Cisco WebEx Meetings

User Guide Cisco Webex Meetings Mobile (iOS)

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Install Webex Meetings
In order to attend Webex meetings from your iOS device you need to download and install the Cisco Webex Meetings application.

To install the application:
1. On your device, navigate to the App Store.
2. Tap the Search icon and use Webex as a search keyword.
3. Choose Cisco Webex Meetings and then tap the cloud icon.

- The first time you launch the application you will have to accept the Terms of Service.
- When a new version of the Cisco Webex Meetings application is available, you may be prompted to update when you sign in.

View Your Upcoming Meetings
If you have an account on your Webex site, you can sign in and view your upcoming meetings on your device. The first time you access the Webex Meetings application, you will be prompted to log in using your site credentials.

To view your meetings from the Webex app:
1. Open the Webex Meetings application on your device, then tap Sign In.
2. Enter the email address associated with your Webex account, then tap Next.
3. Enter your Webex password, then tap Sign In.

- If your email address is associated with more than one Webex site, you will be presented with a list of sites. Tap the site you want to log in to.

- 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 listed on your calendar.
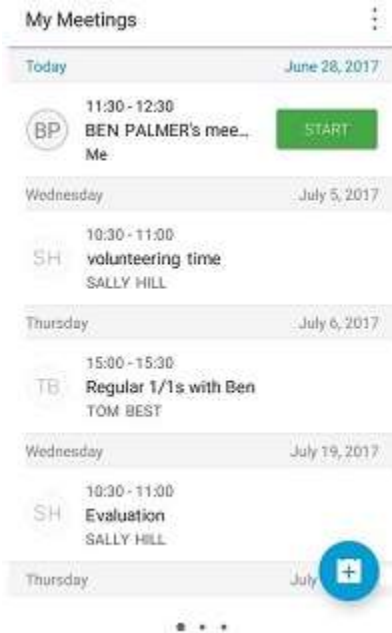
If your email address is associated with more than one Webex site, and you have given Webex access to the calendar on your device, all Webex meetings you are scheduled to host, or have been invited to attend, on those sites will be listed.

- If you are the host of a listed meeting that is scheduled on a Webex site that you are not logged in to, you will need to log in to that site in order to start the meeting.

- Meeting invitations you have not accepted are shown as tentative.

Using the native device search

You can use your native device search bar to look for scheduled Webex meetings or Personal Rooms.

Open your iOS search and searches by meeting title, number, site name, information, host name, email, meeting time.

Search supports a meeting list history of up to 100 meetings, and a cache of up to 50 recently accessed personal rooms. In addition, this history will be cleared if the user is signed out.

Join a Meeting
You can join a Webex meeting from your device in any of the following ways.

When signed in to your Webex account:

Tap the meeting in the My Meetings view, then tap Join.

OR
1. Tap the More icon in the upper right corner of the screen.
2. Tap Join meeting. The Join Meeting dialog appears.

3. Type the meeting number, Personal Room URL, or meeting host's username.

    Note: You must be logged in to join the meeting by typing the host's username.

4. Tap Join.

Without a Webex account:
1. Open the application and tap Join by number. The Join Meeting dialog appears.

2. Enter the meeting number or the host's Personal Room URL provided in the meeting invitation.

3. Type your name and email address, then tap Join.

Using Siri:

Use Siri voice commands to launch scheduled Webex meetings, your own Personal Room, or launch someone else's Personal Room even while outside of their Webex application. When looking for meetings, Webex looks for scheduled meeting rooms first, then your own or other peoples' Personal Rooms in your recently-accessed Personal Rooms.

Available Commands:
- "Call my room using Webex" (call your own Personal Room)
- "Join my room using Webex" (call your own Personal Room)
- "Call <first name, last name, both> using Webex"
- "Using Webex call <first name, last name, both>"
- "Call next meeting using Webex" (Webex searches for a scheduled meeting to join in your upcoming meetings list)
- "Join next meeting using Webex" (Webex searches for a scheduled meeting to join in your upcoming meetings list)
- Launch Webex" (Webex app opens)

- iOS 10+ required
- Scheduled Personal Rooms are not supported

Siri searches the in-app meeting list and recently-access Personal Rooms. If the meeting or personal is not in either of those lists, Siri won't be able to find your meeting. You must have Siri enabled on your device in order to use Siri with Webex.

From the meeting invitation email:

Open the invitation email and follow the instructions. You can join by link or, if provided, you can join by video address.

If you do not have the mobile app installed, you can join the meeting using audio.

Join before host:
If it was enabled when the meeting was scheduled, you can join the meeting before the host.
The host's name is not shown in the meeting information until the host joins.

From a notification:

If your site is set up to send notifications, you are alerted prior to the meeting, or when the host starts the meeting. To join, follow the instructions in the meeting notifications.

When you join a meeting that is being held in the host's Personal Room, you will wait in the lobby until the host enters the room or admits you. When the host enters the room or admits you, you are prompted to join the audio conference. You can select "Notify Host" to alert the host that you are waiting in the lobby.

From your calendar:
Join your meeting from your device's calendar by tapping the icon right beneath the topmost meeting time.

If you do not have the mobile app installed, you can still join the audio portion of the meeting.

Connect to the Audio Conference
You can connect to the meeting's audio conference by receiving a call to your device, by using VoIP through the Internet, or by entering a video address within the app. Make your selection by tapping an audio option:

- If you choose Call Me, you will be prompted to enter your phone number.

  Note: If you have turned Auto Call Me on (in Settings), you will receive a call automatically.

- 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.

- If you choose to join by video address, you are prompted to enter the video address.

  To control your audio:
  You can set your preferences so that your device automatically mutes for every meeting you join from that device: from the Settings page, select Mute on entry.

  - In meetings, tap the Audio icon to Mute or Unmute yourself.

- If you are using VoIP, tap the speaker icon to switch between loudspeaker and phone mode directly from within the app.

To leave the audio conference:

Tap the Audio icon, then tap Leave Audio Conference. You can rejoin the audio at any time as long as the meeting has not ended.

To switch between audio devices:

If you are using OS 11 or later, you can switch between your connected audio device for each meeting, for example, Bluetooth headset, Bluetooth speaker, device speaker, etc.
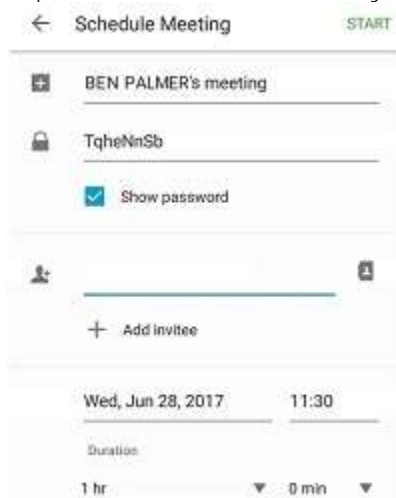
Tap the Audio icon in the meeting screen and select the device to switch to.

Schedule a Meeting

If you have been issued 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 the Schedule button in the My Meetings view. The Start & End form appears.


3. Optionally, tap to delete the default meeting topic, enter your topic text, then tap Save.
4. Tap the date or time to change when the meeting starts.
5. To invite attendees by email, tap Add Invitees, and then enter email addresses. Tap Return to separate invitees. When finished, tap Done

   Note: Tap the plus sign to access your contact list and select invitees.
6. Enter the meeting password and choose whether to show it, then tap Save.
7. Review and tap Schedule. Attendees will receive an email containing your meeting invitation, and you will see the meeting in your My Meetings list.

Change Webex Account Settings
To make changes to your Webex account settings and to enable some useful features, tap Settings at the top left corner of My Meetings view. The Settings screen appears.
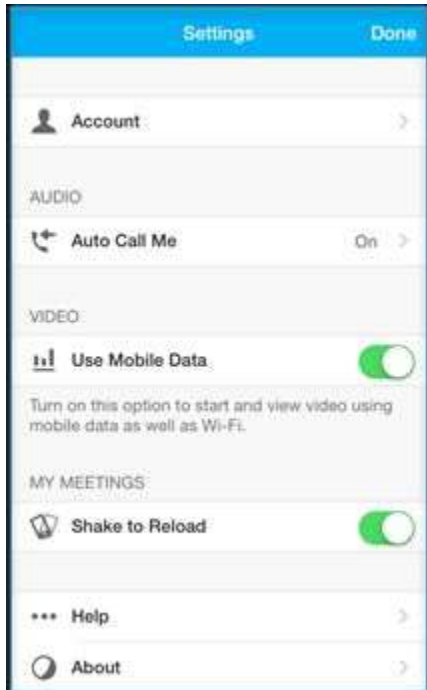
| Account	Displays your account info. Sign out.
Auto Call Me	Streamlines the process of joining the meeting audio by calling your device automatically.
Use Mobile Data	Start and view video using mobile data when WiFi is not available.
Shake to Reload	Updates your meeting list when you shake your device.
About	View the Cisco Webex Meetings application version and Terms of Service.
More	Navigate to the technical support site.

To enable settings:

Choose the setting, then slide the lever to the On position (for Auto Call Me, also enter your number). Then tap Done.

To upload your own personalized avatar:

If your site administrator has enabled this functionality, you can upload your own images or photos to display as your avatar.

1. Tap Settings at the top left corner of My Meetings view. The Settings screen appears.
2. Tap Account, then tap your avatar image.
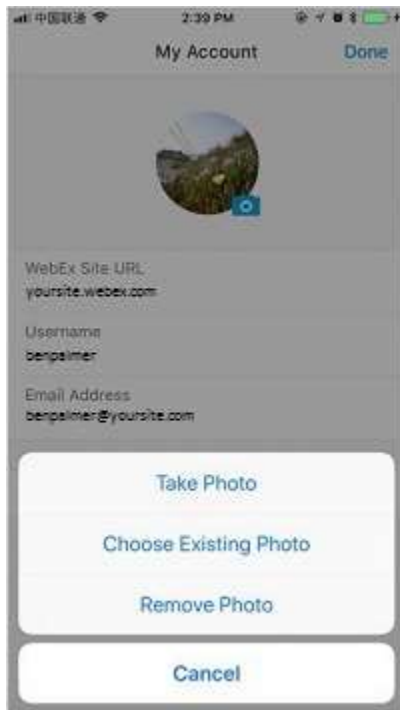
3.

Select one of the following:

- Take Photo - Use your device's camera to take a photo.
- Choose Existing Photo - Select a photo from your gallery.
- Remove Photo - Delete the avatar and replace with a generic image.

Start a Scheduled Meeting

From the Webex mobile app
When it is time, open the Webex Meetings application, choose the meeting from the My Meetings view and then tap Start. The meeting opens on your device.

Using Siri
Use one the following Siri voice commands to launch scheduled Webex meetings:

- "Call my room using Webex" (call your own Personal Room)
- "Join my room using Webex" (call your own Personal Room)
- "Call <first name, last name, both> using Webex"
- "Using Webex call <first name, last name, both>"
- "Call next meeting using Webex" (Webex searches for a scheduled meeting to join in your upcoming meetings list)
- "Join next meeting using Webex" (Webex searches for a scheduled meeting to join in your upcoming meetings list)

Start an Instant Meeting
You can start an instant meeting from your device using the Meet now option.

To start an instant Meeting:

1. Log in to your Webex site.
2. Tap the Schedule icon in the upper right of the screen, then tap Meet now. The meeting starts.

Note: When Use Personal Room for all my instant meetings is selected in the preferences for Meet Now on your Webex site, the Meet now menu item changes to Enter Personal Room.

Manage a Personal Room Meeting
Participants cannot enter your Personal Room when you are not there. And, once you have entered your personal room, you control access.

To lock your Personal Room:
1. Tap the More icon in the upper left corner of the screen.
2. Tap Lock room.

- To unlock the room, tap the More icon, then tap Unlock Room.

When you have locked your Personal Room and a participant enters the lobby, a notification message is displayed and a red indicator appears above the Participants icon.

- Tap the Participants icon to see the names of participants waiting in your Personal Room's lobby.
- Tap the name(s) of the participant(s) you want to admit, then tap Admit to allow the participant(s) to enter your Personal Room and join the meeting.

OR

Tap a participant's name, then tap Remove to remove the participant from the list and prevent them from entering your Personal Room or joining the meeting. The participant is notified that they have been removed from the lobby.

In-meeting Interactions
When a presentation is shared in a meeting, it will be visible on your screen. You might want to change the orientation of your screen for better viewing.

When hosting a meeting from your device, you may need to assign the Presenter role to another participant so they can share a presentation.

You can share content from your device, and interact with other participants:
- Mute or unmute yourself
- Connect or disconnect from audio
- Send chat messages
- Share content
- Use augmented reality to improve sharing
- Send video
- View meeting information
- End or leave the meeting
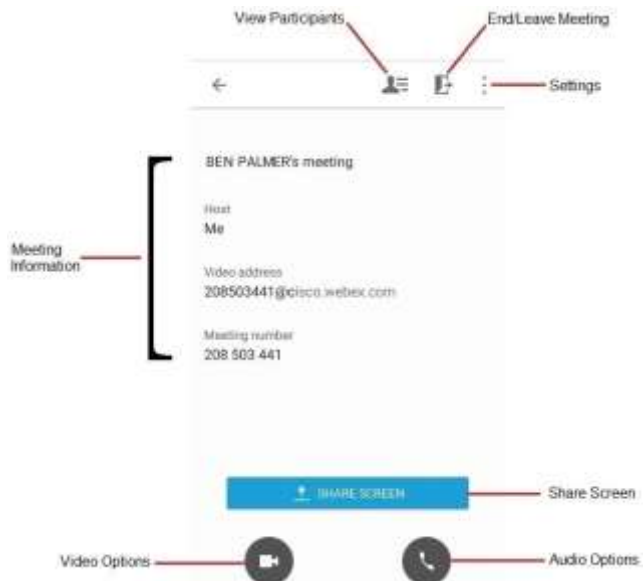
To send a private chat message:
Tap Participants, then select your message recipient. Next, tap Chat, enter your message and tap Send. Tap Cancel to close the chat window.

To change the display name for call in users
Click the name of the call in user and edit the name for better identification of the user. Meeting hosts who make this change will have those changes reflected for all participants in that same meeting.

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 from your device:
- From the meeting page, tap the Share screen content button.
- From the Share Content screen select from the following choices.
  o Recently Shared
  o Box
  o Dropbox
  o Google Drive
  o Photos

- You can also open files in other apps and choose to "Share using Webex"
- Use the laser pointer to guide viewers

To annotate while sharing content:

In an online meeting on iOS, you can annotate on shared content to annotate, highlight, explain, or point to information, simultaneously in realtime while desktop users are annotating on the same content.

Annotations on iOS supports content sharing only, not screen sharing.

To stop sharing:
- From the meeting page, tap the Stop Sharing button.

Augmented Reality (AR) to Present 3D Files

You can place, resize, and rotate virtual objects anywhere in your immediate physical area, such as a conference room desk, a factory floor, or a wall. Then, as a presenter, you can walk around objects in real-time, showing your attendees the virtual objects in a real-time setting from all angles.

Currently, only the SCN format is supported. For information on how to convert CAD drawings in 3DS format to SCN files, see https://collaborationhelp.cisco.com/article/5y0d2z.

1. Using the Share Content screen, select the file containing the virtual object.
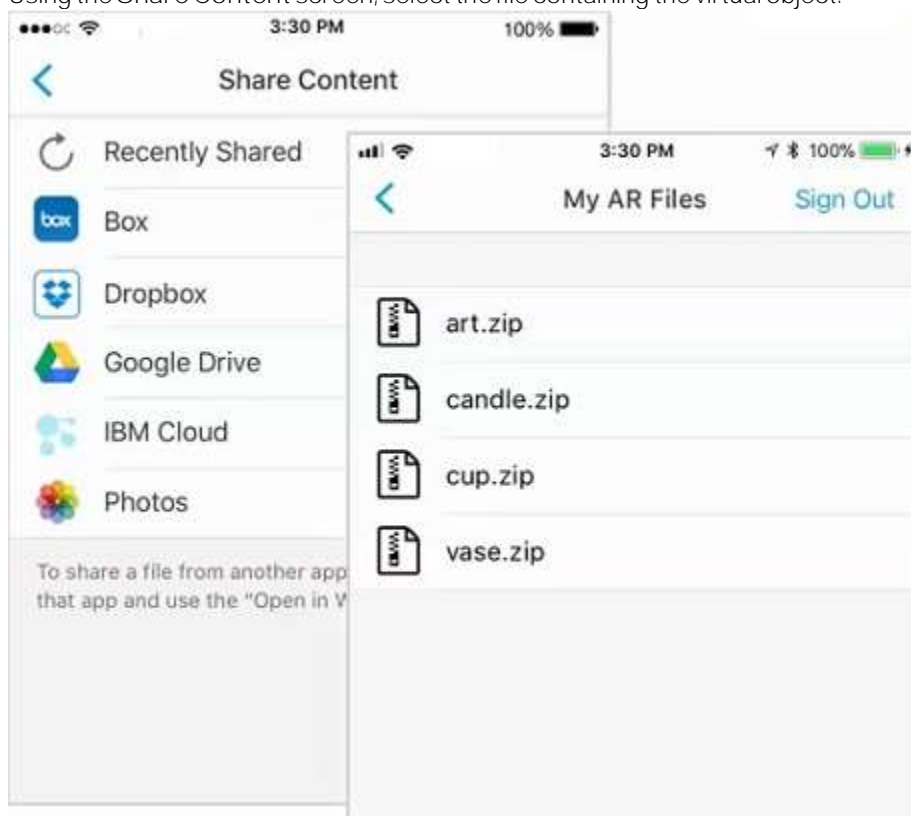
2. To rotate the object, use two fingers to turn it.
3. To move the object, use one finger to touch it and move it.
4. To shrink and enlarge the object, use a two-finger pinch or spread action.
5. To view the object from other angles, walk or move around it with your mobile device.

Augmented Reality object sharing requires an Phone or iPad with an A9 processor or higher on iOS 11.

The following devices are supported:
- iPhone 6s and 6s Plus
- iPhone 7 and 7 Plus
- iPhone SE

- iPad Pro 9.7, 10.5 or 12.9 first and second generation
- iPad (2017)
- iPhone 8 and 8 Plus
- iPhone X

To share streaming video from your device:

Tap the Send Video icon. You see the preview of your video. Tap Start My Video to share. The camera icon turns green.

If several meeting participants share video, their images will appear in the video carousel on your screen when the device is in landscape mode.

If you have not turned on Use Mobile Data (in Settings) and no WiFi connection is available, you are prompted to indicate whether you want to use mobile data.

As a meeting host, you have access to all features available to participants. In addition, you can invite additional attendees, mute all attendees, and make another attendee the presenter during the meeting.

To share your screen in Webex using iOS v11 Screen Sharing:
1. Open your device's Control Center
2. Force-touch the Screen Recording icon
3. Select Webex from the list of apps
4. Tap Start Broadcast
5. Return to the Webex app
6. Tap Start Now on the Share Screen popup

You must first set up screen sharing by adding Screen Recording in Settings > Control Center > Customize Controls.

To invite attendees by email:
1. Tap the Participants icon, then tap Add Invitees.
2. Type email addresses for the people you want to invite. Tap Return to separate invitee names. When finished, tap Send.

    Note: Tap the plus icon to select invitees from your contact list.

To mute and unmute all participants:
- Tap the Participants icon, then tap Mute All (microphone icon) at the bottom of the participants panel.
- Tap the microphone icon again to unmute all participants.

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

To make someone the presenter:
Tap the Participants icon. In the Participants view, tap and drag the Webex ball to the participant you would like to make the presenter.

You can also tap the participant's name, then tap Make Presenter from the dropdown list.

Note: If the Anyone Can Share option is enabled for the meeting, participants can share at any time. The current presenter is not notified before another presenter begins sharing. If you are hosting the meeting from your device, you cannot turn off Anyone Can Share.

To start, pause, and restart a recording:
- Tap the More icon in the upper right corner of the screen, then tap Record to start recording after the meeting starts. The recording indicator appears.
- To pause recording, tap the More icon, then tap Pause.
- To restart the recording, tap the More icon, then tap Resume.
- After the meeting ends, you will receive an email with information about accessing the meeting recording.
- If you are signed in, you can share recording links to others via email by tapping the Share button from your host recording list.

To end a meeting:
Tap the End or Leave Meeting icon in the top right corner of the screen, then tap End Meeting.