

## Joining A WebEx From a Smartphone or Tablet

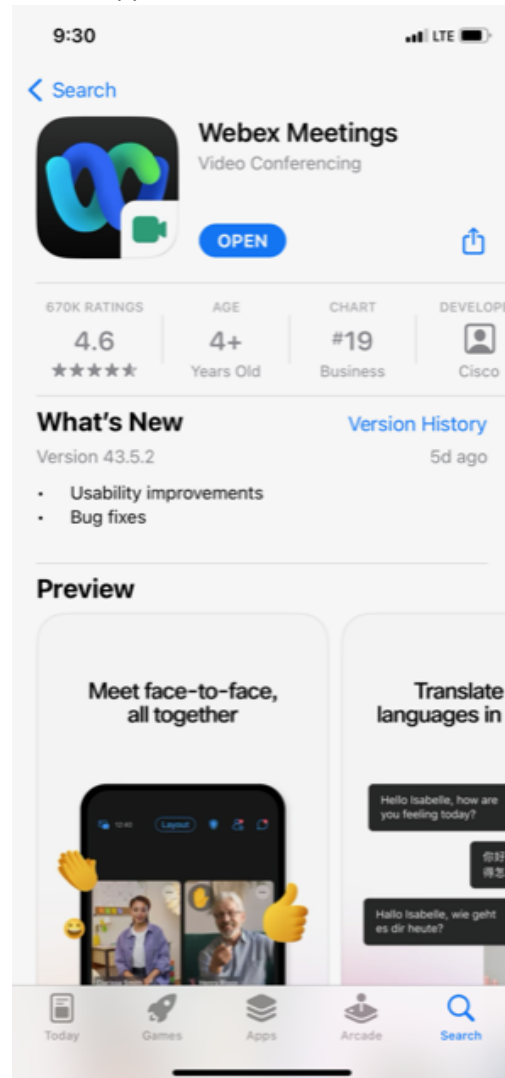
### 1. Connection by Smart Phones and Tablets

If you choose to connect to the events meeting via Smartphone or Tablet you are required download the Cisco WebEx meetings application from one of the following App Stores:

- Apple App Store (iPhone and iPad)
- Google play store (Android Phones and Tablets)
- Samsung Galaxy Apps (Galaxy Phones and Tablets)
- LG Smart world LG Phones and Tablets)
- Sony apps (Sony Tablets)
- Amazon Appstore for Android (Amazon Fire Tablets)

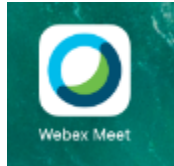
### 2. Downloading and installing Cisco WebEx Meeting Application

- Search App store For Cisco WebEx Meetings application and download and Install



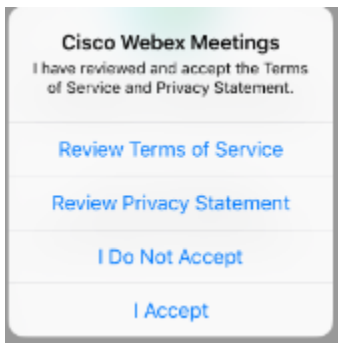
### 3. Joining the WebEx

- Launch the application using the following application icon



When launched you will see the following:

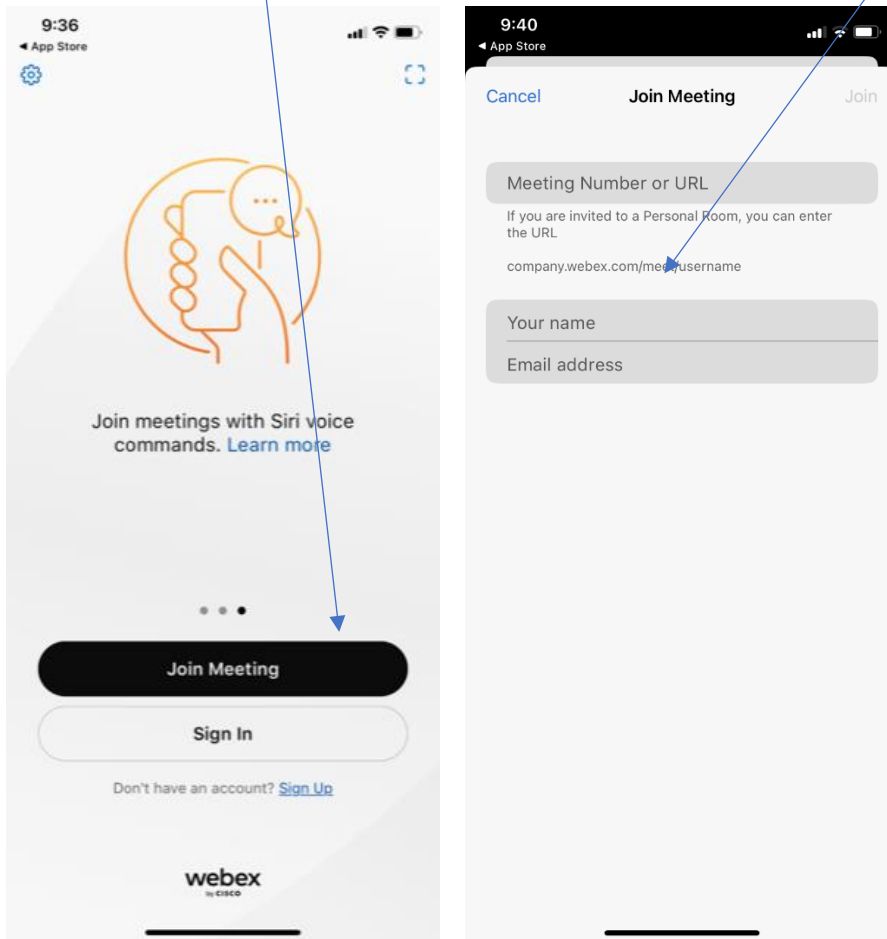
You will first be prompted to Accept the Terms of Service and Privacy Statement as shown below:



Please click Accept.

You will then see the following:

- Click Join Meeting and you will be prompted for the meeting ID, Name and email address.
- You will then enter the meeting password.

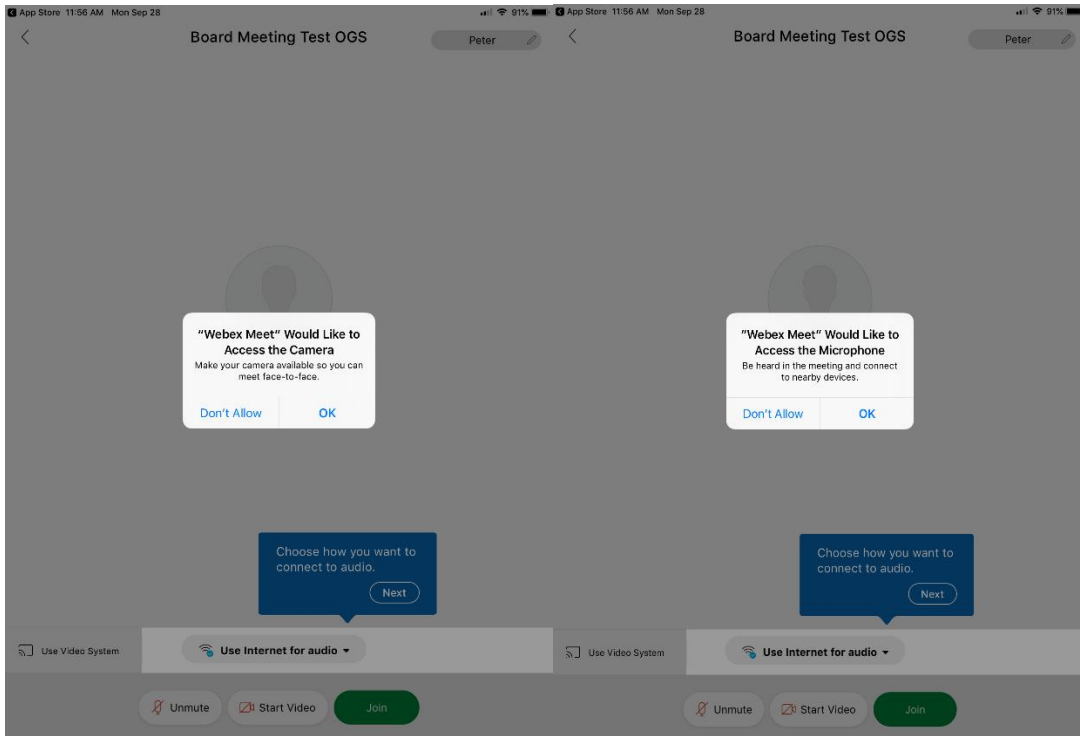


#### 4. Audio and Video Connection

The initial setup of the WebEx meeting app will ask you how you would like to join your audio and video. You will choose the following:

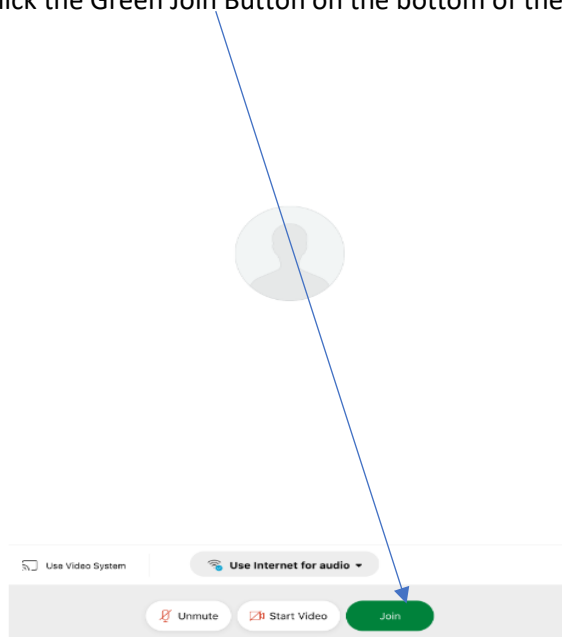
**Use Internet for audio**

The application will prompt you to access your camera and audio as shown in the screen shots below:



Click ok for both choices.

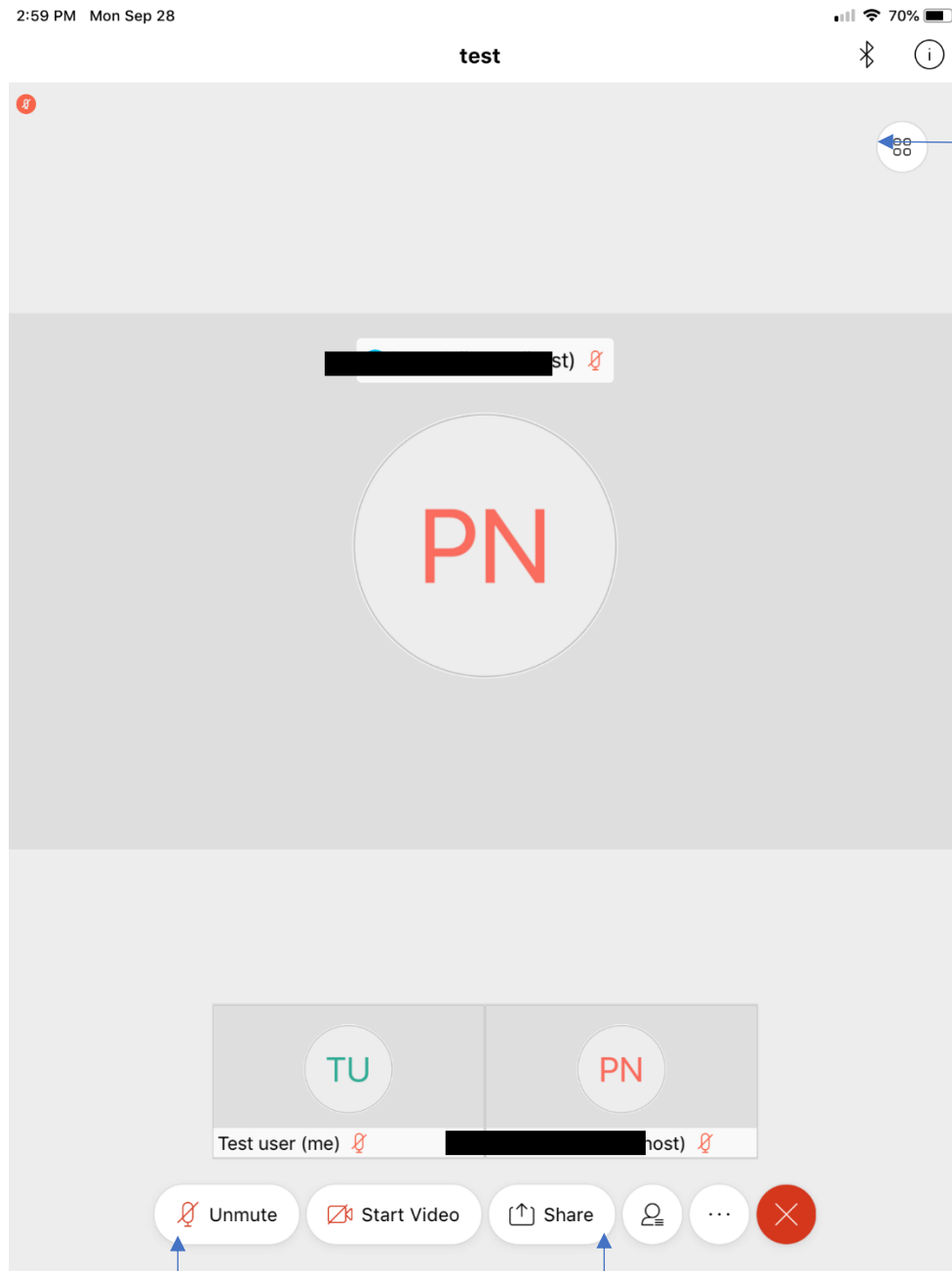
Click the Green Join Button on the bottom of the screen:



You will now be placed into the conference.

## 5. WebEx app navigation

The following graphic will explain the features of the app:



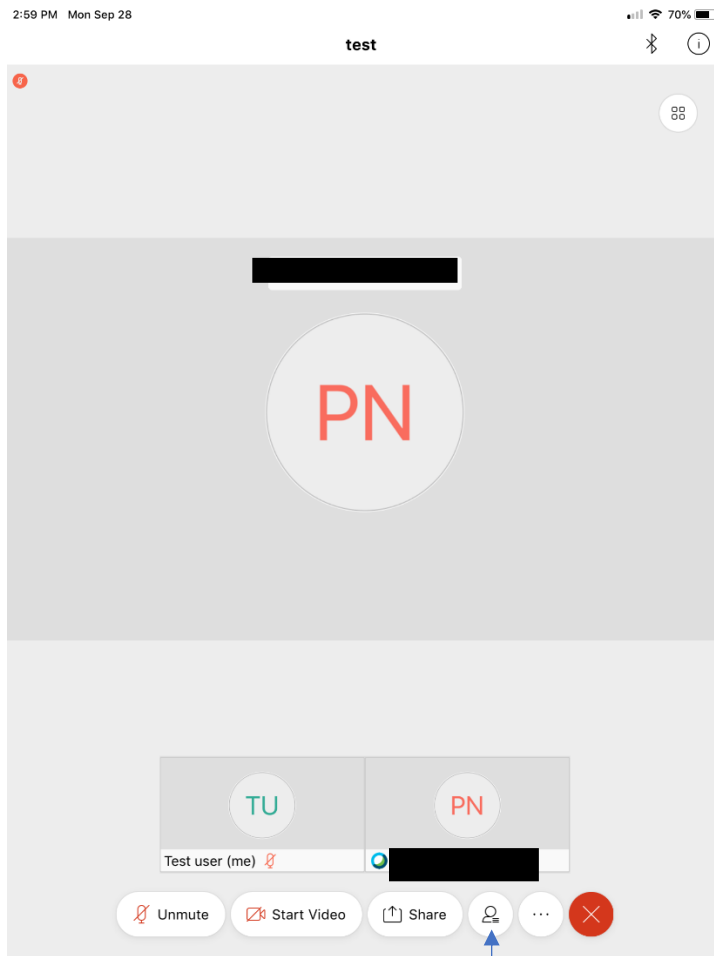
Grid View-This is used to change the layout of participants

Mute/Unmute

Participants Window and Chat

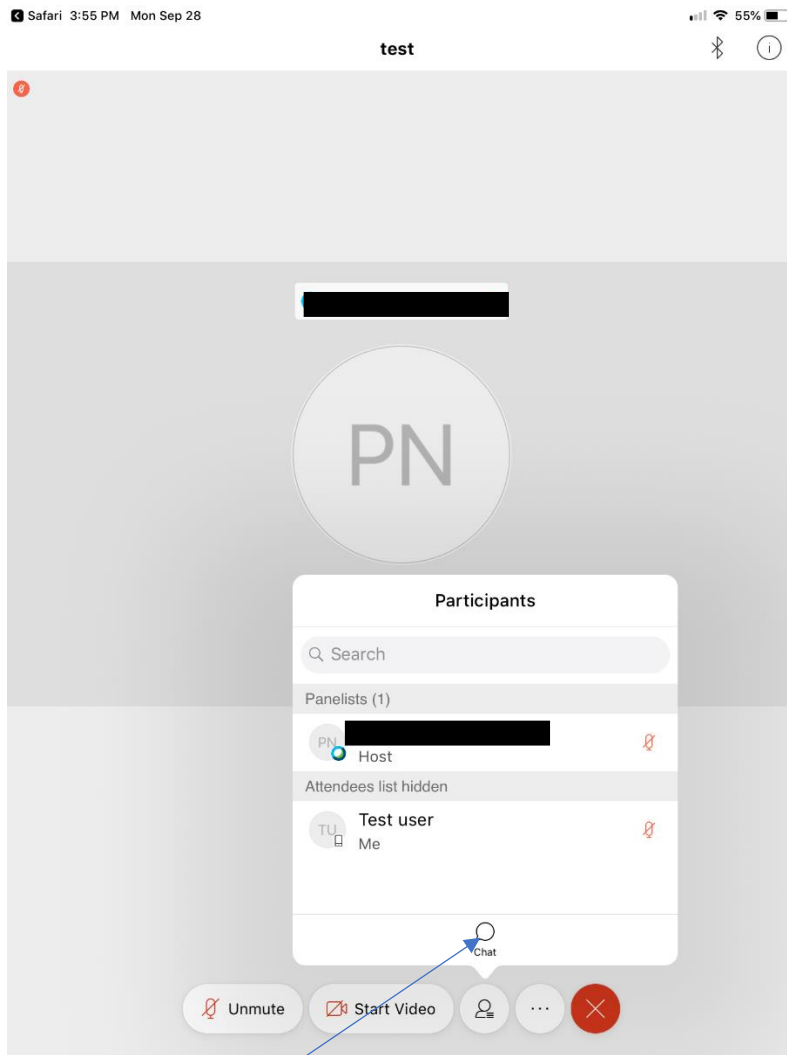
## How to Chat with Host or Panelist

Click on the participants button as shown below:



**Participants Window and Chat**

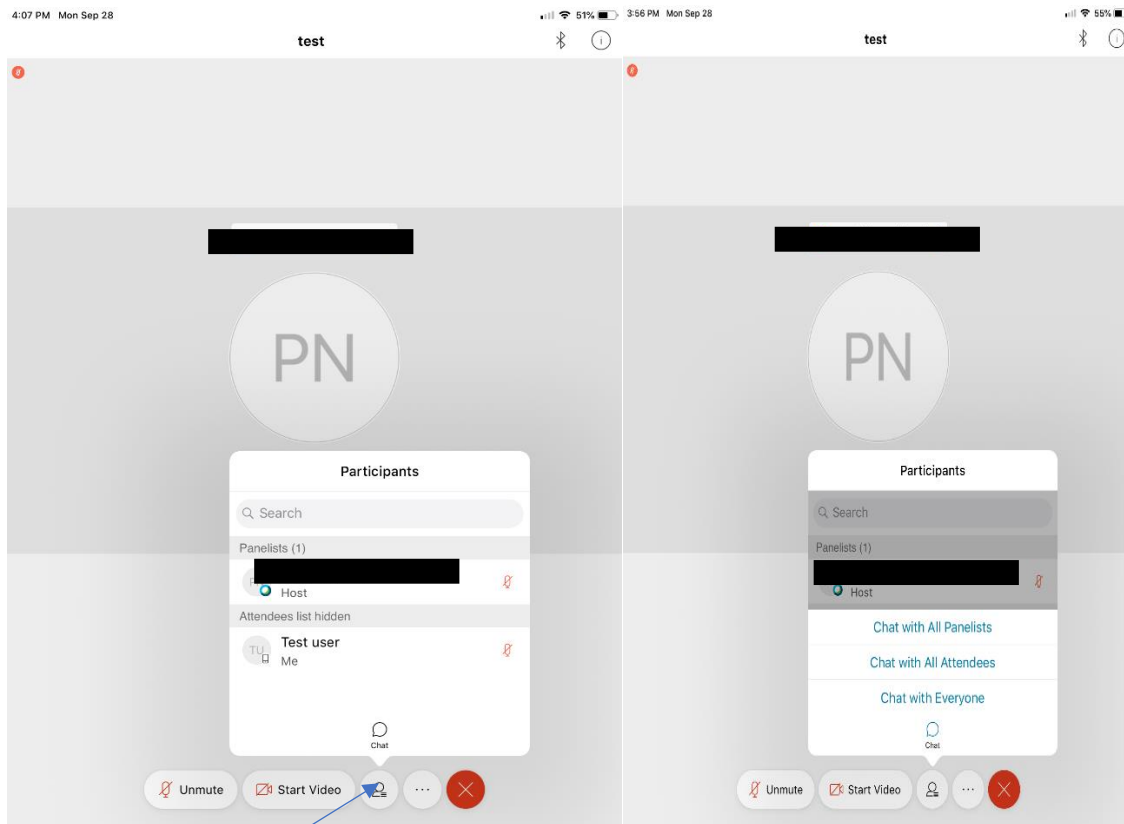
You will see the following displayed:



Click the chat bubble

When clicked you will see the following:

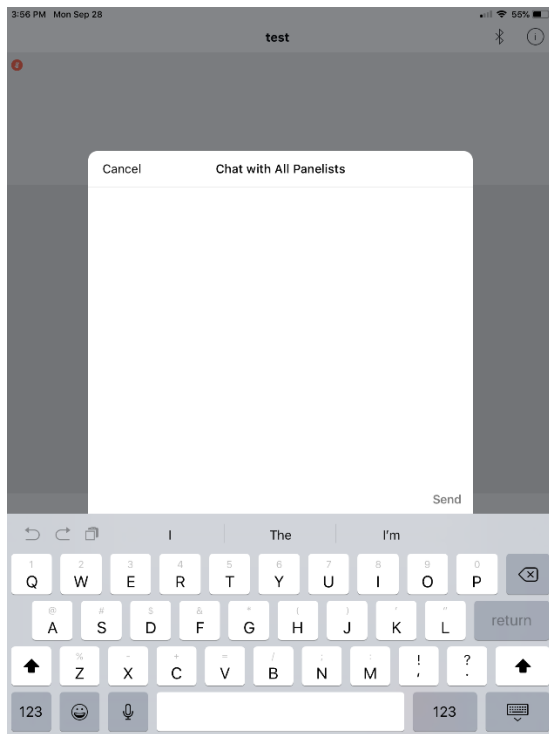
If you click on a Panelists or hosts name you can privately chat with them. If you click the chat bubble you can chat with all panelists.



Click the chat bubble

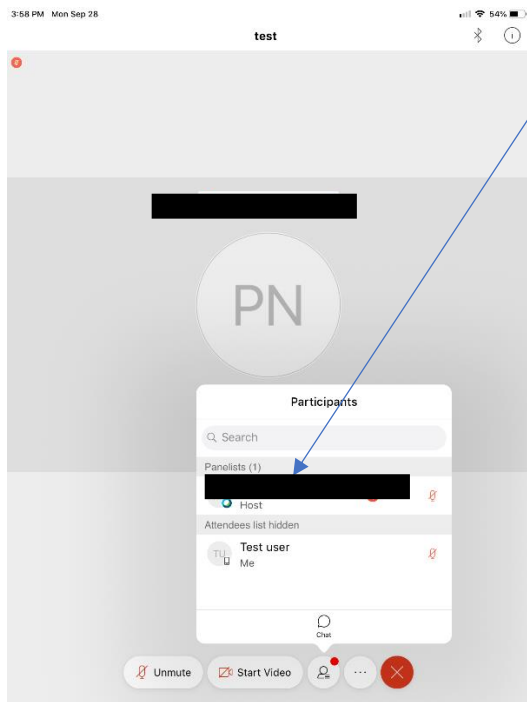


When you begin to chat your keyboard will display on your screen as shown below:



If you receive a chat message from a panelist or the host, you will see the following red dot appear next to the participants button. When you click the chat button will see a red circle next to the panelist that sent you a message.

You can click on this and reply to the panelist or host.



Leaving the Event:

If you would like to leave the event, please click on the Red X at the bottom of your window.

