



USER GUIDE

Using Webex Meetings app on iPhone

Part of:

[User guide](#)

for [Webex Meetings](#)

Setting up the Webex Meetings app on your iPhone

Download the iPhone app

- 1 Open the App Store on your phone
- 2 Search for Webex
- 3 Download Cisco Webex Meetings from the App Store



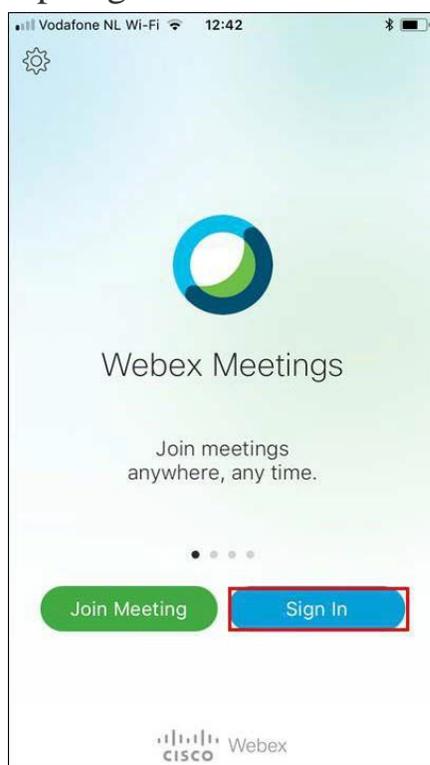
- 4 Tap the Webex app on your iPhone home screen to open it. The first time you use the app you'll be prompted with two messages. The first message asks you to Accept or Decline the Terms of Service and the Privacy Statement. If you wish to read them, tap 'Review Terms of Service' and 'Review Privacy Statement'
- 5 Tap 'I Accept' to accept the terms
- 6 The second message asks if you would like to 'Allow Notifications'. This allows the app to notify you of meetings ahead of time. Tap 'Allow' to accept notifications.

Sign into Webex Meetings iPhone app

You don't need to sign in to join a meeting, but you have access to more options when you are signed in, including the ability to schedule meetings. To sign in to the Webex Meetings app:

- 1 open the Webex Meetings app

2 tap 'Sign In'



3 enter your email address



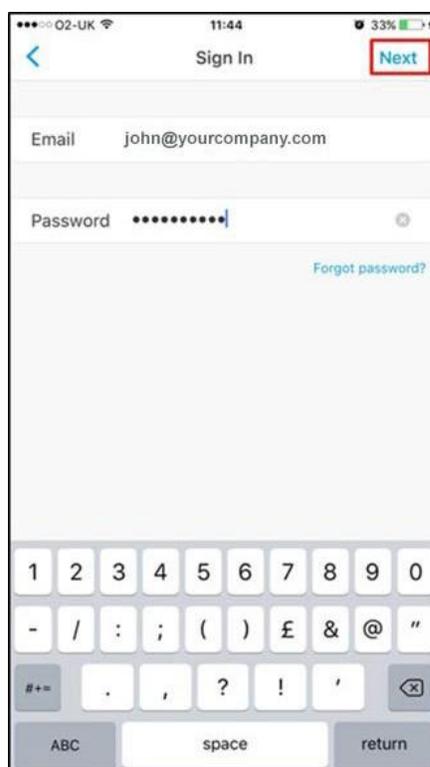
4 click 'Next'

5 the Webex Meetings app will ask you to select a Webex site to sign into. Tap your Webex site



6 enter your Webex password

7 tap 'Next' and you will be signed into the app.



Turning off mobile data

When the Webex Meetings application is successfully installed, its default setting is to allow the use of mobile data when starting or viewing video.

- 1 Open the Webex Meetings app
- 2 Tap the  icon
- 3 Change the toggle to the 'Off' position next to 'Use Mobile Data'



- 4 Tap 'Done' to save the changes.

Setting up automatic audio connection

You can configure the app so that your phone will automatically dial you into the meeting when you click 'Join', using your preferred audio connection option.

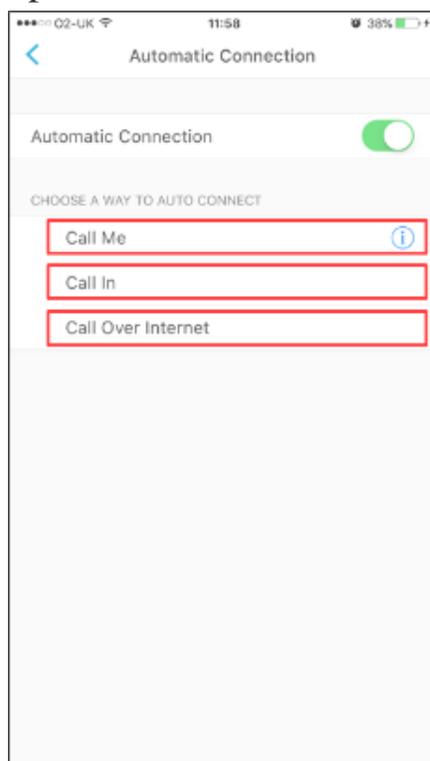
- 1 Tap the  in the top left corner

2 Tap 'Automatic Connection'



3 Slide the toggle to the 'On' position

4 Select either 'Call Me', 'Call In' or 'Call Over Internet' option



5 Tap the back arrow

6 Select 'Done' when you're finished.

Turn off auto-mute in the Webex Meetings iPhone app

The iOS Webex Meetings mobile app defaults to MUTE when joining meetings, so people will not hear you until you unmute.

To unmute yourself in a meeting, tap the microphone  icon at the bottom left of the iPhone screen.

You can also turn off the auto-mute function in your Webex Meetings mobile app settings.

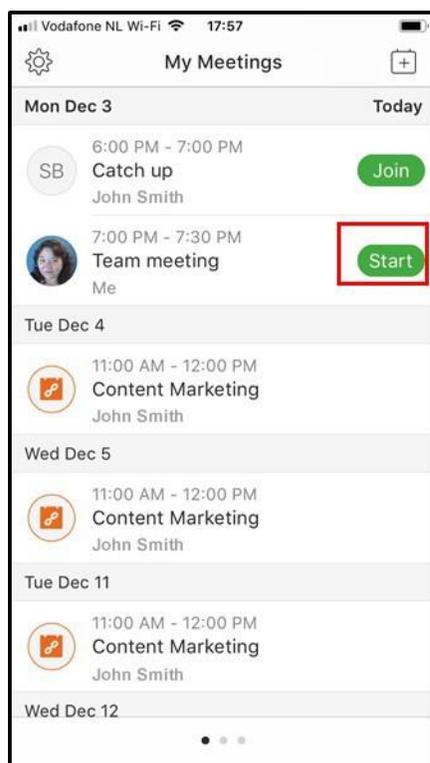
So that you don't have to unmute yourself manually each time you join a meeting using the Webex Meetings mobile app, you can switch off the automatic mute option in the settings.

Start or join a meeting from your iPhone

Joining a meeting on your iPhone

The easiest way to join a meeting on your iPhone is to use the Webex Meetings app:

- 1 open the Webex Meetings app
- 2 on the homescreen, swipe from left to right to go to the 'My Meetings' screen
- 3 tap 'Start' or 'Join' next to the meeting you want to attend.



Join a meeting from the lock screen notification

You will receive a pop-up notification when it's time for you to join your Webex meeting.

You can swipe the notification to be taken straight to your meeting page where you can click join to enter the meeting.

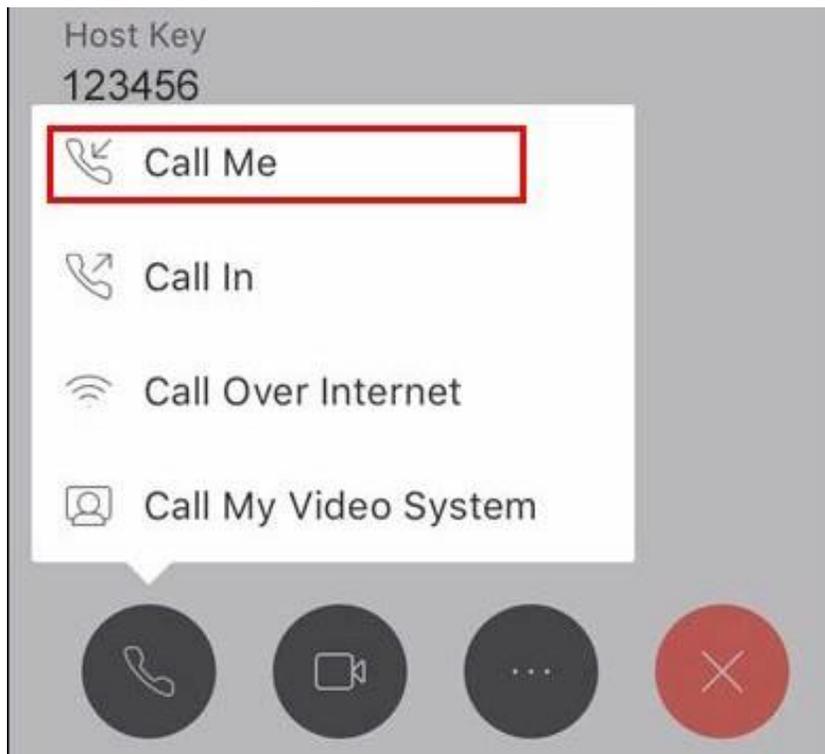
Join Webex Meeting audio from an iPhone

You can connect to audio by receiving a phone call, or by connecting over the internet and dialling directly into the meeting, if you've not already chosen to automatically connect your audio. If you have a video device, you can also use this to connect to the meeting.

Once you've started or joined a meeting, you'll be shown the options to manually connect your audio:

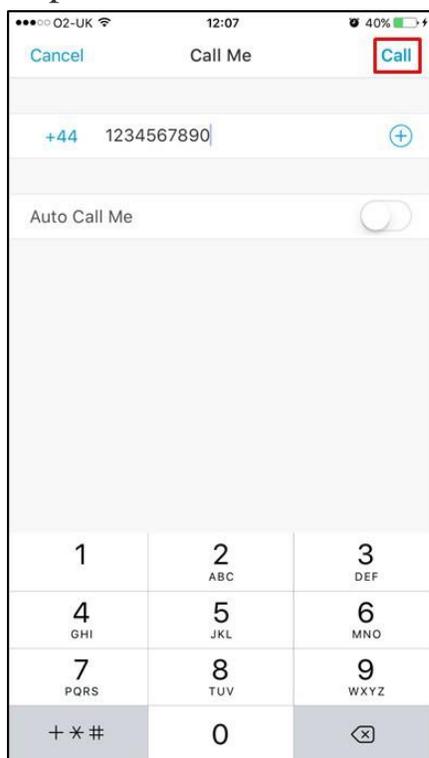
Receive a call-back

- 1 Tap the 'Call Me' option from the pop-up menu



- 2 Enter the phone number that you want to receive the call on or you can also tap the  icon to add a number directly from your contacts

- 3 Tap 'Call'.



The Auto Call Me feature streamlines the process of joining audio by calling your iPhone automatically. To activate this feature:

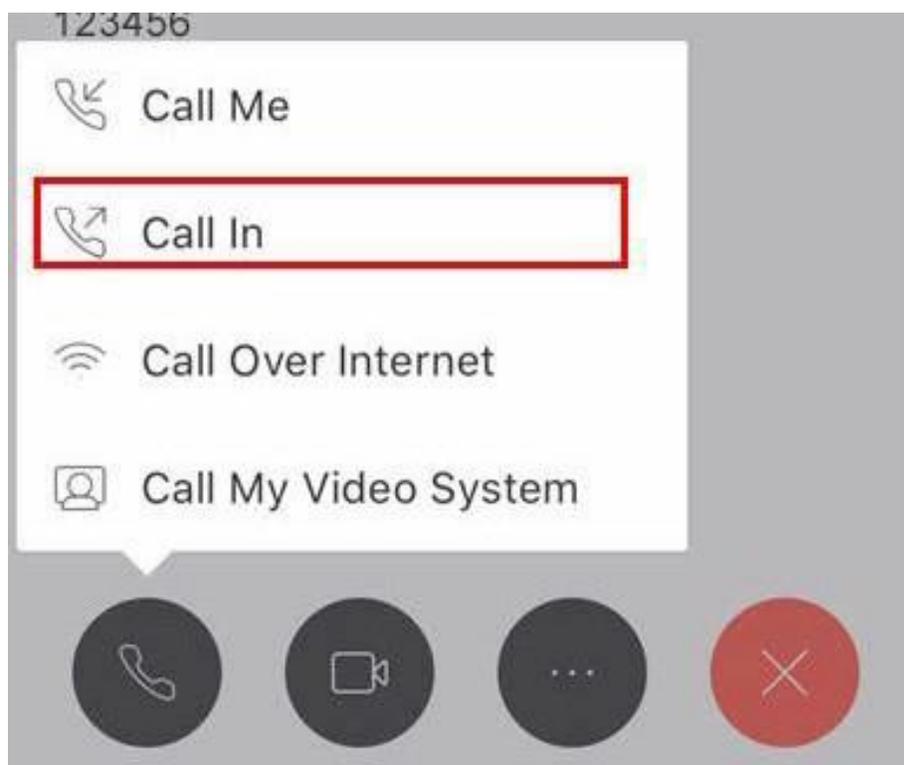
- 1 enter your iPhone number when prompted
- 2 slide the toggle for 'Auto Call Me' to the 'On' position



- 3 Tap 'Call'.

Call in to the meeting

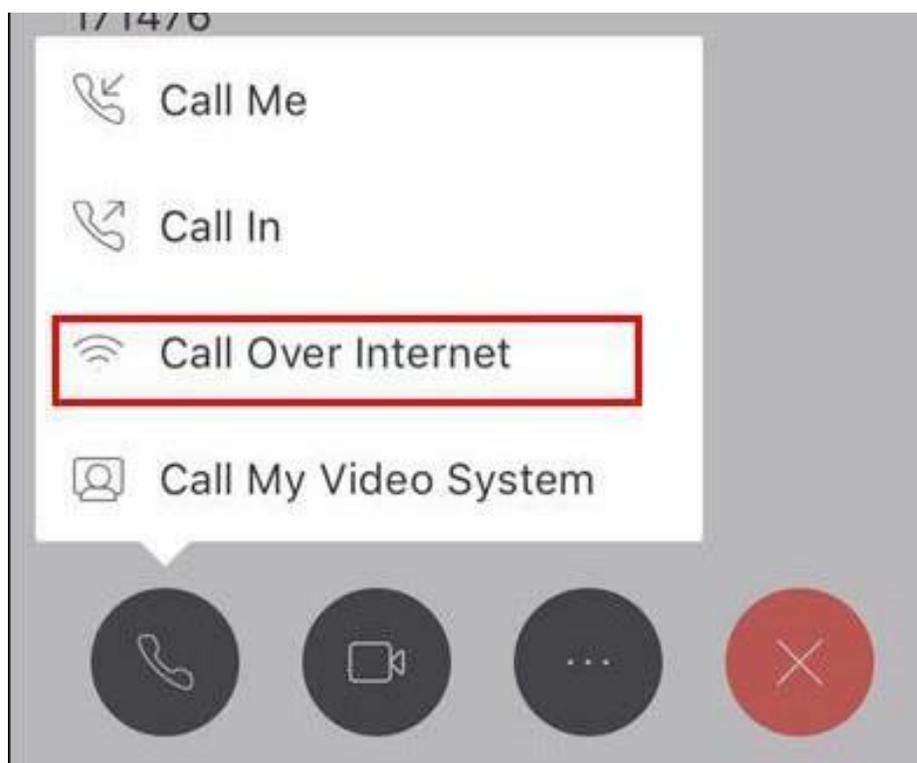
- 1 Tap the 'Call in' option



- 2 Tap one of the available Call In numbers. You can click on Global Call-in numbers to access the full list of available numbers
- 3 The access code and meeting number will automatically be added for you and you will be connected to the meeting.

Call in using internet

- 1 Tap 'Call Over Internet' to use wi-fi or mobile data to connect to the audio.



Tip: If you're connecting audio through 'Call Over Internet', you may be prompted to download and install the MeetMe Dolby Voice app. [Click here](#) for full instructions.

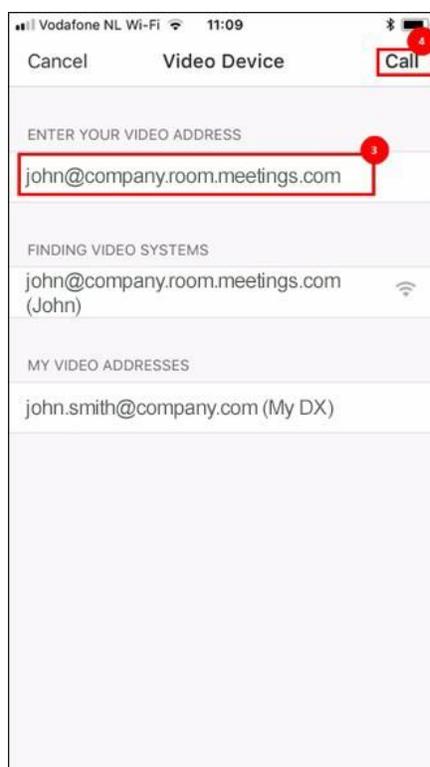
Using a video system or video room

- 1 Tap the 'Call My Video System' option from the menu



2 Add the video room or device address or select from previously added devices from the list

3 Click 'Call'



4 Select 'Answer' in the video device or room to connect the audio.

Mute and unmute in a meeting

Tap the  icon to mute or unmute yourself during a meeting. Muting when you're not speaking helps to eliminate background noises and distractions, particularly in large meetings.

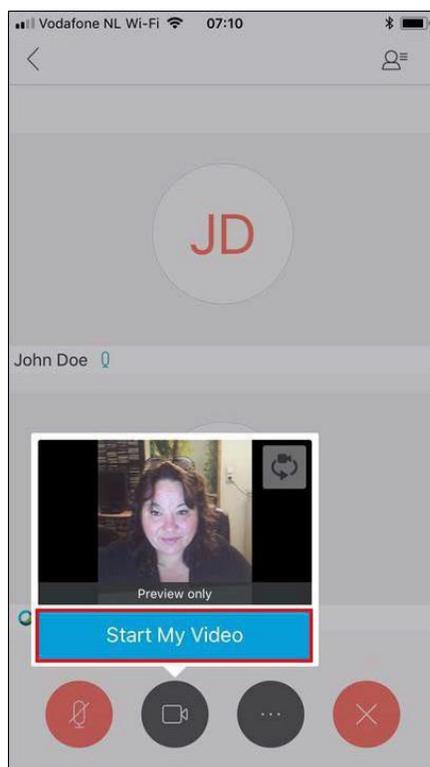
The 'Mute on Entry' feature is enabled by default when connecting to meetings using 'Call Over Internet'. To switch off this feature, go into settings.

Disconnect audio

To disconnect your audio, hang up from the audio portion of the meeting. Do this by tapping the  icon, then tap 'Disconnect Audio'.

Turn on video during a meeting

- 1 Tap the  icon to turn on the camera in your meeting. Your self-view will appear. Others can't see you yet
- 2 Tap 'OK' when prompted to allow Webex to access the camera. You should only have to do this the first time you use the video option
- 3 Tap 'Start My Video'



- 4 To stop your video, select the camera icon again and click 'Stop My Video'.

Viewing other people's videos

If no content is being shared, you'll either see the webcams for the people in your meeting if they started their webcam, or you'll see their avatar or initials if their webcam isn't on. To enlarge the video of any participant to full-screen, double tap their video.

If content is being shared, that takes over the centre position of your screen. In landscape view you'll also see the active speaker in a smaller window. If needed, you can hide the active speaker video by clicking the  icon on the speaker window.