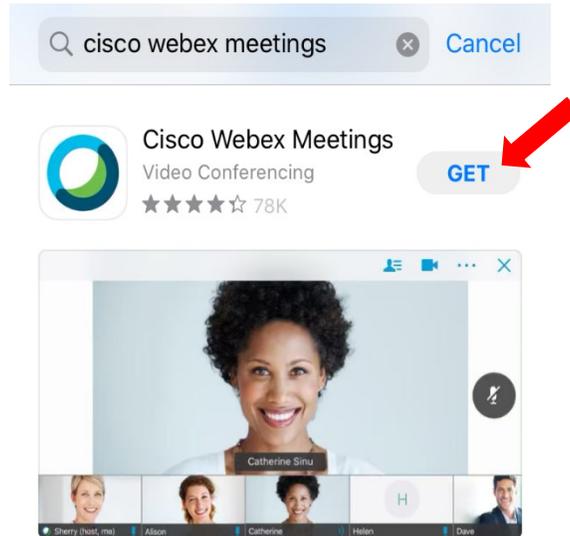# Using Webex Meetings for iOS

Installing Cisco Webex Meetings on your iOS device:

1. On your iOS device, bring up the App Store:
2. Click Search, then type **Cisco Webex Meetings** in the search field.
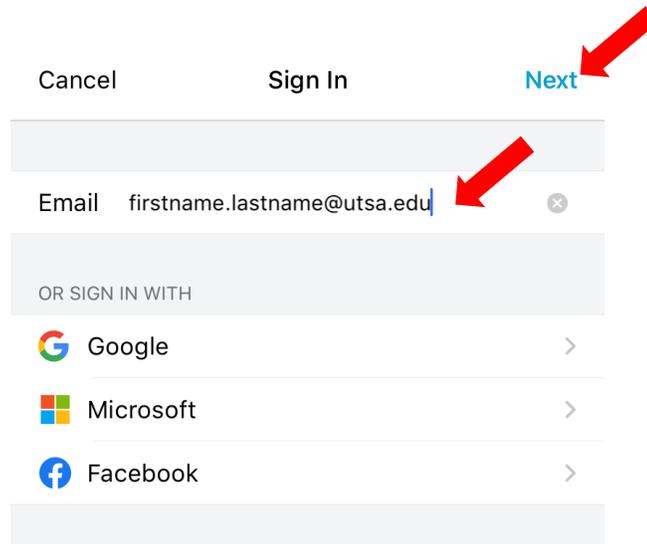3. Select Cisco Webex Meetings and click **Get**.

4. Use your apple id password or Touch ID to install the app.
5. Once the app is downloaded, click the Webex Meetings
   icon on your Home screen to open the app.
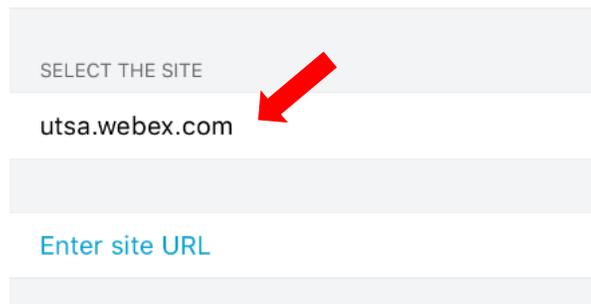6. Review and accept the Cisco Webex Meetings terms of service.
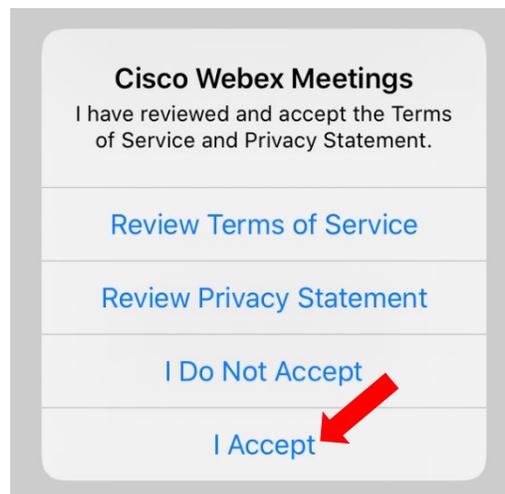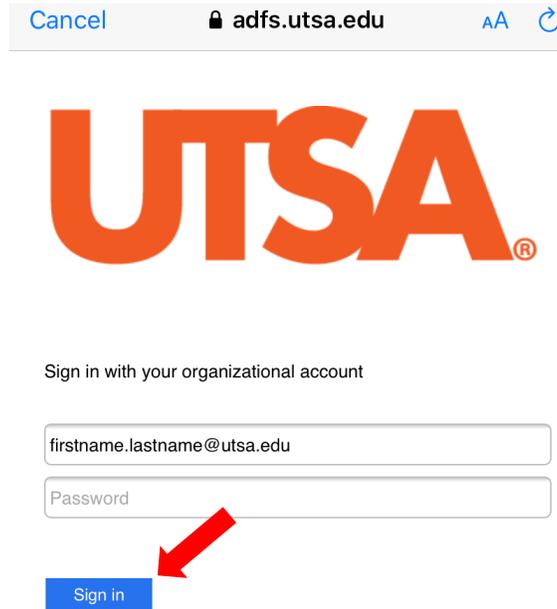
7. Choose **Sign in**.

8. Enter your first.last@utsa.edu email address and select **Next**.

9. Select the site: **utsa.webex.com** on the next screen.

10. On the next **Sign in** screen, enter your first.last@utsa.edu and passphrase and choose **Sign in**.

11. You will be prompted for Duo Two Factor authentication, select one of the following options:
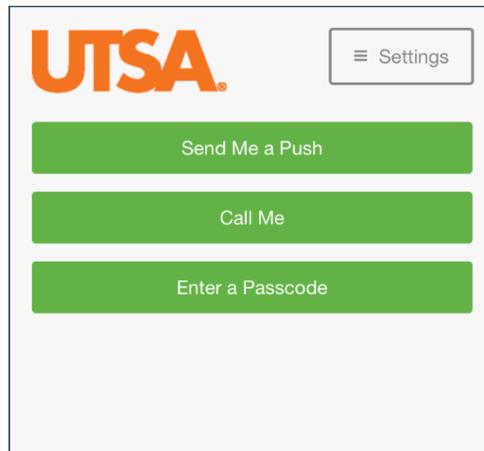
Note: If you have not setup your DUO account, please go to https://passphrase.utsa.edu and select **Begin Setup**, instructions can be found here https://security.utsa.edu/duo-setup/

12. Swipe through the Welcome screen. **Optional:** you may be asked whether you would like to use Touch ID to sign in. This is merely a personal preference.
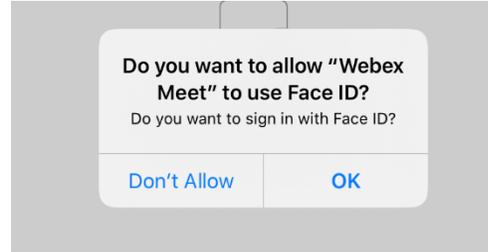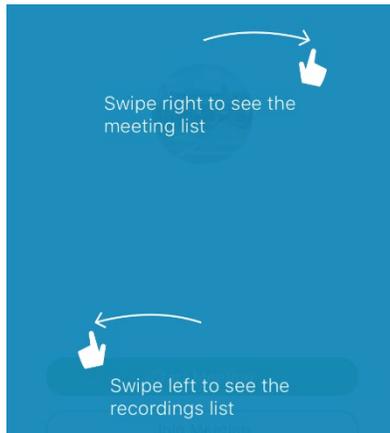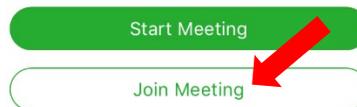

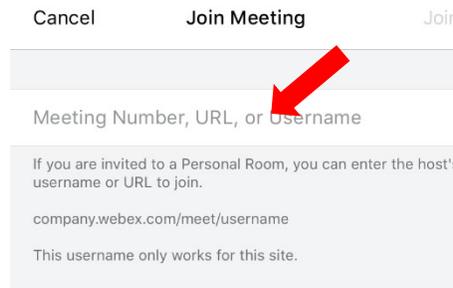**To join a Webex Meeting without signing in:**

1. Open the Webex Meetings app.
2. Select **Join Meeting**.

3. On the next screen, enter the meeting number or URL associated with your meeting, followed by your name and email address.

Note: this information is generally included in the email invite you are sent when you are invited to a Webex Meeting.
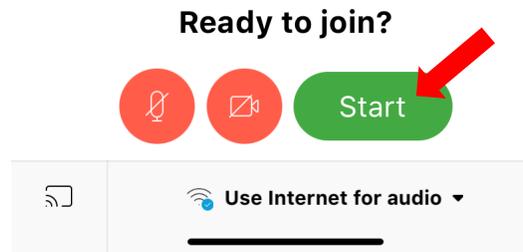
4. Click **Join**.
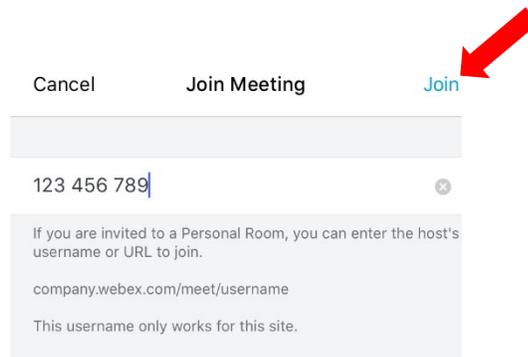
To join a meeting in Webex Meetings:

1. Select the scheduled meeting that you would like to Join and click **Start** or **Join**.

2. If prompted, please allow Webex Meetings to access your Camera and Microphone so that you can participate in video chat.
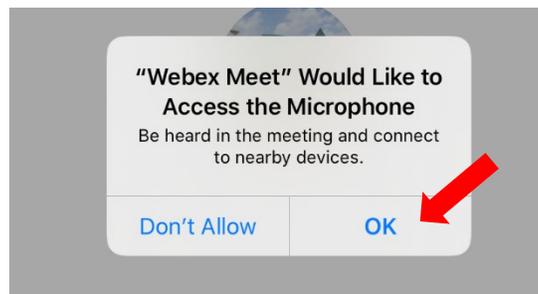
3. Use the icons on the bottom of the screen to enable or disable your camera and microphone, or to change the audio method you are using in order to hear the meeting.
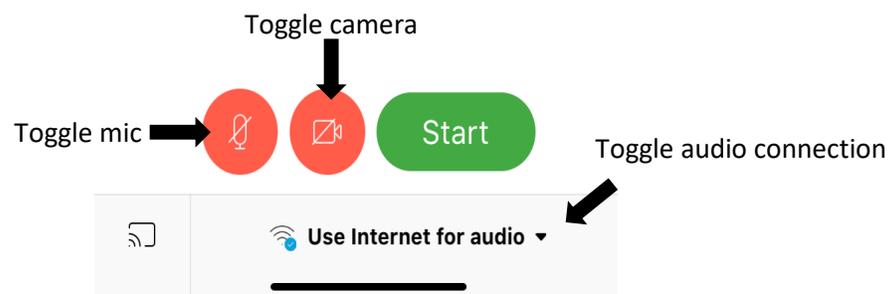
Note: in Webex Meetings, you can use the internet (or wifi) to hear the meeting (this is the default option) or you can call in using your telephone (does not require internet).

4. To call in using your phone, click the audio option on the bottom right of the screen and choose **Call In**

Audio Connection

Use Internet for audio

Call In

Don't Connect Audio

Cancel
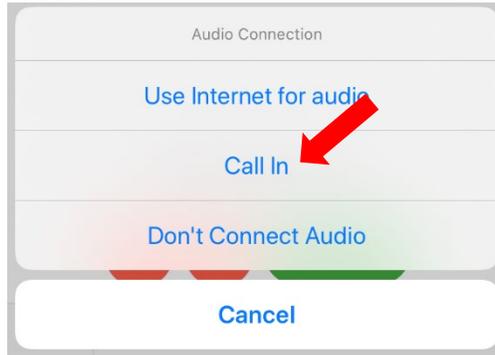
5. When prompted, choose the **Call XXXXXXXXXXXXXX** prompt that appears automatically on the bottom of your screen.

Call +1 (415)
655-0003,,*01*923613185#73...

Cancel
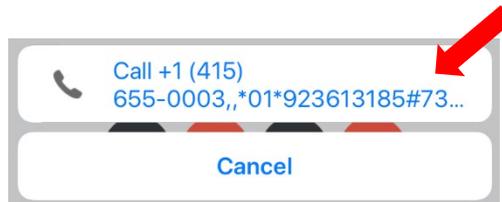
To conduct or schedule a meeting in Webex Meetings using the app:

1. Select the **New Meeting** icon in the top right corner of the screen.

⚙	My Meetings	🔲➕
Tue Mar 17		**Today**

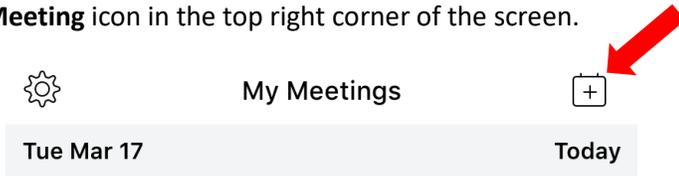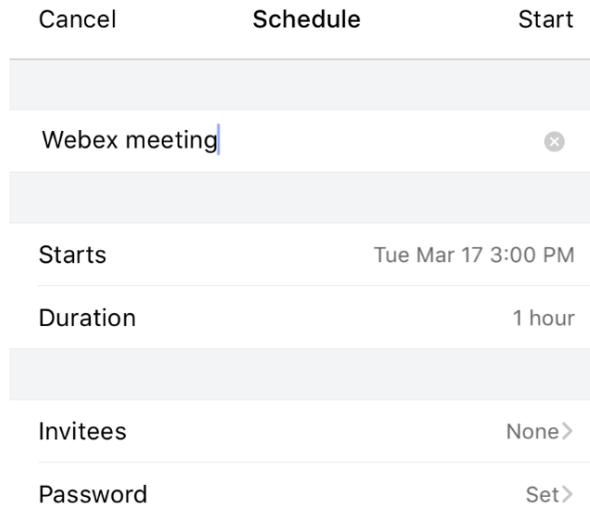2. Enter the name of the meeting and choose its scheduled time and duration.

Cancel	**Schedule**	Start
Webex meeting		⊗
Starts		Tue Mar 17 3:00 PM
Duration		1 hour
Invitees		None ›
Password		Set ›

3. From here, click **Invitees** and enter the emails of your chosen participants.

Cancel	**Schedule**	Start
Webex meeting		⊗
Starts		Tue Mar 17 3:00 PM
Duration		1 hour
Invitees		None ›
Password		Set ›

Cancel	**Add Invitees**	Done
Enter participants' emails		⊕
40 people can be invited at one time. You have added 0 so far.		
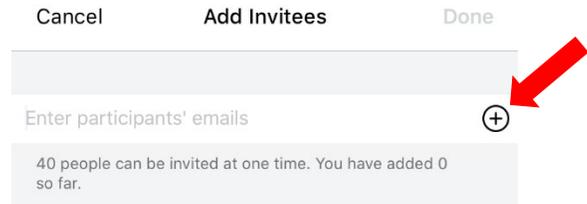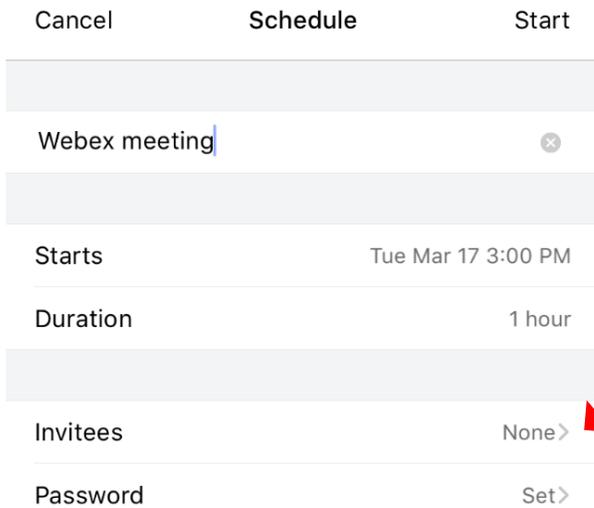
Note: you can invite up to 40 people at one time.

4. At the scheduled meeting time, click **Start** meeting to begin your session.

Cancel	Schedule	Start

Webex meeting

Starts	Tue Mar 17 3:00 PM
Duration	1 hour

Invitees	1 person >
Password	Set >