Cisco WebEx Meetings for iPad and iPhone

Version 4.0 Quick Start Guide

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Last updated: 021513

www.webex.com

Table of Contents

Introducing Cisco WebEx Meetings on iPad/iPhone 1

Installing and using Cisco WebEx Meetings for iPad/iPhone 2

Installing the WebEx application 2

Signing into WebEx 3

Connecting to meetings 3

Exiting a meeting 7

Rejoining a meeting 8

Rejoining an audio conference 8

Sharing Files on an iPad 9

Sharing files from email or other iPad applications 10

Video in a WebEx meeting on iPad/iPhone 15

Using Chat and Mute/Unmute features in a WebEx meeting 17

Chat in a WebEx meeting 17

Mute/Unmute in a WebEx meeting 19

Introducing Cisco WebEx Meetings on iPad/iPhone

The Cisco WebEx Meetings application, which is available for free to download from the App Store or iTunes, allows users to simply click to join and actively collaborate in Cisco WebEx meetings. With the Cisco WebEx Meetings application, users can view shared content, see the meeting participant list, see the active speaker and chat with other meeting participants. To start a WebEx meeting on an iPad/iPhone, you do need a WebEx host account.

The purpose of this document is to help you learn about the features and quickly set up and use Cisco WebEx Meetings.

What's new in version 4.0:

- **Sharing a file from an iPad**
  - Supported file types such as iWork (Keynote, Numbers and Pages) and Microsoft Office (PowerPoint, Excel and Word) documents, PDFs and photos.
  - In order to share, must become the presenter
  - For WebEx Meeting Center and WebEx Meetings
- **Join Audio Improvement on iPhone**
  - Auto Call Me – a new setting to allow WebEx to call your phone automatically (for meeting sites with Call Back enabled)

- **Improved Problem Reporting**
  - Sending a problem report launches the iOS email application and allows end users greater flexibility for support.

Note: To support the ability to pass presenter capabilities (Pass the Ball) from Desktop host to mobile users, the site must be on **WBS28.9** or later.

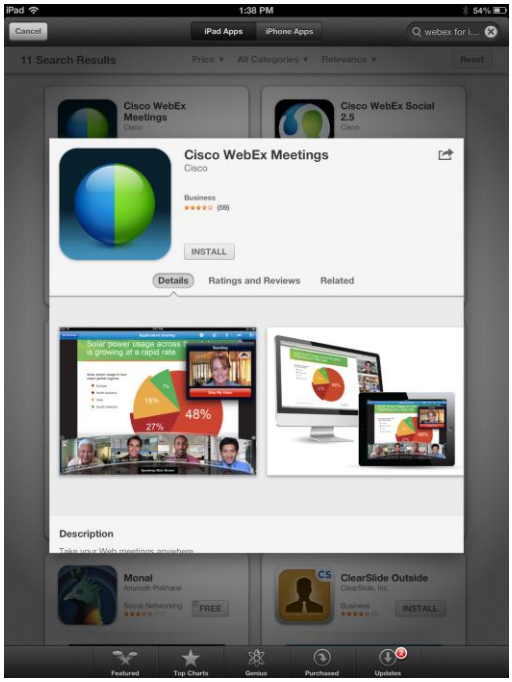
To confirm whether the WebEx site supports **WBS28** or later, please go to the WebEx site. Select **Meetings -> Support -> Downloads**. On the top right corner of the page, you will find the Page and Client build. Please ensure the versions of both Page and Client builds are **WBS28** or above.

If you do not have WBS28 or later, contact your WebEx account manager to request an upgrade to **WBS28.9** or later.

Installing and using Cisco WebEx Meetings for iPad/iPhone

Installing the WebEx application

Tap the App Store icon on your device and use the keywords **webex** to search for the app. You can download the WebEx Meetings application from iTunes. After you have installed the WebEx app, the **WebEx** icon appears on your device's Home screen, as shown in the figure below.



Signing into WebEx

WebEx supports Single Sign-on (SSO) through your corporate website and non-Single Sign-on.

To sign-on to WebEx **using SSO**, follow these steps.

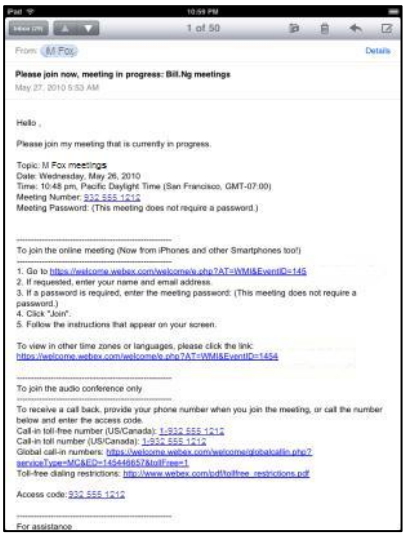
1. Enter in your full email address and click the **Next** button. WebEx will locate your email and if found, give you the option to Sign In to your corporate website.
2. Enter in your WebEx site URL and click **Next** button. Your corporate website should then prompt you to input your username and password. (Below is an example using Cisco's website).

To sign-on to WebEx using **non-SSO**, follow these steps.

1. Enter in your full email address and click the **Next** button. Password screen displays.
2. Enter your password and click the **Next** button. WebEx launches and displays your scheduled meetings.

Connecting to meetings

There are three ways to connect to a WebEx meeting:

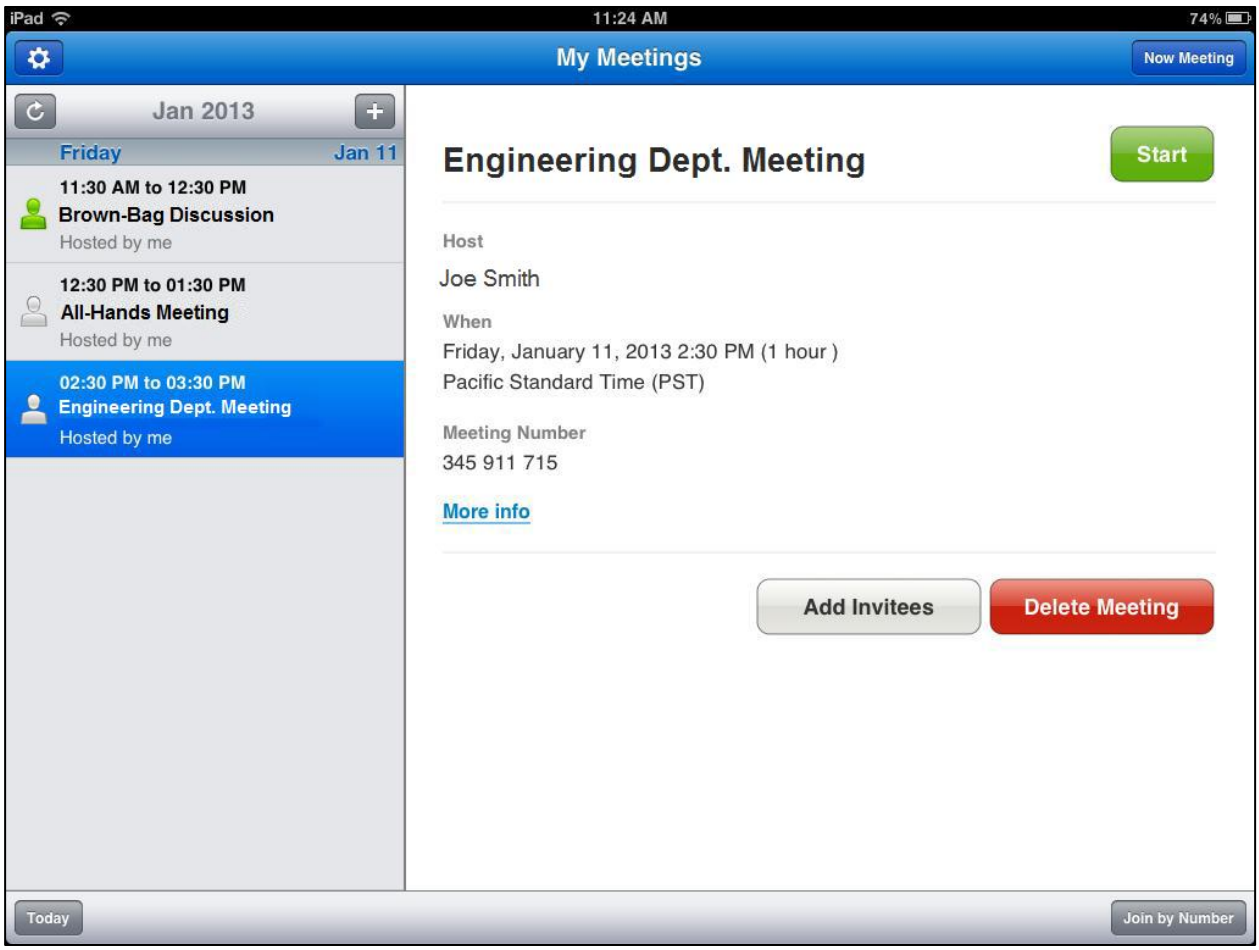


Option 1: Join the meeting from the URL in the email or calendar

Option 2: Join the meeting by entering the meeting number from within the application

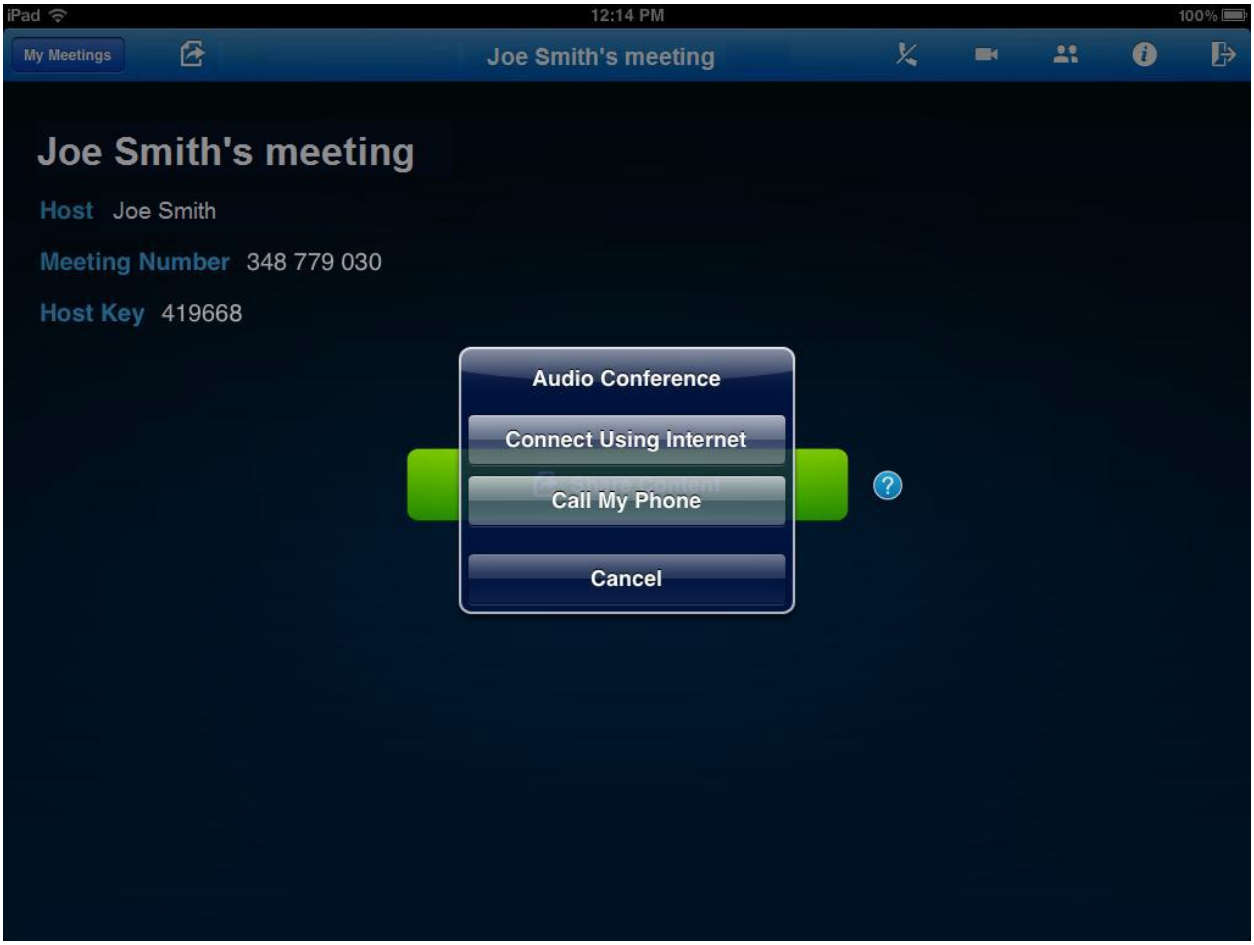
Option 3: Join the meeting from the WebEx site

After logging in, the available meetings can be displayed in the home screen.

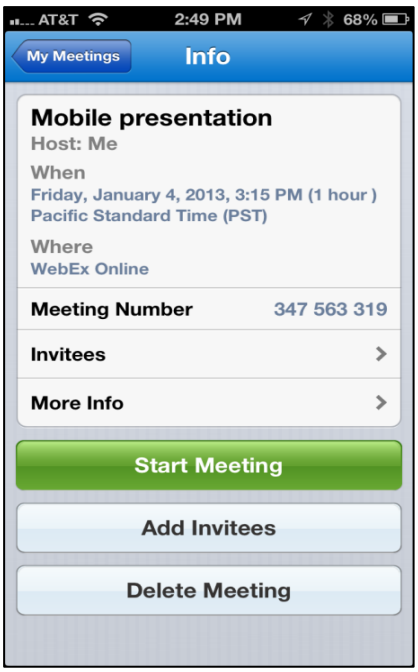


Click the **Start** button to start a meeting.

Join the audio conference using VoIP or have the system call your phone.



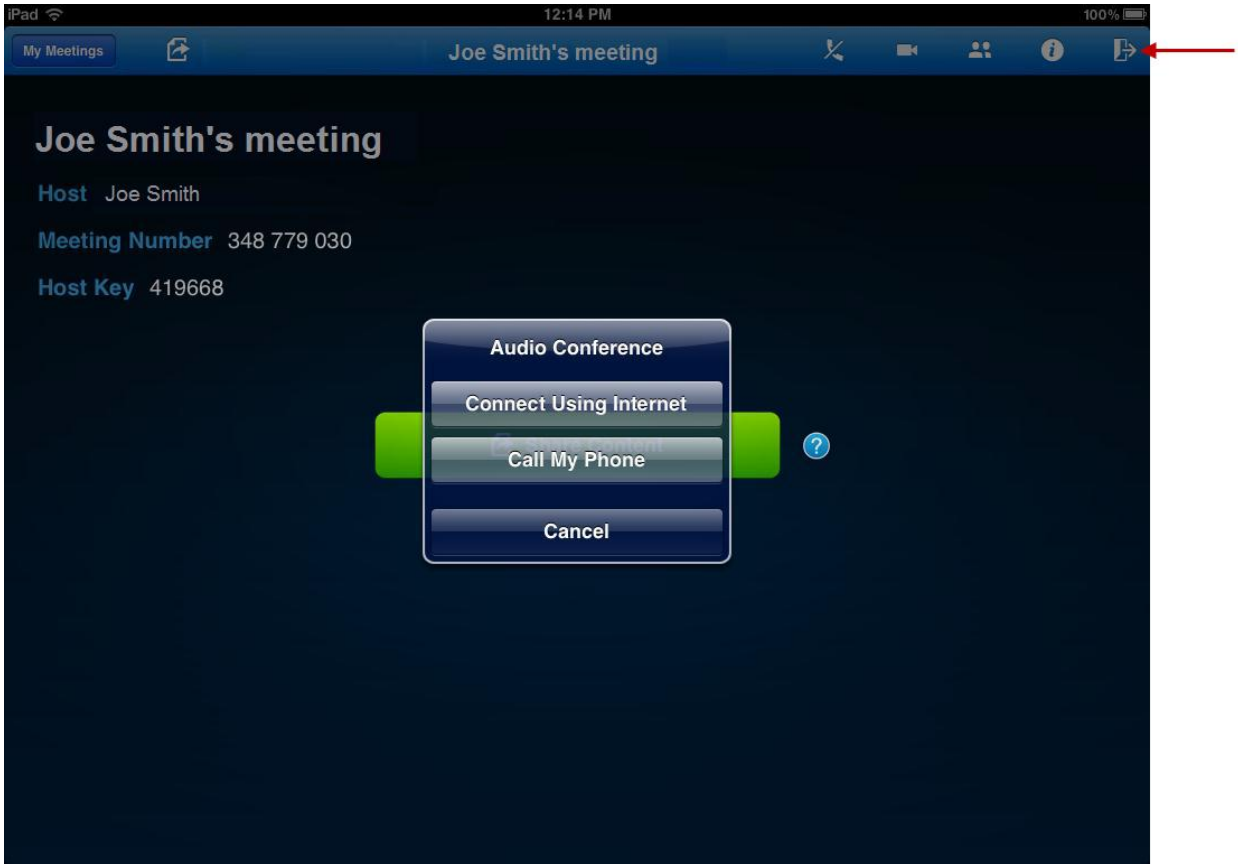
If you are using an iPhone, you can click to call the number(s) for joining the audio portion of a meeting. If the number is clickable, it can launch the iPhone call dialog.



Note: Using the Settings option you can enter in you phone number and enable/disable **Auto Call Me**. Whenever the WebEx application is used, your iPhone will be automatically called.

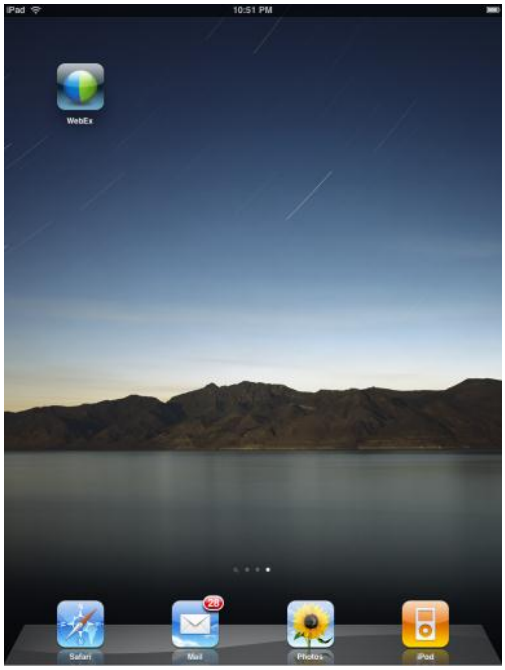
Exiting a meeting

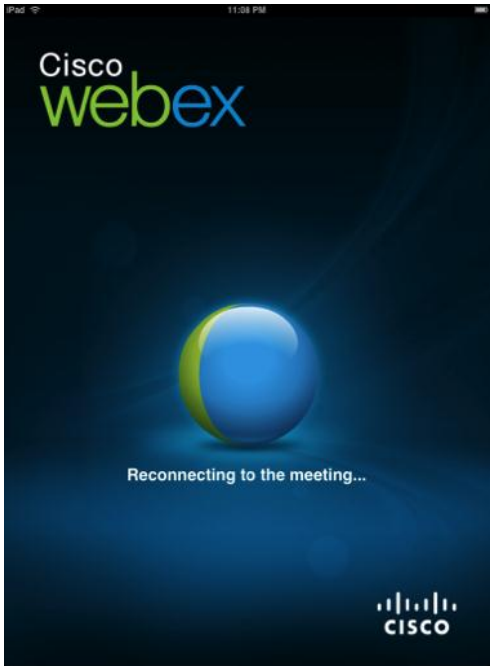
You can exit a meeting by tapping the **Exit Meeting** icon located in the right hand corner of the main screen on your iPad or iPhone.



Rejoining a meeting

If you lose the connection to a meeting, tap the “WebEx” icon on your iPad or iPhone to rejoin the meeting.





Rejoining an audio conference

The system will give you an option to join the audio conference using your iPad or iPhone or call a phone if your call drops during a meeting.

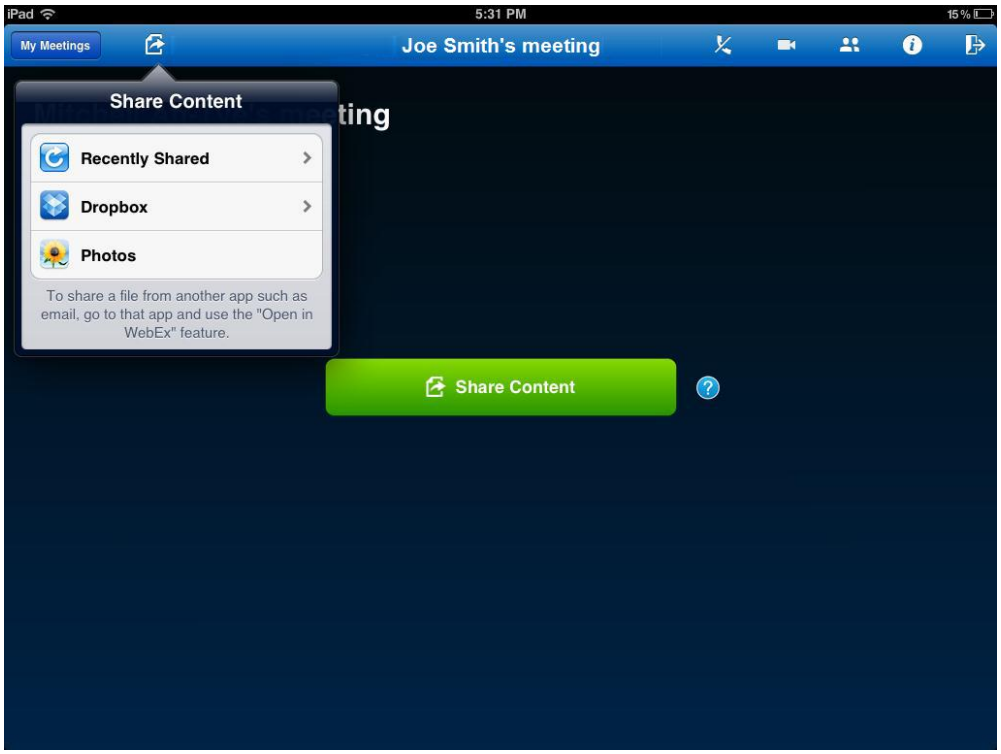
Sharing Files on an iPad

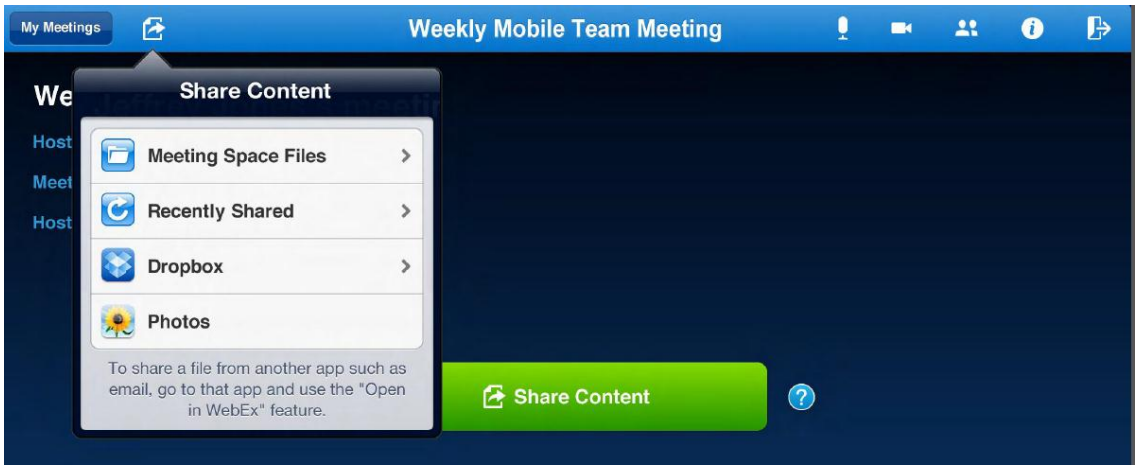
The following types of content can be shared:

- iWork (Keynote, Numbers, Pages), Microsoft Office (Word, Excel, PowerPoint), Adobe PDF files
- Supported files from a Dropbox account
- Photos (but not videos)
- Supported files attached to a meeting space (WebEx Meetings)

Once a host enters a meeting on an iPad or a user is given presenter rights, the **Share Content** button is enabled. After you click the **Share Content** button, the Share Content menu appears:

- **Recently Shared** – Up to 5 recent files that the current meeting has already accessed.
- **Dropbox** – a valid Dropbox account must be configured
- **Photos** – iPad photo gallery



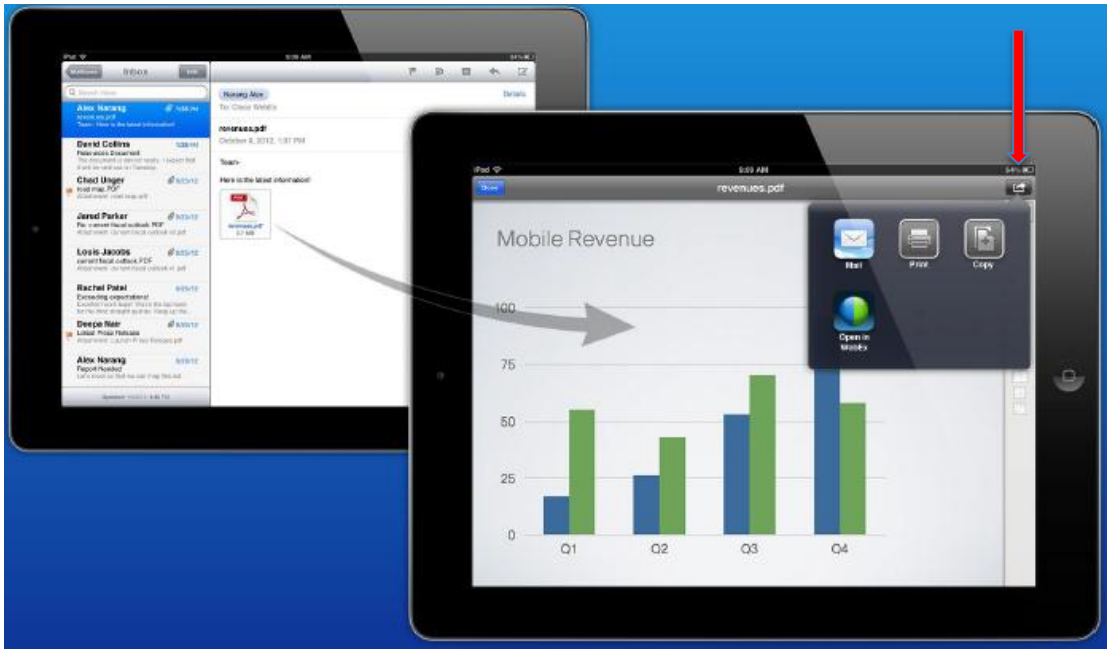


Sharing files from email or other iPad applications

You can share files from email or other iPad applications by using iOS **Open in** feature. Toggle the **home** key on your email application. Tap and hold your mouse over the attachment link to expose the **Open in** menu option. A pop-over menu opens were you can scroll down to choose the WebEx icon application.

Note: Selecting WebEx will open the attachment and switch to the meeting automatically.

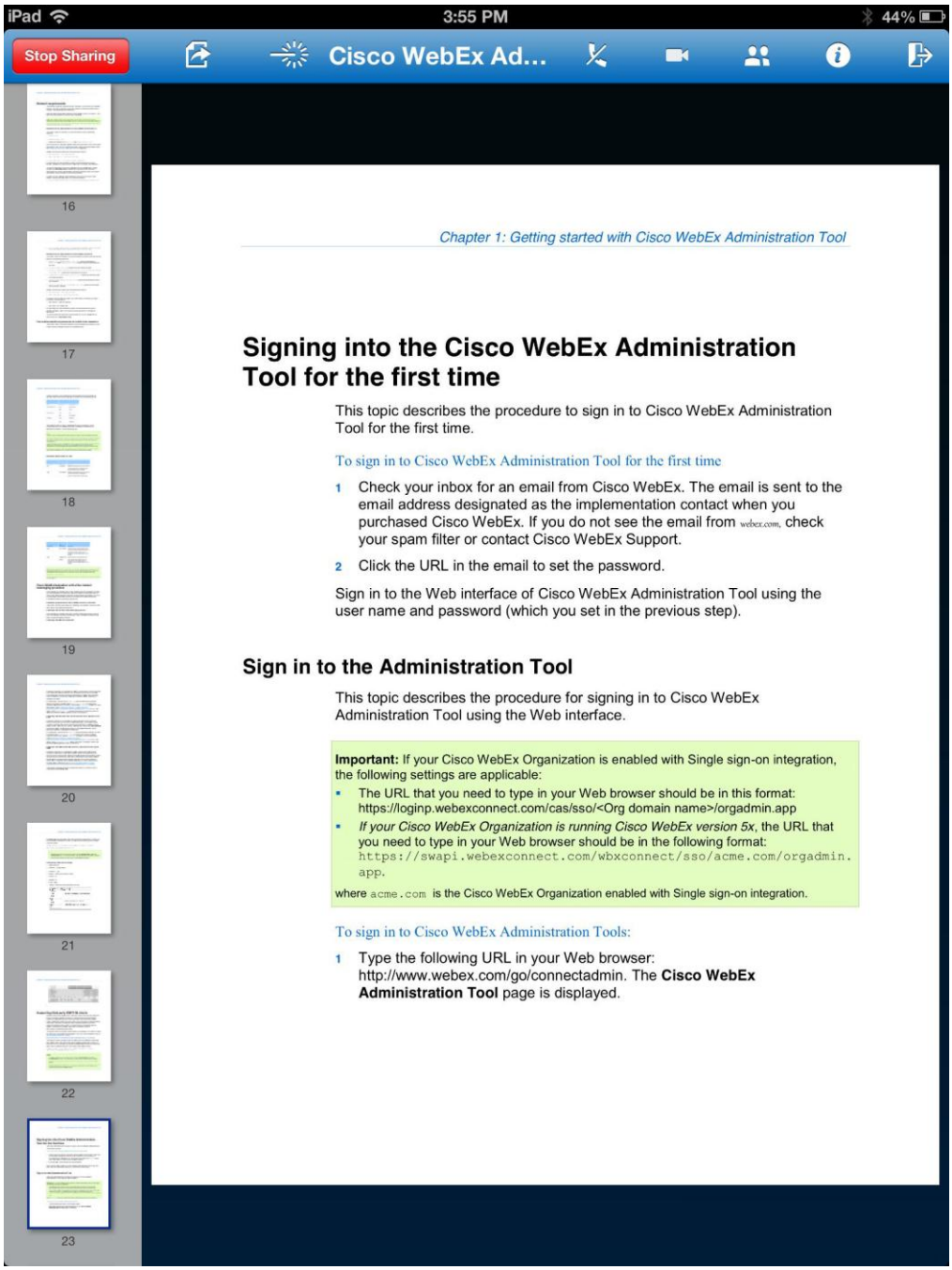
The document will open in the WebEx application share mode.



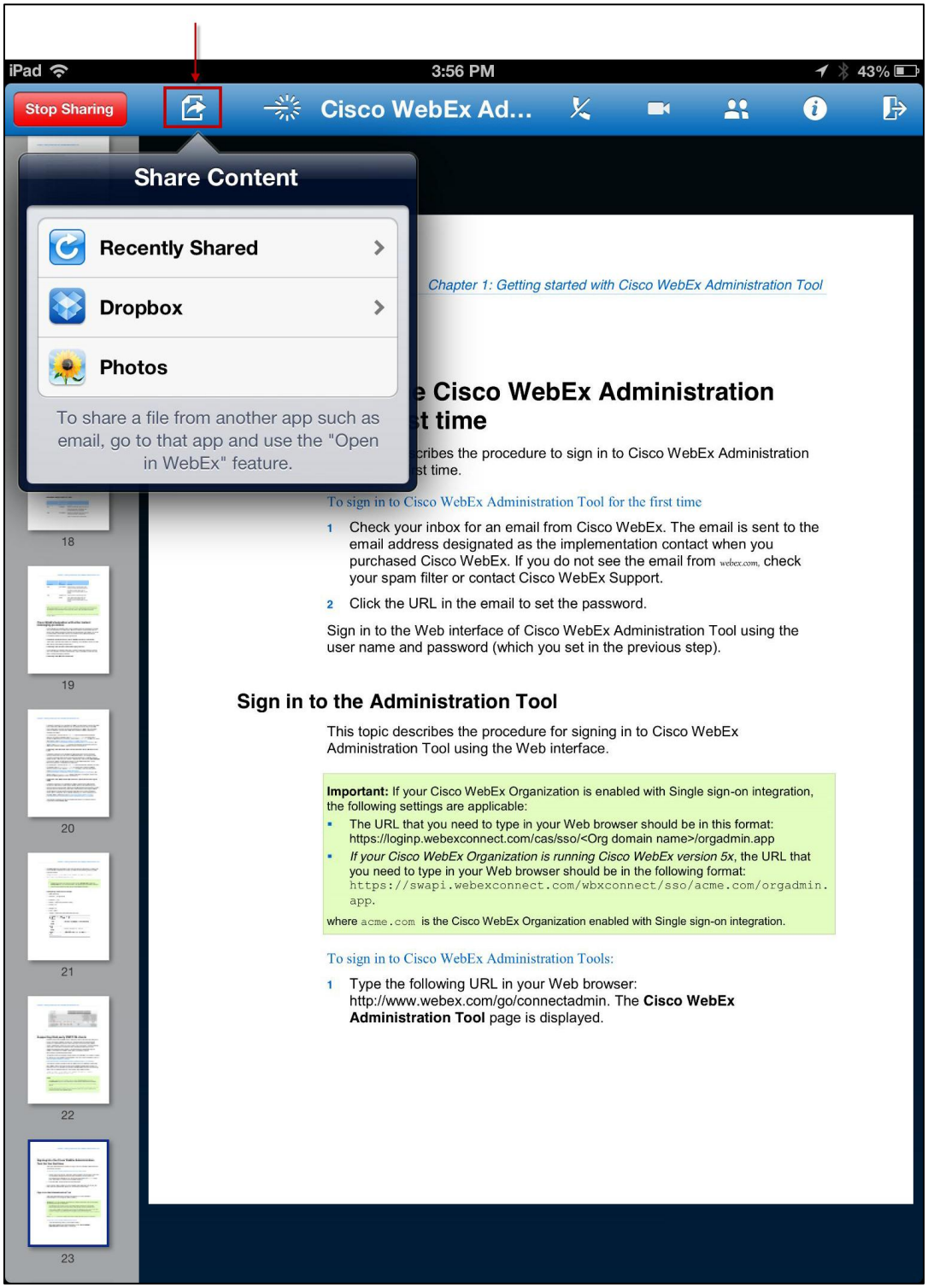
The presenter can pinch to zoom in/out locally, but this will not change what the viewers are seeing.

In this example, we are sharing a PDF file which has thumbnail capabilities – other doc types do not.

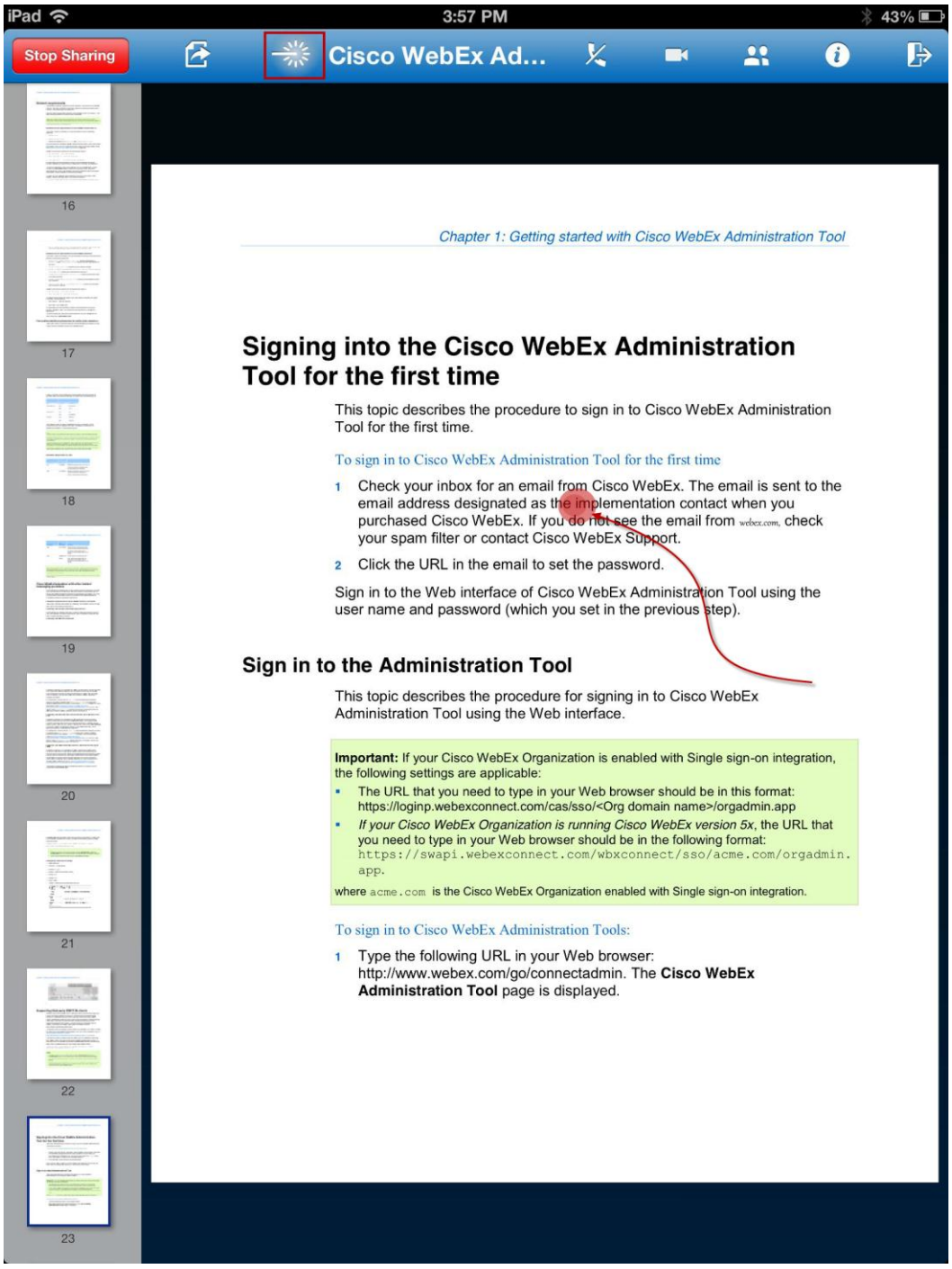
Note: When you scroll up/down the thumbnails or in the main document, participants will see your movement.



Click the **Share Content** icon to display the **Share Content** pop-over and to share another file.



Clicking the **laser pointer** icon will present a red ball highlighting a location on your document, controlled by touch, as shown in the next figure.

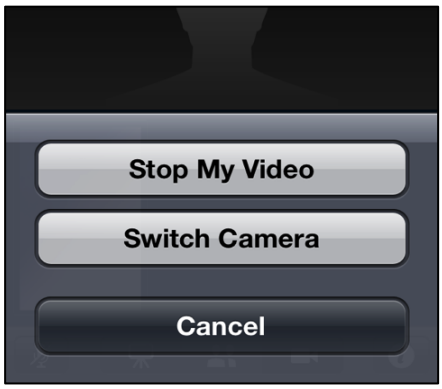


Video in a WebEx meeting on iPad/iPhone

You can view up to four participants in the video carousel.

Scroll to see more video participants and see who is talking. Double tap on any participant's video to enlarge them and view in full screen mode.

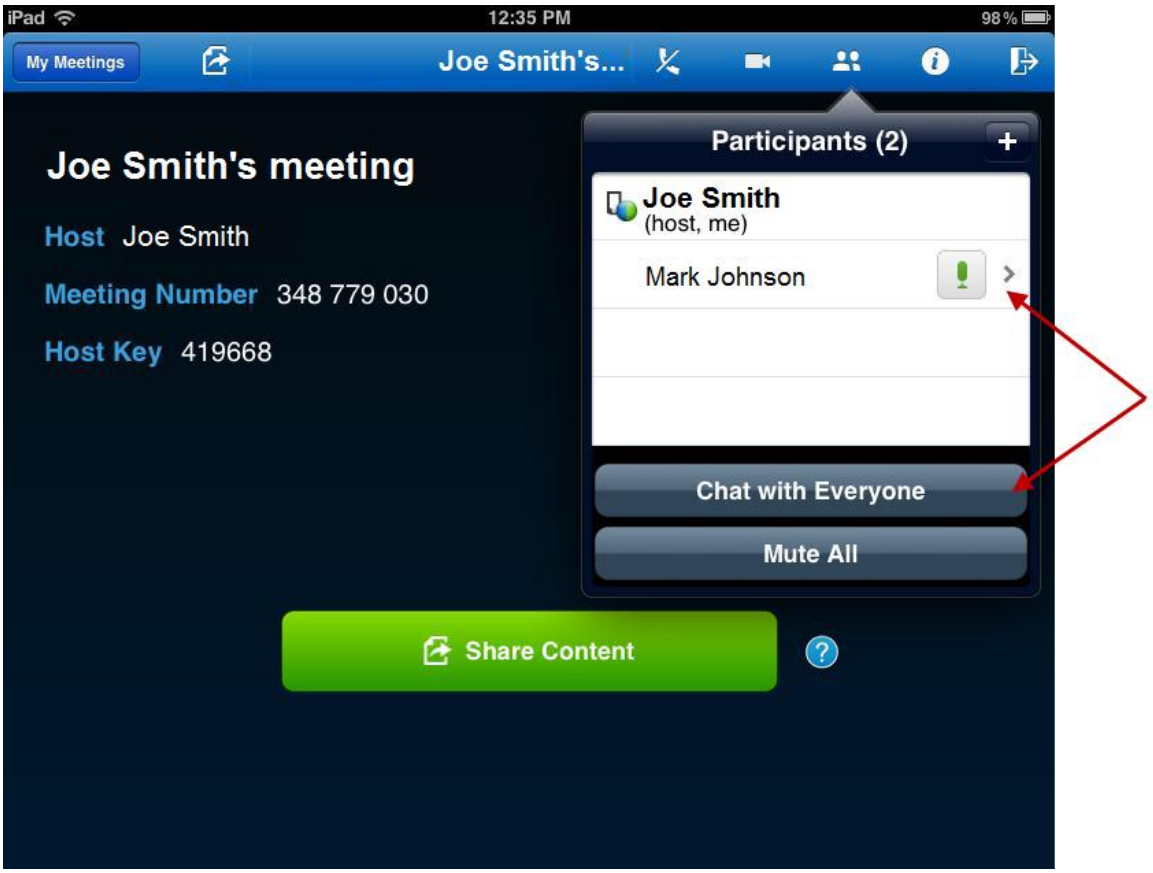
For devices that have a camera, you can choose to send your video into the meeting by clicking on the camera icon on the bottom. Once clicked, a small pop-up will allow you to preview your video or switch cameras – either front or back. Clicking the small preview panel opens the menu options: **Stop My Video** and **Switch Camera**.



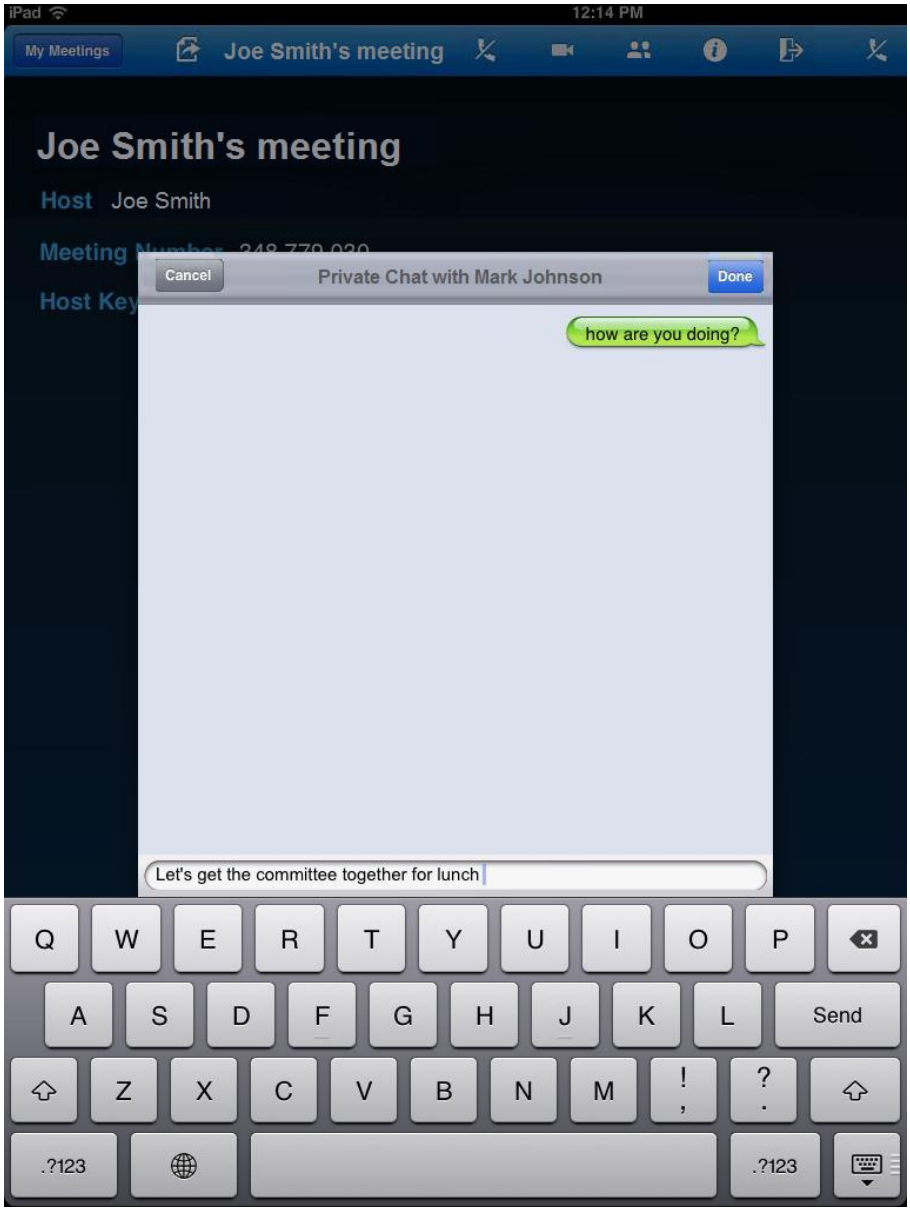
Using Chat and Mute/Unmute features in a WebEx meeting

Chat in a WebEx meeting

In a meeting on your iPad/iPhone, select the participant icon. Choose the participant you would like to chat with or chat with everyone in the meeting.



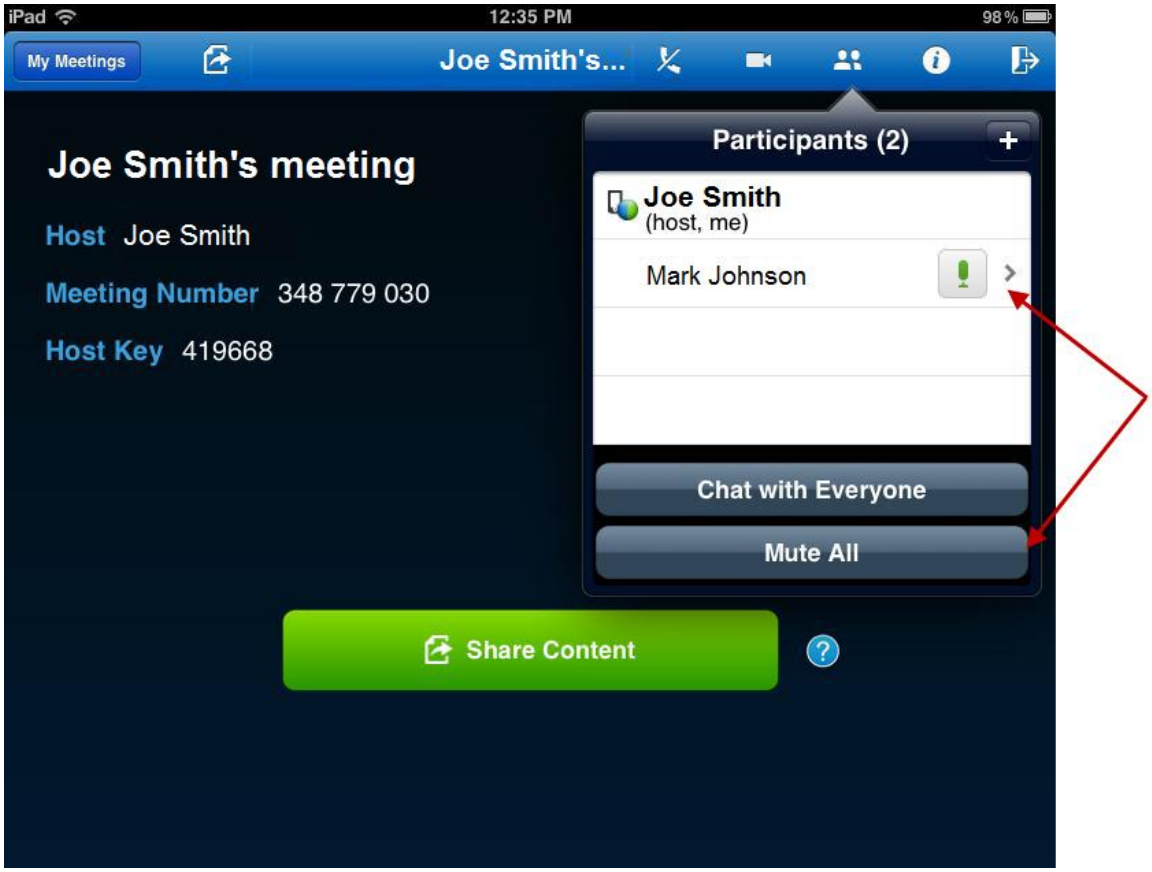
Type your message to the participant(s). You can view the chat conversation history in the messaging window.


iPad
12:14 PM
My Meetings
Joe Smith's meeting
Joe Smith's meeting
Host Joe Smith
Meeting
Host Key
Cancel
Private Chat with Mark Johnson
Done
how are you doing?
Let's get the committee together for lunch
Q W E R T Y U I O P
A S D F G H J K L Send
Z X C V B N M ! , ? .
.?123
.?123

Mute/Unmute in a WebEx meeting

Presenters now have the ability to mute everyone participating in the WebEx meeting.

To mute all participants, click the **Mute All** button in the Participants screen. Now all the participants will be muted, indicated by the red-colored microphone next to their name. The host also has the ability to mute individual participants.



Note: Additional information about Cisco WebEx Meetings on iPad/iPhone can be found on the following website: http://www.webex.com/apple

For support, you can submit a support case at: https://support.webex.com/support/manage-ticket.html