

### WebEx Mobile Device Tip Sheet

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#### How can I prepare for a WebEx Meeting for my mobile phone?

- 1. Download the App "WebEx Meetings"
  - a. For an iPhone or iPad use the Appstore to find the app shown below



b. For an Android Device use the Play Store to find the app shown below

Cisco Webex Meetings Cisco Systems, Inc.	
Uninstall	Open

- 2. Open the WebEx app and tap "I Accept" for the Terms of Service and Privacy Statement
- 3. Now you are ready to Join a meeting
  - a. When joining a meeting the first time you will be asked to allow access to your camera and microphone, please **tap** "Allow" or "Okay" on those prompts



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#### How do I connect to a Meeting with my mobile phone when a nurse or provider gives me a meeting number?

- 1. Open your WebEx Meetings App
- 2. Tap the Green "Join Meeting" Button
- 3. Type in the meeting number
- 4. Type in your name and email address
- 5. **Tap** Join in the top right of the screen
- 6. If this is your first meeting it will ask you to allow access to your Camera, Microphone, and Notificationsa. Please tap "Okay" or "Allow" on those prompts
- 7. **Tap** "Next" or "OK" on any other prompts until you get to a screen with the green "Join" button
- 8. Tap "Join"
- 9. Continue through the small tutorial popups
- 10. On the main screen you will see a screen similar to the one below, and each button is listed below as well.



- a. Show the current people in the meeting
- b. Current talking person on the other end
- c. Expand your Camera screen
- d. Unmute or Mute your microphone
- e. Disable or enable your camera
- f. More options
- g. Exit the meeting session