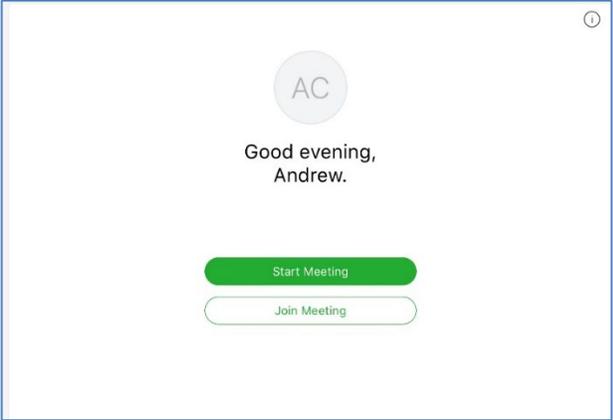
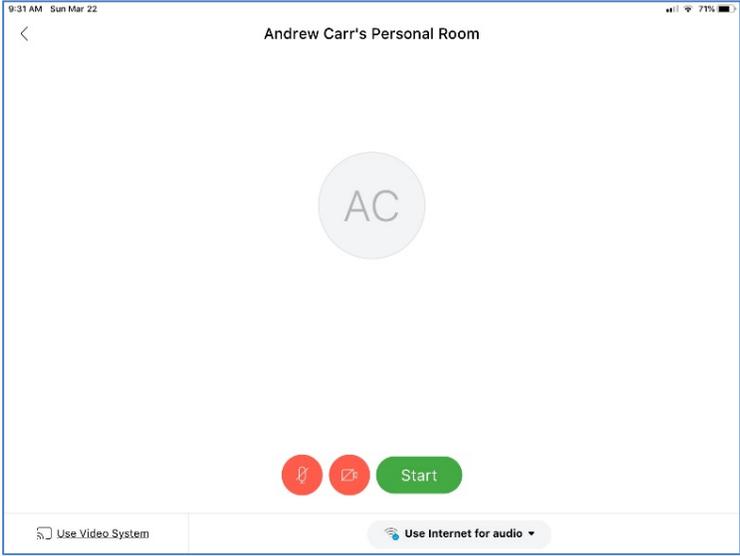
Step 1:

- Next time you login, swipe to the right to see your list of scheduled meetings
- Select **Start** to begin your meeting. Audio and video will run via the iPad.





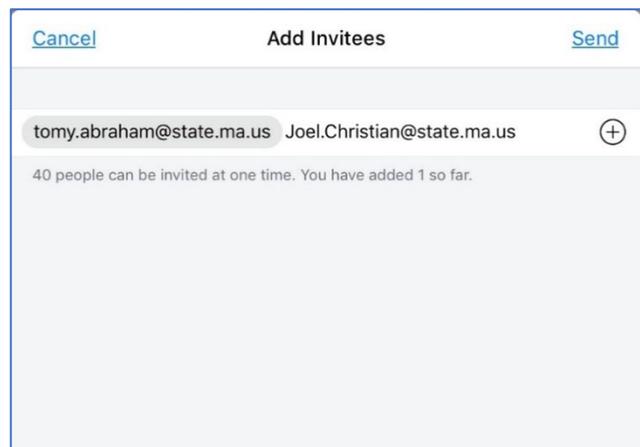
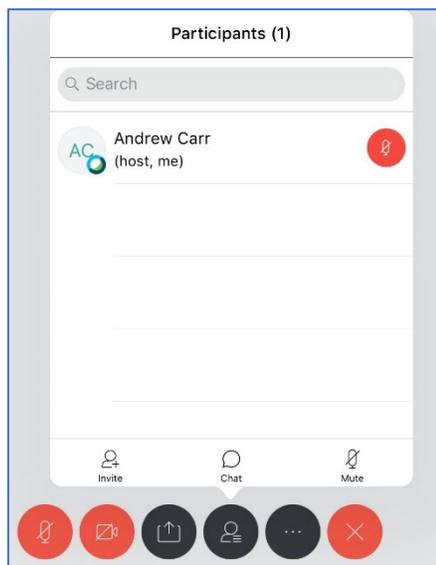
Start an Unscheduled Meeting:

<p>Step 1:</p>	<p>Click Start Meeting</p>	 <p>A screenshot of the Webex app interface. At the top center is a circular profile icon with the initials 'AC'. Below it, the text reads 'Good evening, Andrew.' At the bottom, there are two buttons: a prominent green 'Start Meeting' button and a white 'Join Meeting' button with a green border. A small circular icon with a question mark is in the top right corner.</p>
<p>Step 2</p>	<p>Click Start</p>	 <p>A screenshot of the Webex app interface showing a personal room. The title at the top is 'Andrew Carr's Personal Room'. In the center is a circular profile icon with the initials 'AC'. At the bottom, there are three buttons: a red 'Stop Video' button, a red 'Mute' button, and a green 'Start' button. Below these buttons are two settings: 'Use Video System' and 'Use Internet for audio'.</p>



Step 3 Invite others to join:

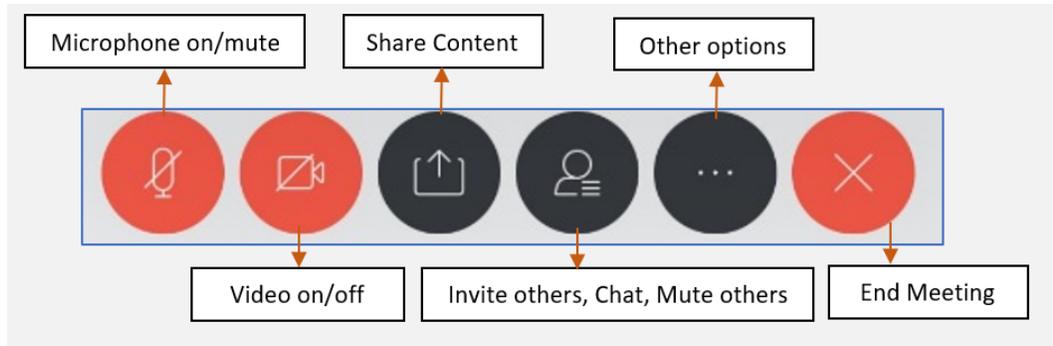
- Tap the “bubble person” button. Notice all options.
- Select **Invite**.
- Tap emails of those you want to invite.
- Tap **Send**.
- Recipients will receive an invite with instructions on how to join (phone number to call).





Using the Webex Controls:

Step 1: Your mobile devices have audio and video built in. Please explore all call options below.





Invitee Email Confirmation:

Step 1: Your invitees will receive an email like the one below. This has a Join button and the phone numbers to call in.

Andrew Carr invites you to join this Webex meeting.

Meeting number (access code): 611 488 355

Meeting password: m4HrtQ

Sunday, March 22, 2020

10:15 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-123-456-7890](#) US Toll

[+1-866-456-7890](#) US Toll Free

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Join from a video system or application

Dial 611488355@statema.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 611488355.statema@lync.webex.com