



WebEx on Mobile Devices - Set Up

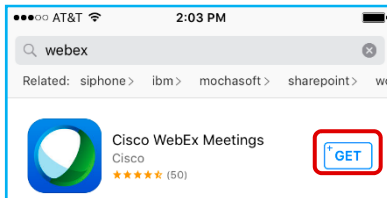


INSTALL WEBEX ON YOUR IDEVICE

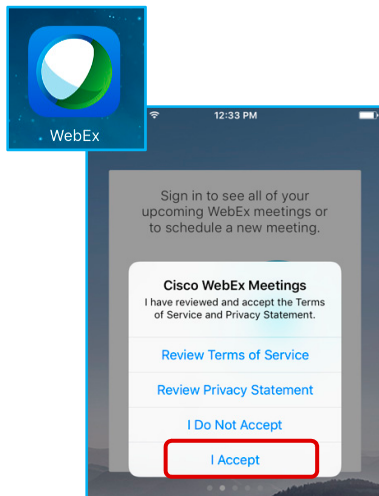
1. Tap to open the Fund AppStore.



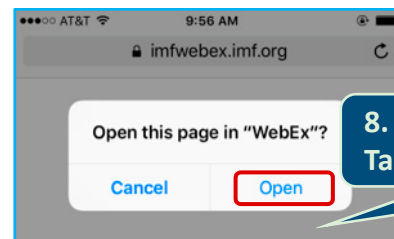
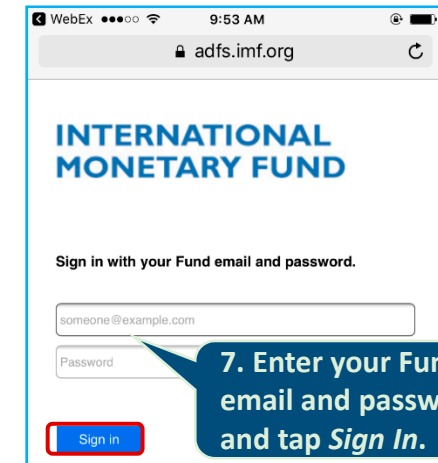
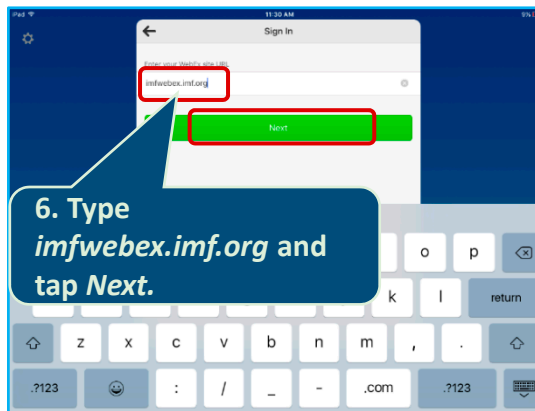
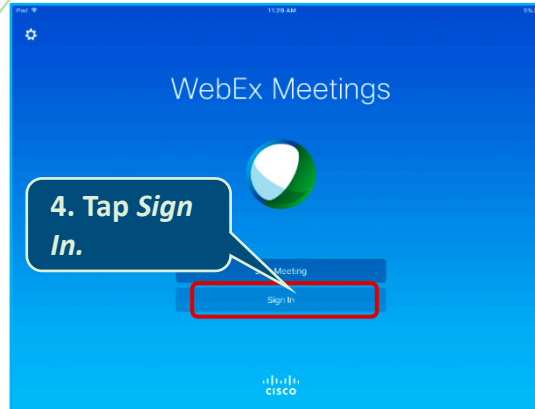
2. Find *WebEx* app. Tap to install.



3. Open app, tap *I Accept* the Terms of Service, tap *Skip* and follow Sign In instructions.



SIGN IN TO THE WEBEX APP



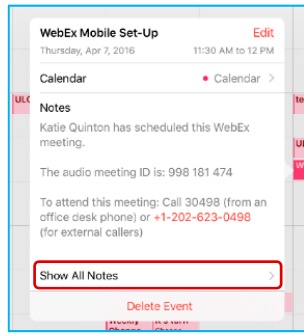
Note: Screenshots are from an iPad. Setup steps for the iPhone are the same, though the interface appears slightly different.



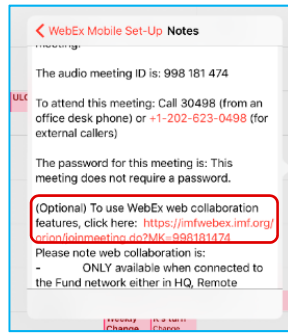
WEBEX on Mobile Devices – Getting Started



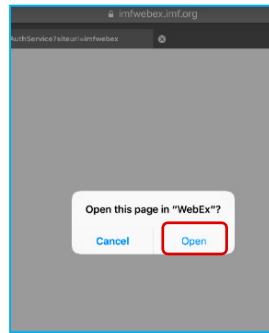
JOIN A WEBEX MEETING FROM YOUR iDEVICE



1. In the *Calendar* app, tap on the meeting to view details. Tap *Show All Notes*.



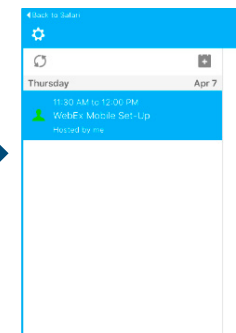
2. Click the link to the WebEx meeting collaboration features.



3. A new window will open in Safari. Tap *Open*.

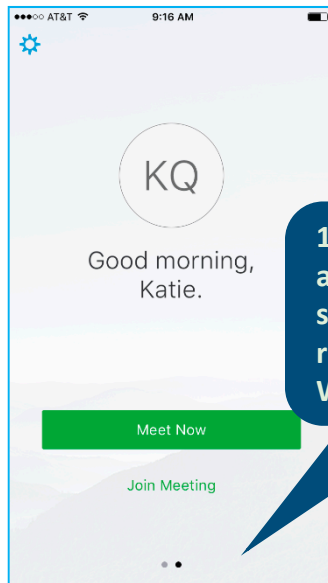


4. The WebEx app will open the meeting. Choose how to connect to audio.

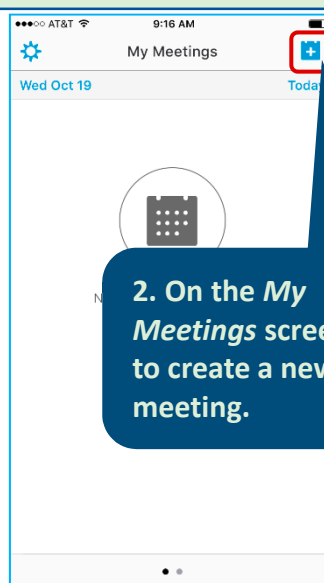


5. On the app home page, view all WebEx meetings you are a part of.

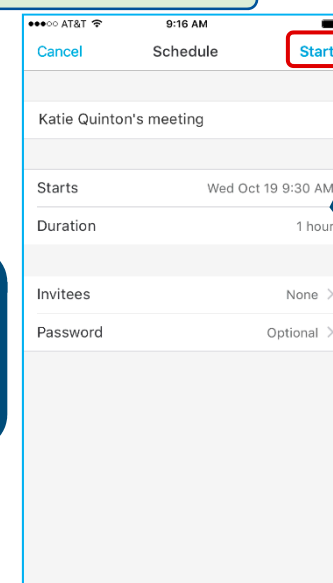
SCHEDULE A WEBEX MEETING FROM YOUR iDEVICE



1. Open the WebEx app. You will see this screen. Swipe to the right to show your WebEx meetings.



2. On the *My Meetings* screen, tap to create a new meeting.



3. Adjust the date/time of your WebEx meeting as desired. Add invitees, and tap *Schedule/Start*. Invitees will receive an email with meeting details. *Note: In order to add Invitees, you must use your Contacts and have the email address saved for the person.*