Cisco WebEx Meetings

Use Guide Cisco Webex Meetings Mobile (Android)

Install Webex Meetings | View Your Upcoming Meetings | Join a Meeting | Connect to the Audio Conference | Schedule a Meeting | Start a Scheduled Meeting | Start an Instant Meeting | Manage a Personal Room Meeting | In-meeting Interactions | Change Webex Account Settings

Install Webex Meetings
To host and attend Webex meetings and Webex training sessions from your Android device, you must first download and install the Cisco Webex Meetings app.

To download the application:
1. Go to one of the following locations.

    - Google Play Store
    - Amazon Appstore for Android
    - http://m.webex.com

2. On Google Play Store and Amazon, search for Cisco Webex Meetings.
3. Follow the on-screen instructions to download and install the application.
4. Optionally, locate the Cisco Webex Meetings widget and position it on your Home page. While you are signed in to Webex Meetings, the widget lists Today's Meetings.

    - The first time you launch the application you will have to accept the Terms and Conditions.

    - When an updated version of the Cisco Webex Meetings application is available, you may be prompted to update to the latest version when you sign in.
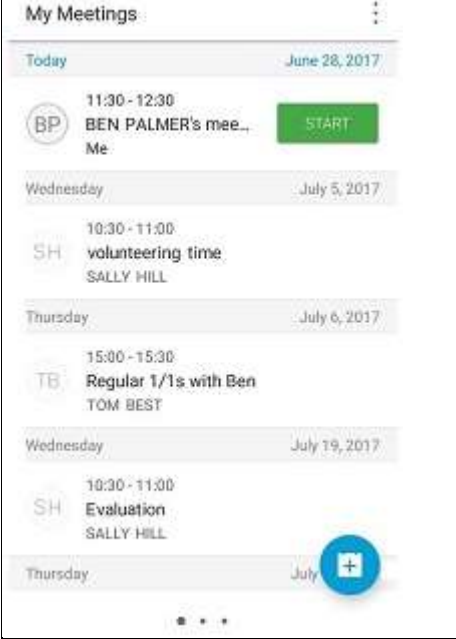
View Your Upcoming Meetings
If you have an account on your Webex site, you can sign in and view your upcoming meetings and training sessions on your Android device. The first time you access the Webex Meetings application, you will be prompted to log in using your site credentials.

1. From the application or the widget on your home page, tap Sign in.
2. Enter the email address associated with your Webex account, then tap Next.
3. Enter your password, and then tap Sign in.

    Or, if you have Touch ID enabled, you can log into your site using your fingerprints.

    - 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.

Calendar	Description
	The My Meetings pane lists meetings on your calendar for the next six weeks. In order to see all of your upcoming Webex meetings in the My Meetings pane, we recommend that the calendar in your mobile device be configured to synchronize with your organization's mail server (for example, Microsoft Exchange Server). Please contact your company's IT administrator for instructions on how to do this.
	The Webex Meetings widget lists today's upcoming meetings.

Only Webex meetings in your calendar appear in your My Meetings list. Webex events meetings and Webex training sessions do not appear in the list.
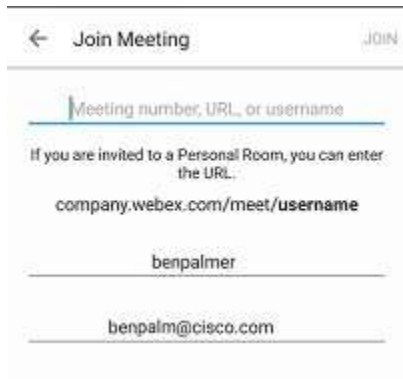
Join a Meeting
You can join a Webex meeting from your Android device in any of the following ways.

When signed in to your Webex account:
• Tap the meeting in the My Meetings pane, then tap Join.

OR

1. Move to the Welcome screen.
2. Tap Join meeting. The Join Meeting dialog appears.

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

If entering the SIP URI, use the following format:
- <meetingnumber>@<sitename>.webex.com for a scheduled Webex meeting
- <PMR_ID>@<sitename>.webex.com for an instant or scheduled Personal Room meeting

4. Tap Join.

From your device's native search:
- Use your device native search bar to look for recently-joined Personal Rooms, or their own Personal Rooms to join. Tap the meeting from the search results to join.

From the meeting invitation email:
- Open the invitation email and follow the instructions.

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

From a notification:

If your site is set up to send notifications, you are alerted prior to the scheduled meeting time, 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 manually 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.

Connect to the Audio Conference

You can connect to the meeting's audio conference by receiving a call, or by using VoIP through the Internet. When you join an audio conference that has been scheduled to use Webex Audio or VoIP only, wide-band audio is used.

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.

To connect to the audio conference

Tap the Audio connection icon.
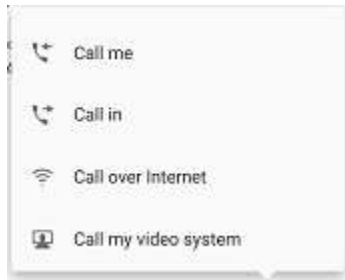
Tap one of the following:

- Call me - Receive a call from Webex to connect to the meeting. If you have not previously entered a phone number, you are prompted for the number.
- Call in - View toll-free and toll numbers you can select to call the meeting from your device. Select Global call-in numbers to view a list of call-in numbers from other regions.
- Call over Internet - If your Webex site audio is provided by a third-party Teleconference Service Provider (TSP), and TSP Hybrid audio is enabled, you can join the audio conference using your TSP's VoIP client. If the TSP app is not already installed on your device, you are prompted to install it.

  If you are not connected by WiFi, this option uses your 3G or 4G data plan.

- Call my video system - Connect using a video device. You are prompted to enter the address of the video device.

Schedule a Webex Meeting

If you have a host account, you can schedule a Webex meeting using the mobile application.
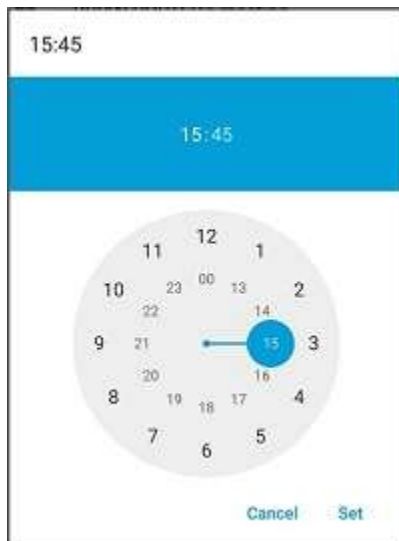
To schedule a Webex Meeting:
1. Log in to your Webex site.
2. Navigate to the My meetings screen, then tap the blue Schedule Meeting button. The Schedule Meeting screen appears.
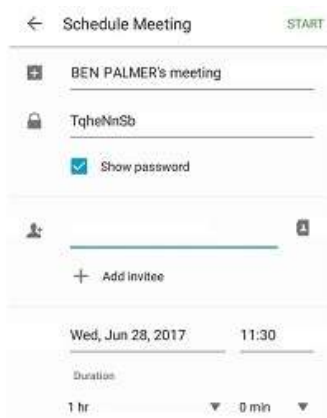
3. Enter a meeting topic.
4. Set a meeting password attendees will use to join the meeting.
5. Enter an email address, then tap Add invitee. Tap Contacts to select invitees.
6. Tap the date to change the day the meeting starts.

7. Tap the hours and minutes to set the meeting start time and length.

8. Tap Schedule.

When scheduled, the meeting appears in the My Meetings pane. On the day it is scheduled to be held, the meeting will also appear in the Webex Meetings widget.

To add invitees after the meeting is scheduled, select the meeting in the My Meetings pane, then tap the Add Invitees icon in the upper right of the screen.

Start a Scheduled Meeting

As the host, you must start the meeting before attendees can join.

- From the Webex Meetings application, select the meeting in the My Meetings pane.
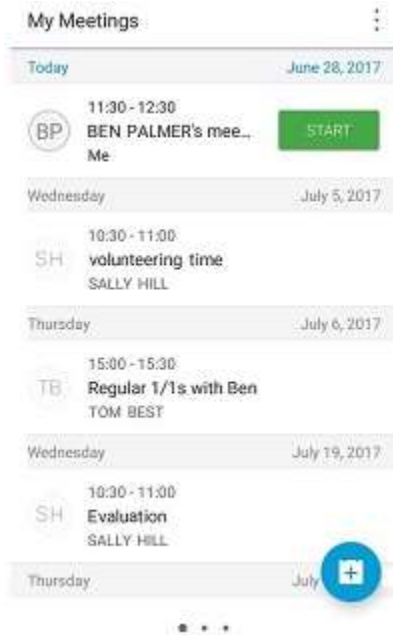
Tap Start.

Alternate hosts cannot start meetings from the mobile app.

Start an Instant Meeting

You can start an instant meeting 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.
   OR
   Tap the Meet now icon on the Webex Meetings widget.

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 right 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.

In-Meeting Interactions

While your meeting is in progress, you can speak and chat with participants, view presentations shared by participants, and share your video or screen.
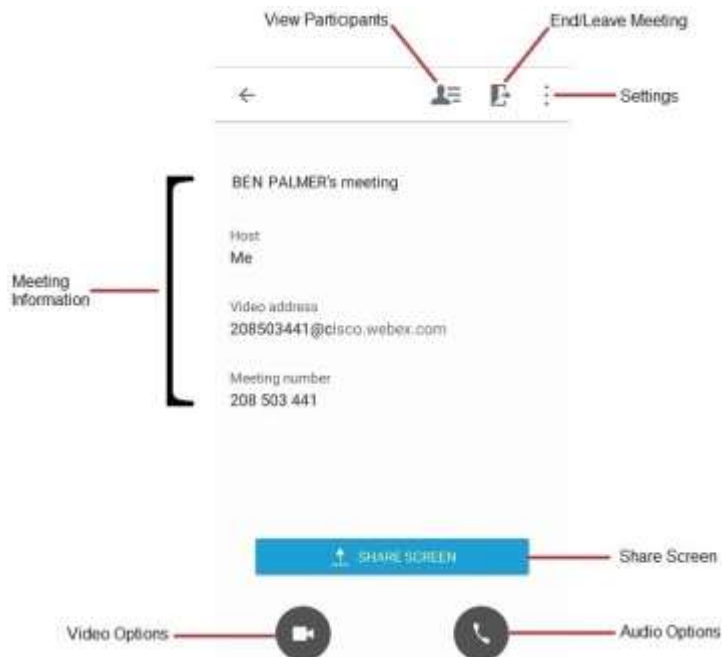
To control your audio:

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, control your audio as follows:
- Tap the Audio icon to Mute or Unmute yourself.
- Tap the Audio connection icon, then tap Leave Audio Conference to leave the audio portion of your meeting. You can rejoin the audio at any time.

To chat with all participants:
1. Tap the Participants icon.
2. Tap Chat with everyone.
3. Enter your message, then tap Send to all.

To chat with a selected participant:
1. Tap the **participant's** name.
2. Tap Chat.
3. Enter your message, then tap Send.

When hosting a meeting from your Android device, you may want to assign the presenter role to another participant.

To make a participant the presenter:
1. Tap the Participants icon.
2. Drag and drop the Cisco Webex ball to the new presenter. OR Tap the participant's name, then tap Make presenter.

   If the Anyone Can Share option is enabled for the meeting, participants who have joined from a laptop or desktop computer can share at any time. The current presenter is not notified before another presenter begins sharing. If you are hosting the meeting from your Android device, you cannot turn off Anyone Can Share.

To make a participant the host:
1. Tap the Participants icon.
2. **Tap the participant's name.**
3. Tap Make Host.
   You cannot reclaim the host role from your Android device.

To share your screen:
- From the meeting page, tap the Share screen button.
- From other application screens, tap the Webex icon, then tap Share screen.

   Screen sharing is available only for Android Lollipop (5.0) OS or later.

To stop sharing your screen:
- From the meeting page, tap the Stop sharing button.
- From other application screens, tap the Webex icon, then tap Stop sharing.

To annotate while sharing content:

In an online meeting on Android, you can annotate on a screen share, simultaneously in real time to annotate, highlight, explain, or point to information, while desktop users are annotating on the same screen.

Annotations on Android support screen sharing only, not content sharing.

To share video:
1. Tap the Video icon.
2. Tap Start My Video.

While a meeting participant who is sharing video is speaking, their video is displayed in full screen.

To switch cameras:
Tap the Switch Camera icon in your video preview to switch your video sharing between the front and back cameras on your device.

To stop sharing video:
1. Tap the Video icon.
2. Tap Stop my video.

To hide controls while you are sharing:
To hide call control buttons while viewing shared content, tap the screen. Tap the screen again to unhide them.

You can only hide controls when in landscape mode.

To start, pause, and restart a recording:
- After the meeting starts, tap the More icon in the upper right corner of the screen, then tap Record to start recording. 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.

To end a meeting:
The meeting host can end the meeting at any time.

- Tap the End Meeting icon in the top right corner of the screen, then tap End Meeting.

The mobile meeting app detects when there is only a single participant in a meeting. If there is only one participant, the app automatically ends the meeting after a specific number of minutes after the scheduled end time.

Change Webex Account Settings
To make changes to your Webex account settings and to enable some useful features, tap Settings at the top right corner of My Meetings view. The Settings screen appears.

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.
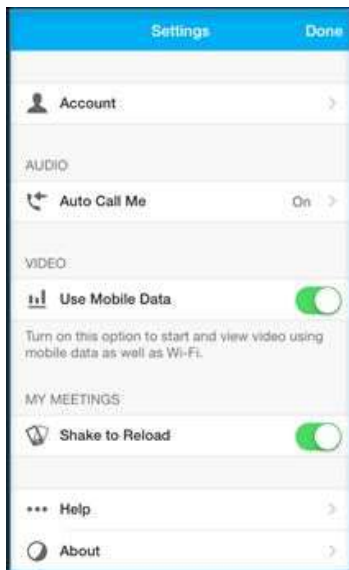
Account	Displays your account info. Sign out.
Automatic Connection	Streamlines the process of joining the meeting audio by calling your device automatically.
Mute on entry	Automatically mutes your device when joining a meeting.
Use Mobile Data	Start and view video using mobile data when WiFi is not available.
Help	Navigate to the technical support site.
About	View the Cisco Webex Meetings application version and Terms of Service.

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.