



EOHHS-Information Technology
Executive Office of Health and Human Services

WebEx Meetings on Mobile Phones



WebEx Meetings

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WebEx Meetings on Mobile Phones



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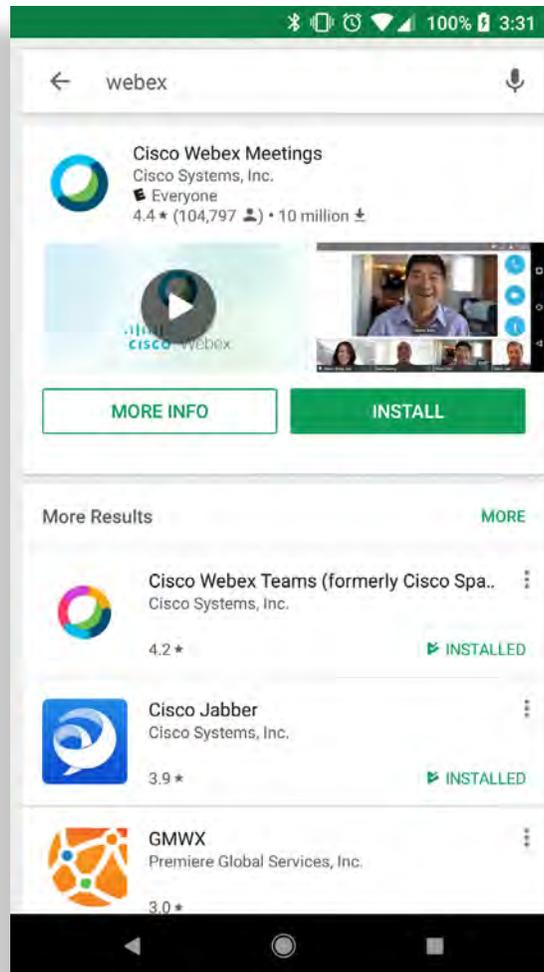
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DOWNLOAD THE WEBEX MEETINGS APP

Cisco WebEx Meetings

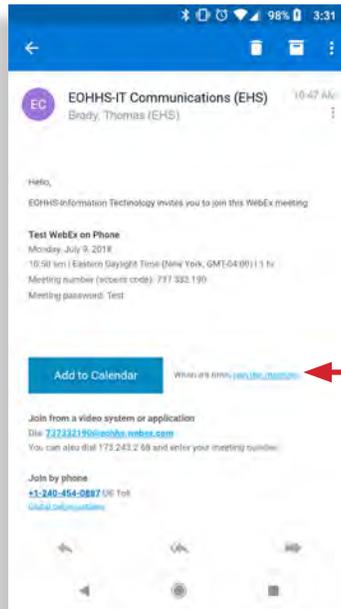
1. In the application store of respective phones, find the Cisco WEbEx Meetings app and install it on the mobile phone device.



JOIN A MEETING

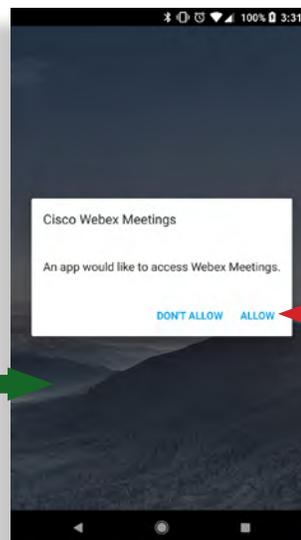
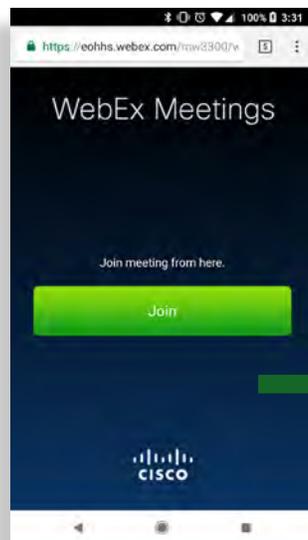
(A) METHOD 1: “Join the Meeting” using an email invite

1. From an email invite ALREADY located on the mobile phone:



choose “join the meeting”

2. The below screen (left image) will briefly appear before redirecting to a window with a prompt (right image).



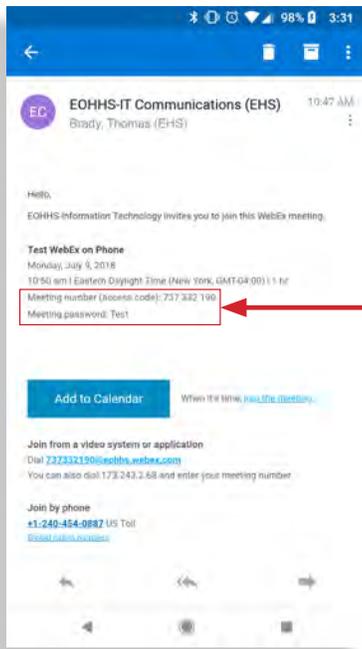
choose “ALLOW”

3. Go to part (C) of JOIN A MEETING to continue.

JOIN A MEETING (CONT.)

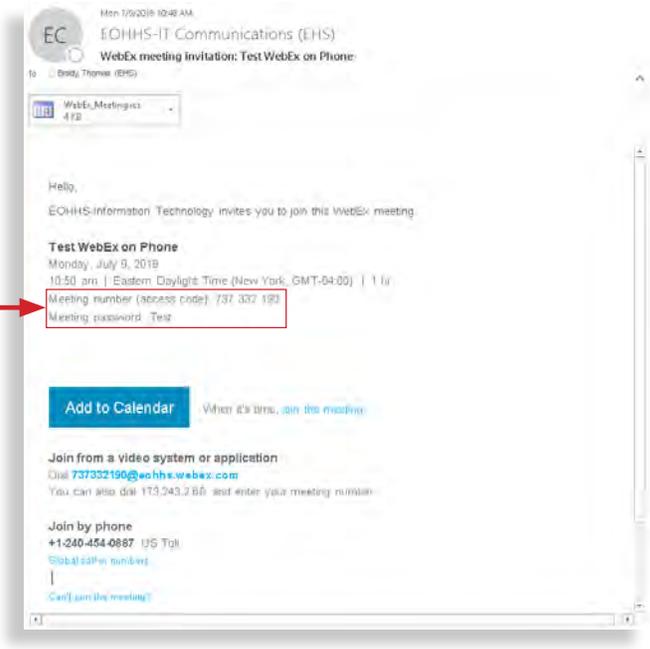
(B) METHOD 2: Entering the Meeting Number Directly into the WebEx Meetings App

1. Find the “Meeting Number” and “Meeting Password” in the respective meeting’s email invite for future reference:



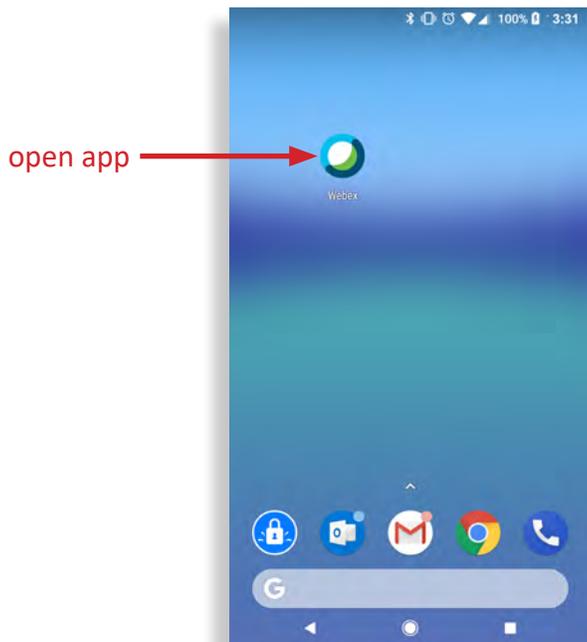
[on phone]

OR



[on desktop]

2. Open the WebEx Meetings App.

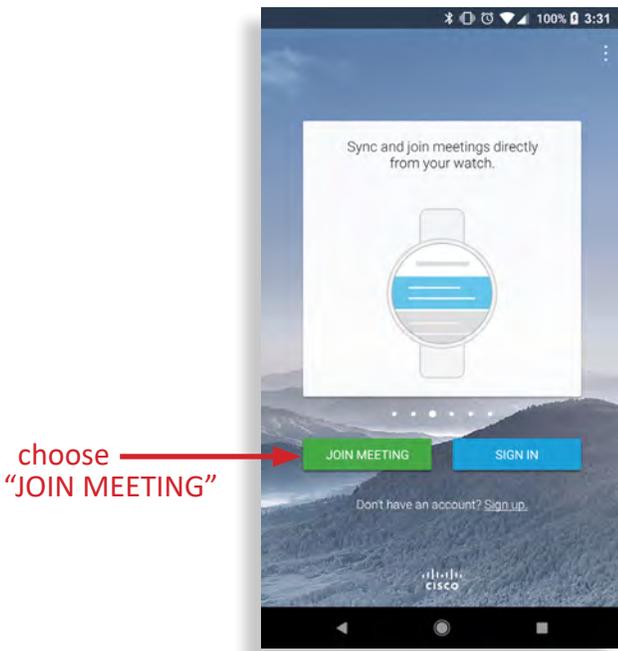


3. Go to part (C) of JOIN A MEETING to continue.

JOIN A MEETING (CONT.)

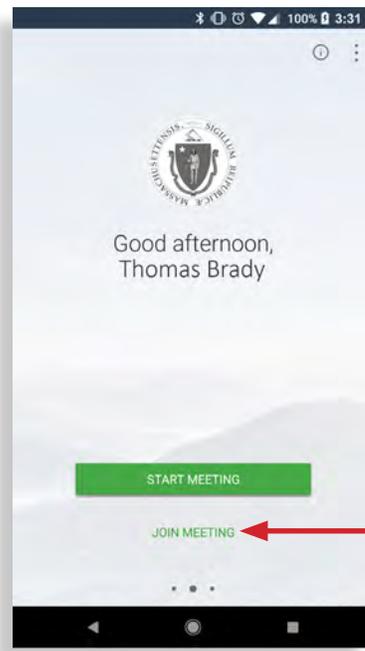
(C) Remaining steps for METHOD 1 & 2:

4. After Method 1 or 2 is initiated, one of the following screens will appear:



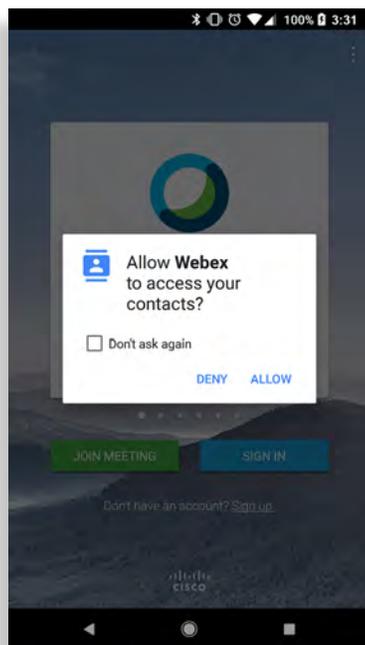
[not signed in to WebEx]

OR

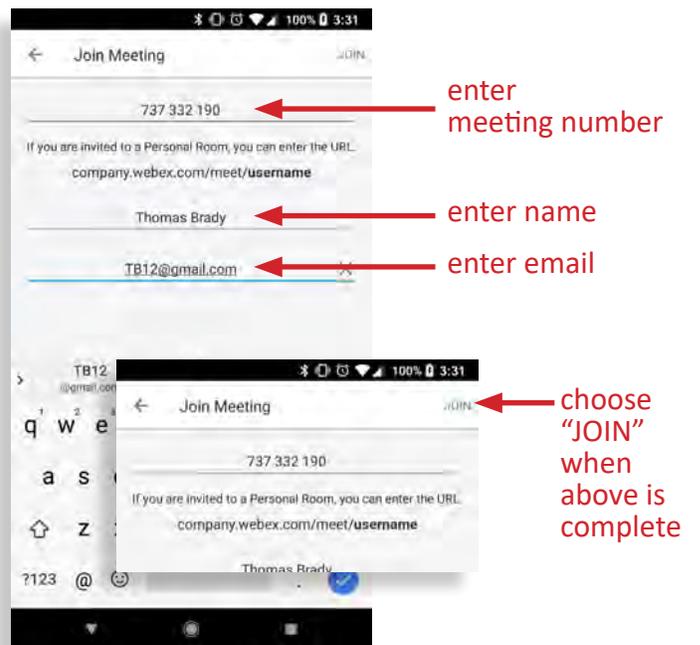


[already signed in to WebEx]

5. Answer the prompt:

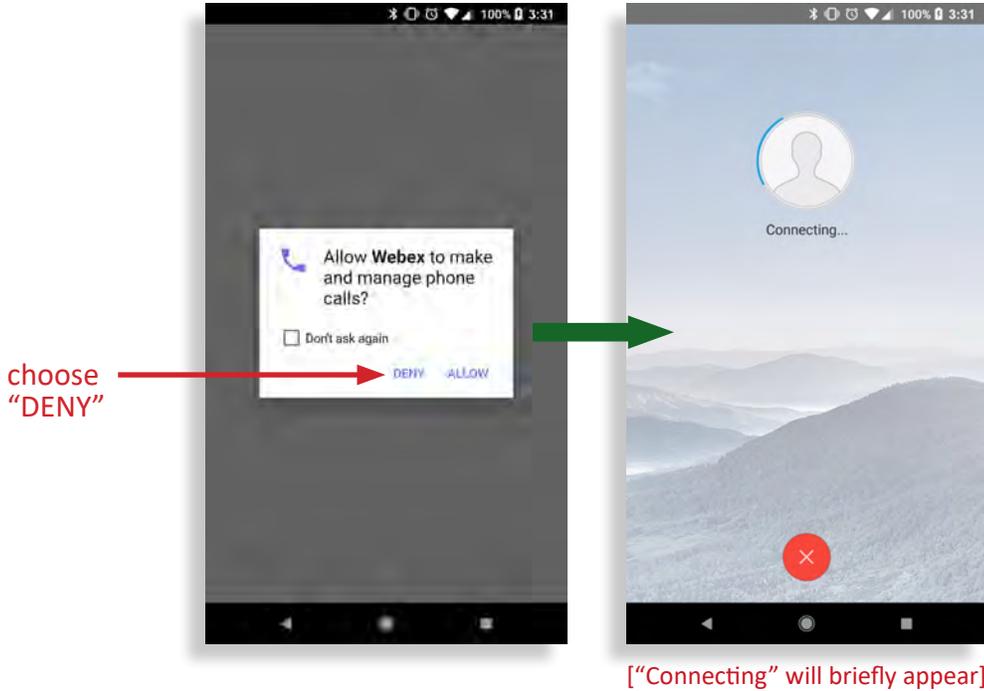


6. Enter the requested information:

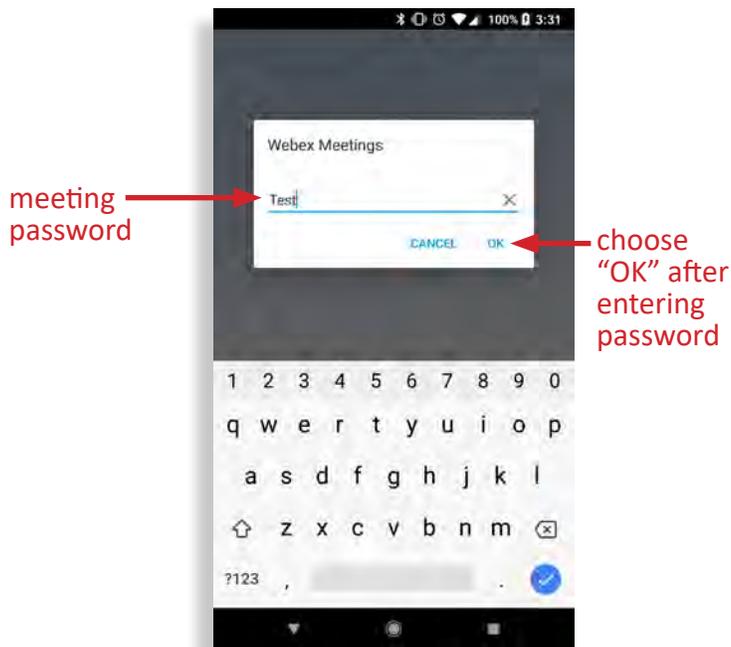


JOIN A MEETING (CONT.)

7. Answer the prompt with "DENY"

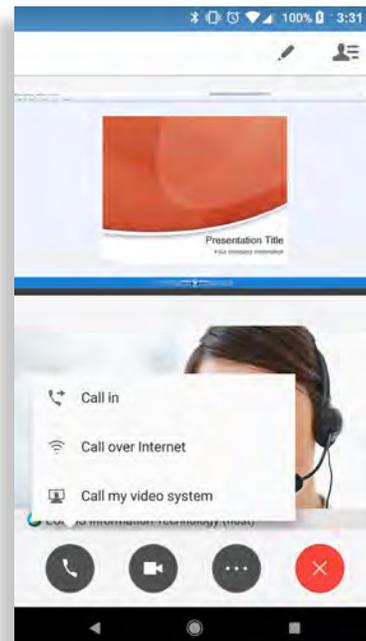


8. Enter the Meeting Password



9. WebEx has connected to the meeting. Video and shared screens will be viewable.

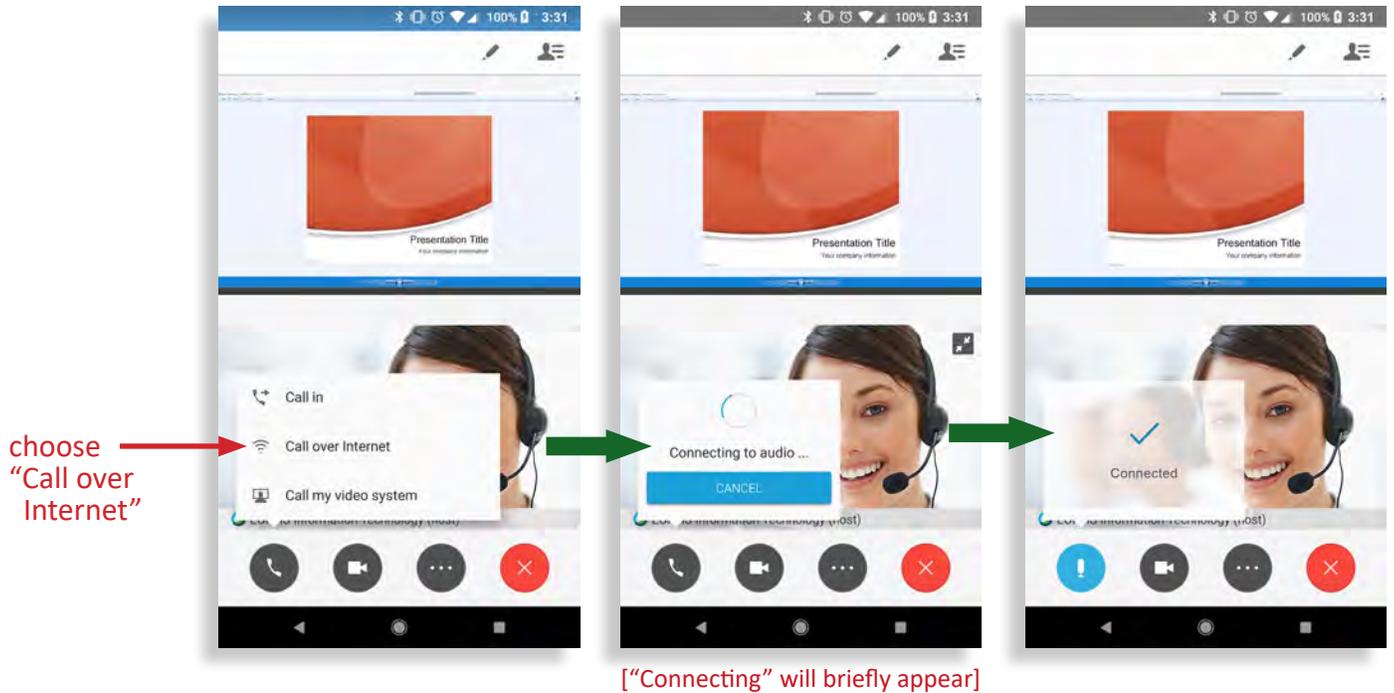
Go to **AUDIO SETUP** to continue.



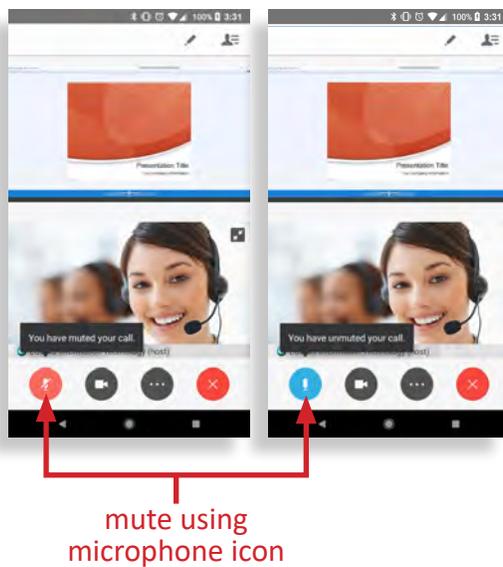
AUDIO SETUP

AUDIO SETUP 1: "Call over Internet"

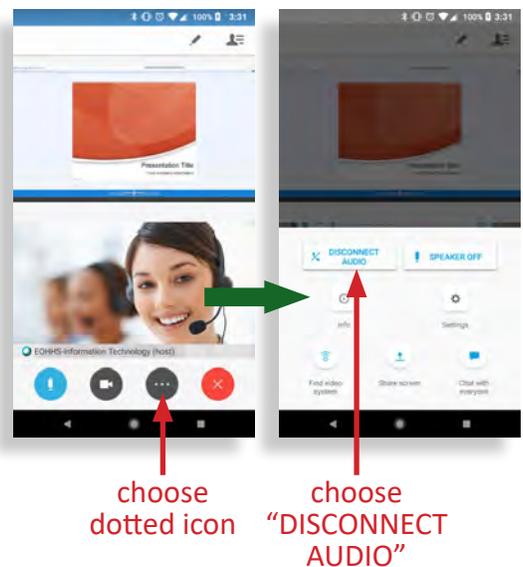
1. Audio input and output that uses data services
 - This is the primary audio option recommended for optimum quality
2. Choose "Call over Internet"



3. Muting audio



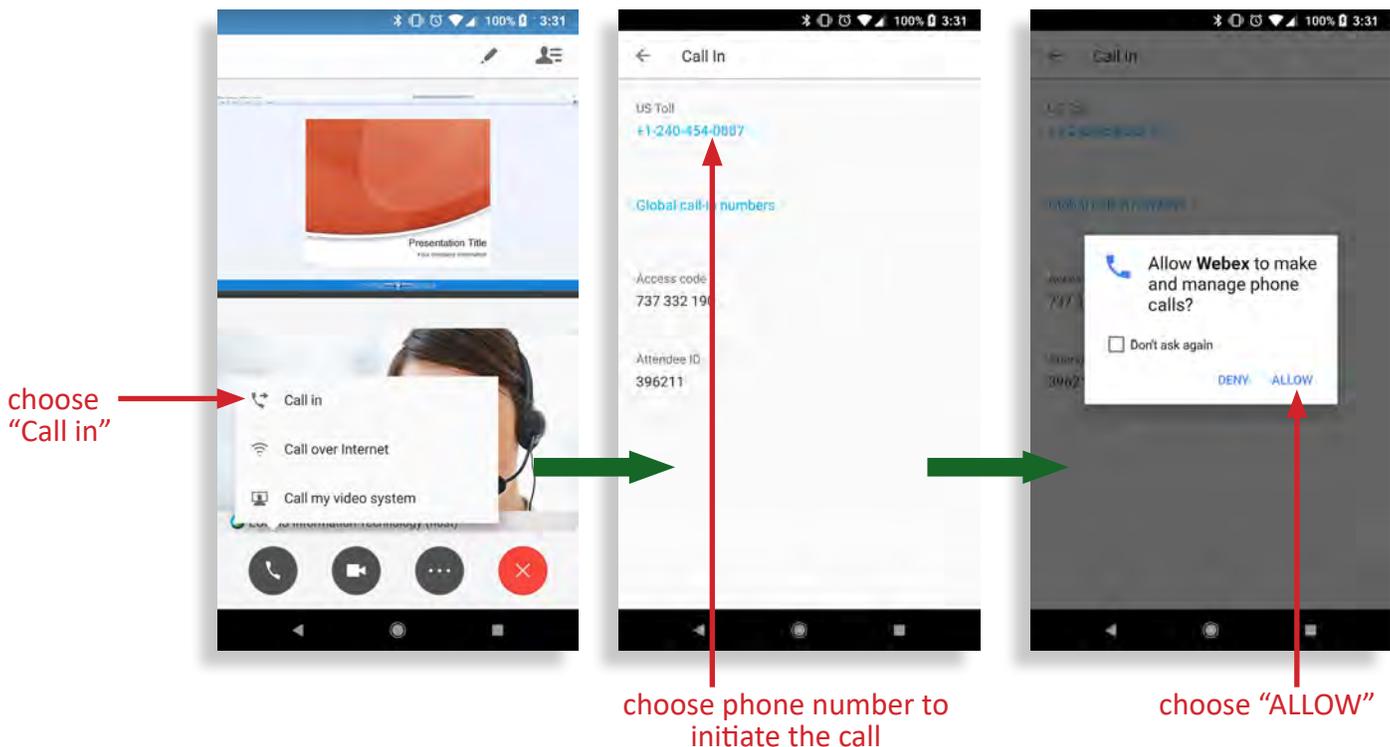
4. Disconnecting audio



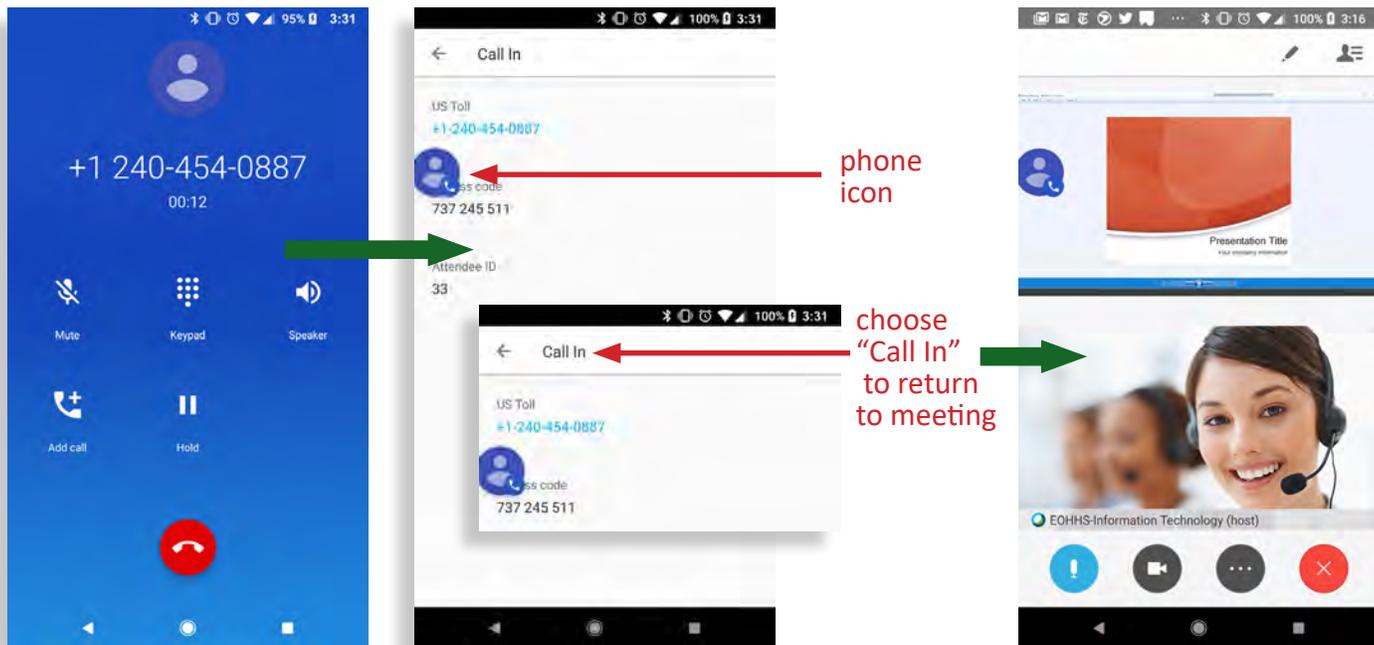
AUDIO SETUP (CONT.)

AUDIO SETUP 2: "Call In"

1. Audio input and output that uses mobile phone services
2. Choose "Call in"



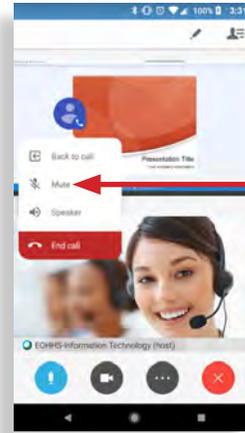
3. All information will auto-populate and a phone icon will appear confirming the connection



AUDIO SETUP (CONT.)

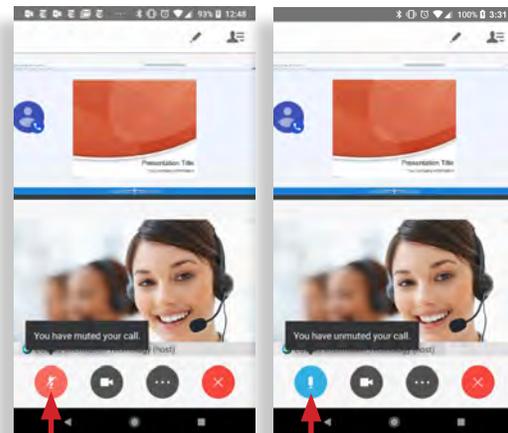
4. Muting audio

- Option 1: Caller icon



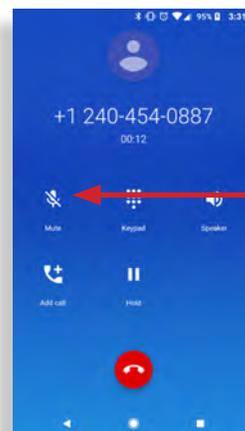
mute using phone icon

- Option 2: Microphone icon



mute using microphone icon

- Option 3: Standard phone interface



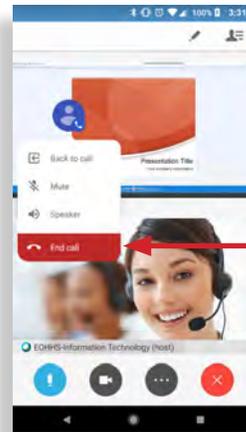
phone's mute button

NOTE:
Several mute options can be activated simultaneously. Any active instances of mute will cause the audio to remain muted.

AUDIO SETUP (CONT.)

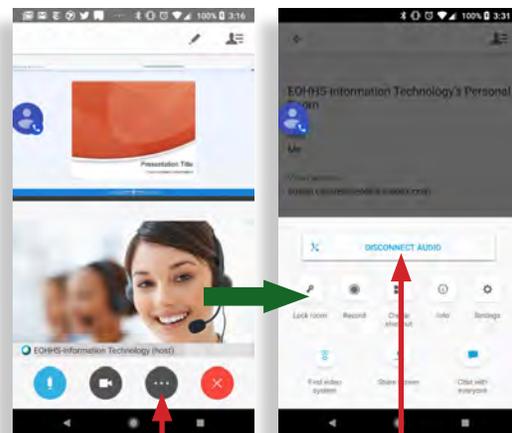
5. Disconnecting audio

- Option 1: Caller icon



end call using phone icon

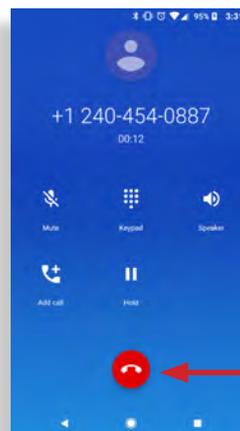
- Option 2: Dotted icon



choose dotted icon

choose "DISCONNECT AUDIO"

- Option 3: Standard phone interface

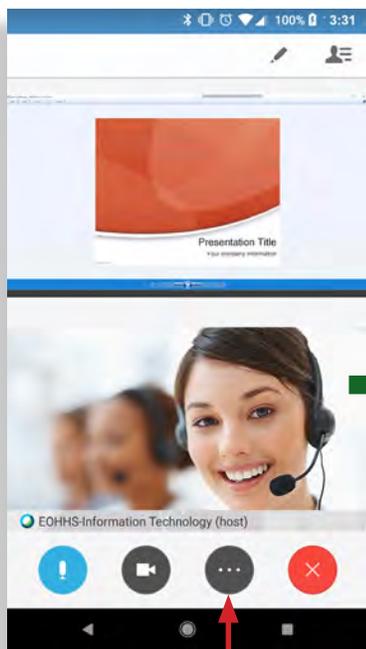


phone's disconnect button

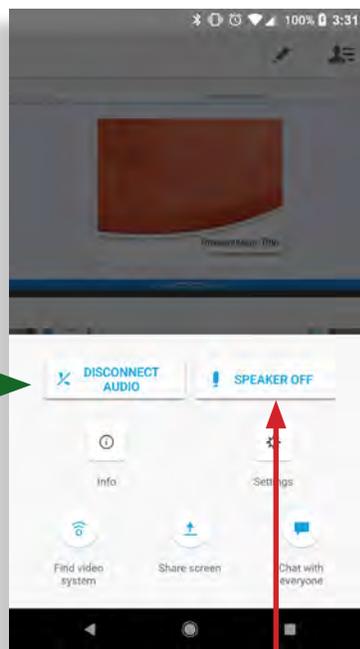
AUDIO SETUP (CONT.)

FOR BEST AUDIO PERFORMANCE

1. Avoid feedback
 - Use ear buds to listen and speak
 - DO NOT use “speaker phone” mode to listen and speak
 - Turning “speaker phone” mode off:



choose
dotted icon



“SPEAKER OFF”
should be
displayed

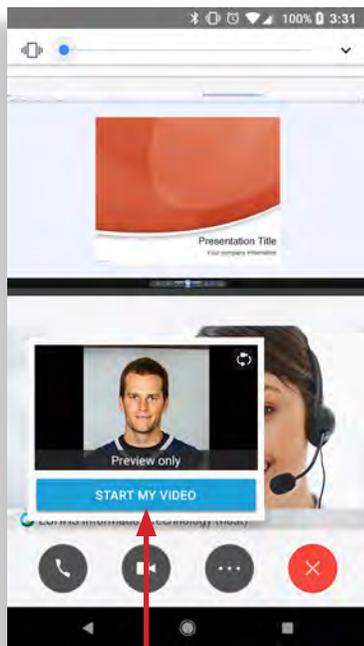
VIDEO

1. Choose the video camera icon



choose video camera icon

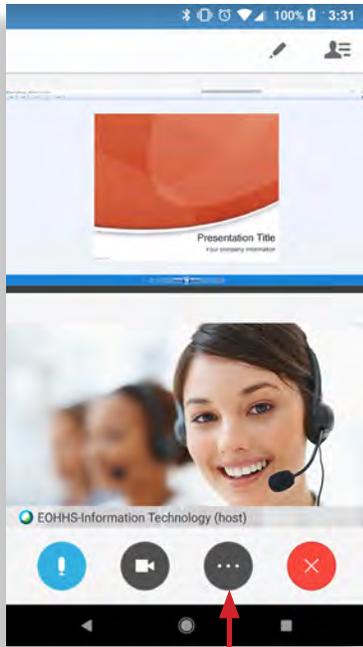
2. Choose "START MY VIDEO"



choose "START MY VIDEO"

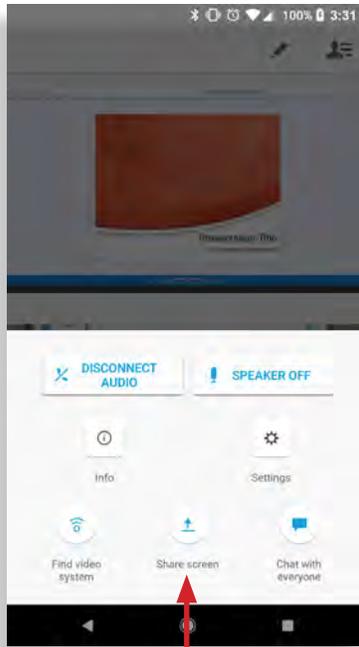
SHARE SCREEN

1. Choose the dotted icon



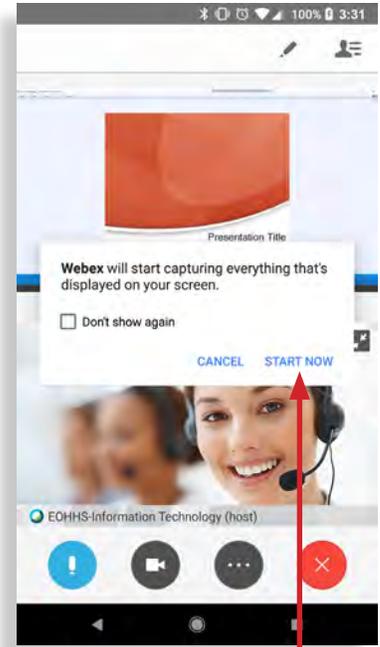
choose dotted icon

2. Choose "Share screen"



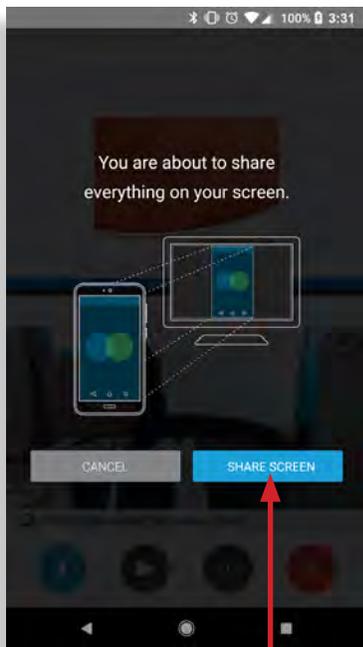
choose "Share screen"

3. Choose "START NOW"



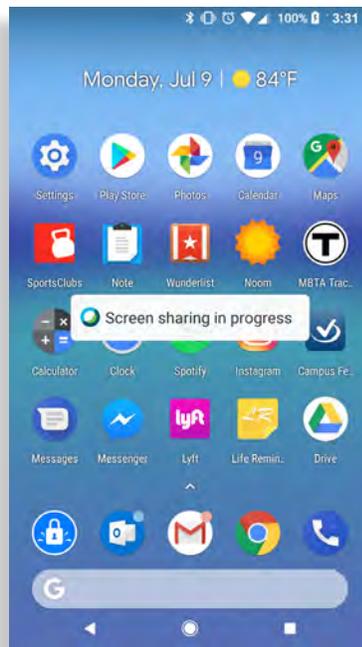
choose "START NOW"

4. Choose "SHARE SCREEN"

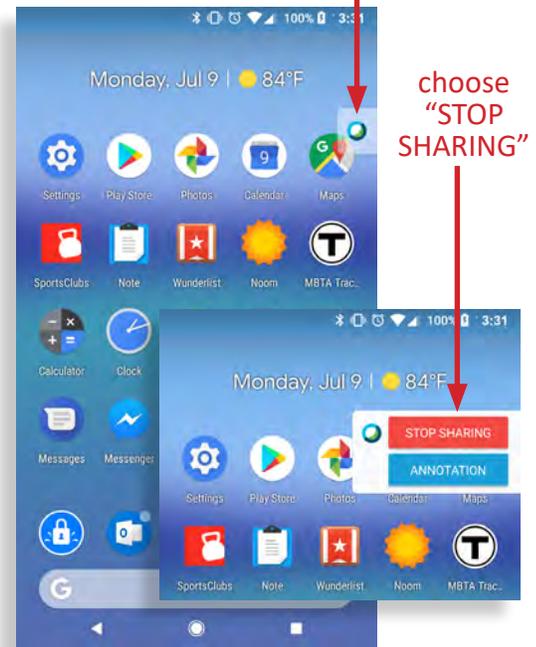


choose "SHARE SCREEN"

5. The phone's desktop will be displayed in the meeting



6. Stop screen share



Choose WebEx icon

choose "STOP SHARING"



EOHHS-IT

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