Cisco Webex Mobile App – iPhone
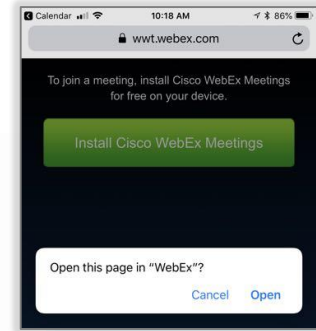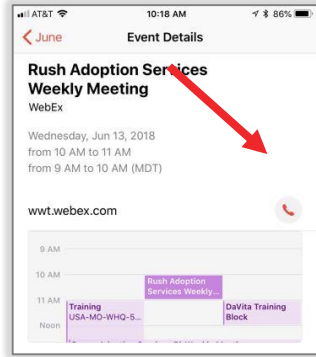
Office of Administration

Quick Reference Guide providing an overview of how to use the Webex iPhone mobile app.
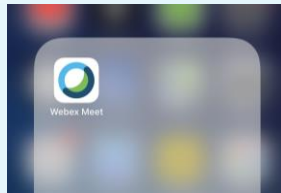
1 Join a Meeting from your Mobile Device Calendar

When joining from your calendar app, you will be prompted to allow the **Cisco Webex** app to open. If you do not have the app, you will be prompted to first download the app.
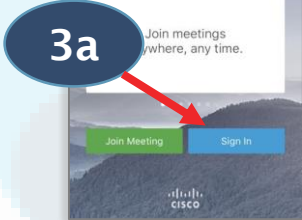
2 Install the Cisco Webex App

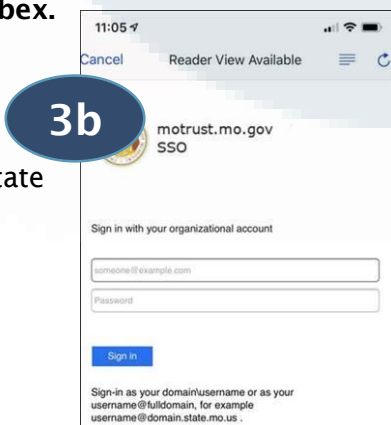The app can be found in your app store.

3 Sign In or Join a Meeting

3a Sign in with your Webex email and password. Choose the Site URL or enter it when prompted: (**stateofmo.webex.com**)
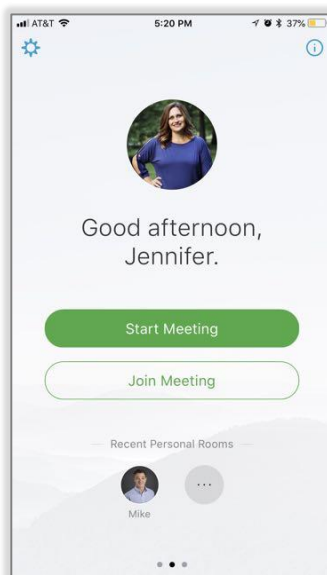
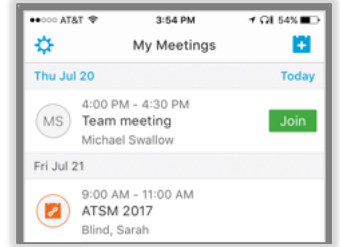**3b** Enter in your State of Missouri username and password.

4 Home Screen

From the home screen, you can **Start a Personal Room Meeting**, **Join a Meeting**, or Enter a Personal Room of your most recent contacts.
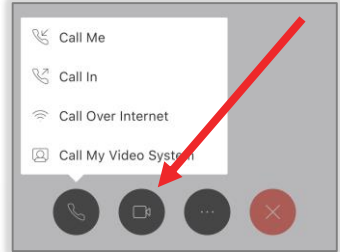
5 My Meetings

From the homepage, swipe right to view a list of upcoming meetings on the My Meetings page. Click the **Join** button when it's time for a meeting to begin.
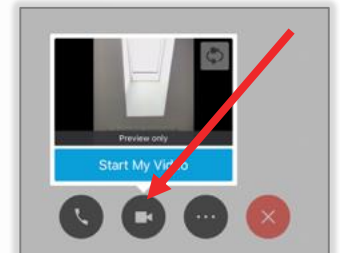
6 Connect Audio

Tap the **phone icon** to choose your audio connection. **Call Me** and **Call Over Internet** are the preferred connection options.
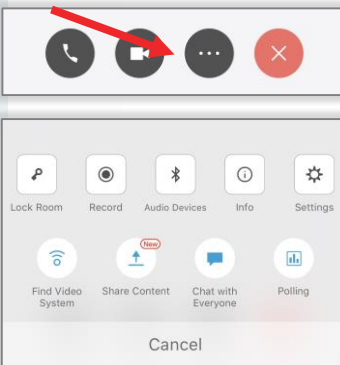
7 Share Video

Tap the **camera icon** and **Share My Video** to turn video on. This feature must be enabled in your phone settings to be used.
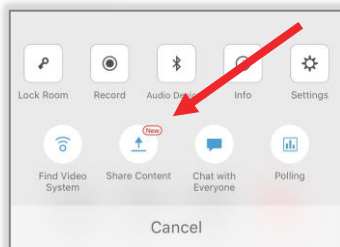
8 Host Options

Tap the ellipses (…) on the bottom of the screen. Choose from various hosting options such as audio, meeting content, and chat.

9 Share Content

Tap the ellipses (…) on the bottom of the screen. **Tap Share** Content button and select from the options.
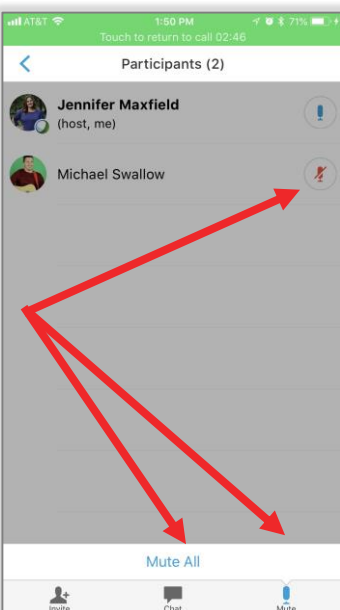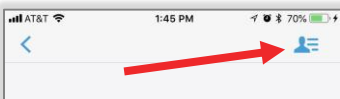
10 View Participants and Manage Audio

During the meeting, tap the **Participants** icon in the top right corner of the meeting window.

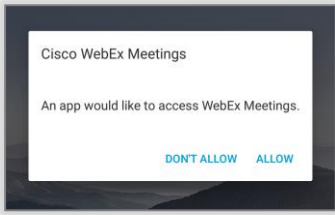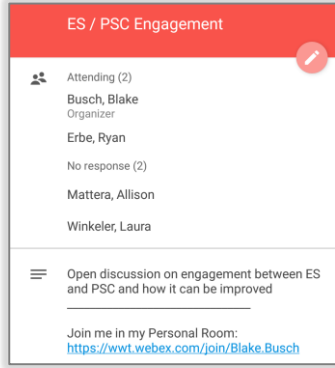To mute a single caller, tap the **microphone** next to their name.

To mute all participants, tap the microphone icon in the bottom right of the screen and tap **Mute All**.

Cisco Webex Mobile App – Android

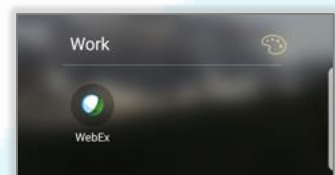*Quick Reference Guide providing an overview of how to use the Webex Android mobile app.*

1 **Joining a meeting from your mobile device**

When joining from your calendar app, you will be prompted to allow the **Cisco Webex** app to open. If you do not have the app, you will be prompted to first download the app.
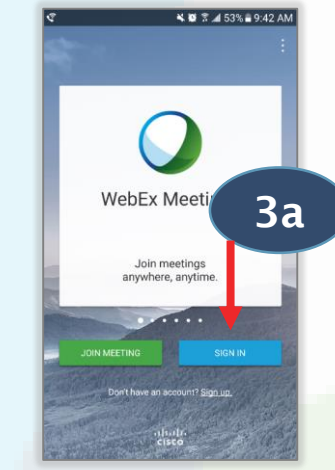
2 **Install the Cisco Webex app**
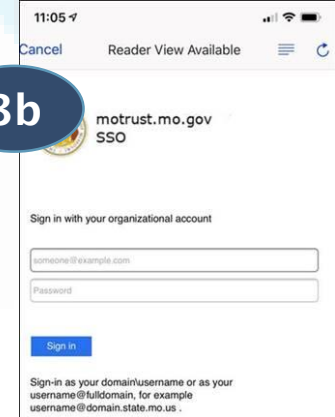
The app can be found in the Google Play store.

3 **Sign In or Join a Meeting**

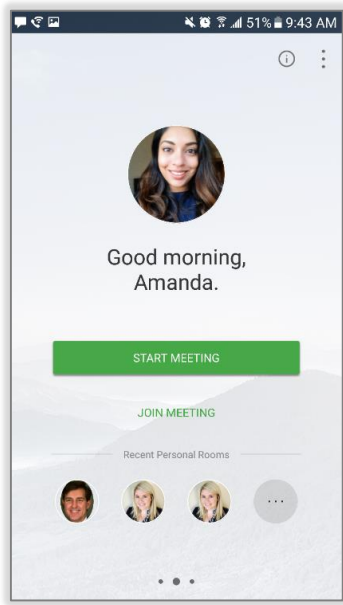**3a** Sign in with your Webex email and password. Choose the Site URL or enter it when prompted: (**stateofmo.webex.com**)

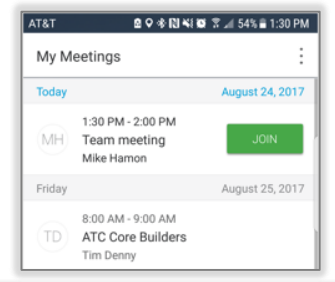**3b** Enter your State of Missouri username and password.

4 **Home Screen**

From the home screen, you can **Start a Personal Room Meeting**, **Join a Meeting**, or Enter a Personal Room of your most recent contacts.
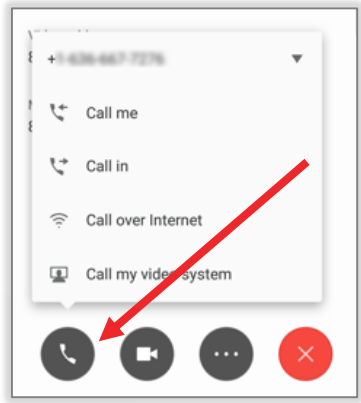
5 **My Meetings**

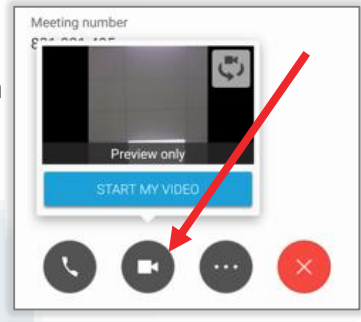From the **My Meetings** page, click the **Join** button when it's time for a meeting to begin.

6 **Connecting Audio**

Tap the **phone icon** to choose your audio connection. **Call Me** and **Call Over Internet** are the preferred connection options.
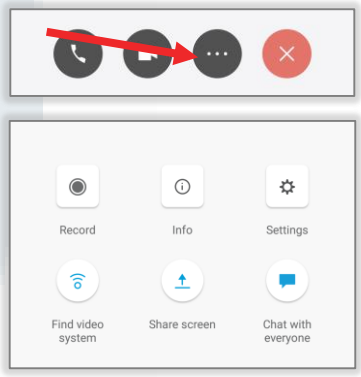
7 **Sharing Video**

Tap the **camera icon** and **Share My Video** to turn video on. This feature must be enabled in your phone settings to be used.
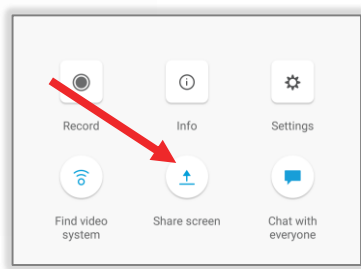
8 **Host Options**

Tap the ellipses (…) on the bottom of the screen. Choose from various hosting options such as audio, meeting content, and chat.
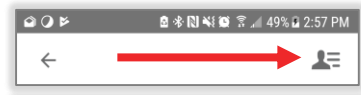
9 **Share Screen**

Tap the ellipses (…) on the bottom of the screen. **Tap Share** screen button and select from the options.

10 **View Participants and Manage Audio**

During the meeting, tap the **Participant** icon in the top right corner of the meeting window.

To mute a single caller, tap the **microphone** next to their name.

To mute all participants, tap the microphone icon in the bottom right of the screen and tap **Mute All**.