WebEx
Joining a Meeting via the iPad

Introduction
WebEx gives users the ability to join a meeting via their iPad. This document will show you how to install the WebEx app and how to join the meeting.

Installing the WebEx App
1. Open the **App Store** on your iPad.

   ![App Store](image1)

   **Figure 1**

2. Touch the **Search** button in the lower right corner of the screen.

   ![Search](image2)

   **Figure 2**

3. In the search bar at the top of the screen, type **Cisco WebEx Meetings** and then touch the **Search** button.

   ![Search](image3)

   **Figure 3**
4. Touch the **GET** button corresponding to the **Cisco WebEx Meetings** app result.

![Cisco WebEx Meetings](image)

**Figure 4**

5. You may be prompted for your AppleID password. Type it in the box and tap the **OK** button. The app will begin to install.

**Joining a Meeting**

1. Open the **WebEx** app by tapping on the icon.

![WebEx](image)

**Figure 5**

2. Touch the **Join by Meeting Number** button.

![Join Meeting](image)

**Figure 6**

3. In the **Join by Meeting Number** box, type the 9 digit meeting number. If you are invited to a **Personal Room**, you may enter the room’s URL in this box.

4. Type your name and email in the appropriate fields and then touch the **Join** button.

![Join Meeting](image)

**Figure 7**
WebEx: Joining a Meeting via the iPad

5. If the meeting requires a password for access, an **Enter the meeting password:** window will appear. Type in the meeting’s password in the text field and then tap the **OK** button.

![Enter the meeting password window](image)

6. The WebEx app may request if you would like to receive notifications. Tap the button corresponding to your preference.

![“WebEx” Would Like to Send You Notifications dialog](image)

7. The **Meet Now** screen will appear. Choose your audio preference from the **Connect to Audio** menu. If you would like to use your iPad’s microphone and speaker or a connected headset, tap the **Call Over Internet** option.

![Connect to Audio menu](image)
8. WebEx will request to have access to your iPad’s microphone. Tap the **OK** button.

![WebEx would like to access the microphone]

**Figure 11**

9. To enable the video feed from your iPad’s camera, tap the **Camera** button at the bottom of the screen.

![Camera button on screen]

**Figure 12**

10. WebEx will request to have access to your iPad’s camera. Tap the **OK** button. A video preview will appear.

![WebEx would like to access the camera]

**Figure 13**

11. Tap the **Start My Video** button. You have successfully joined the meeting.

![WebEx video preview]

**Figure 14**
Leaving a Meeting

1. Tap the red X button.

Figure 15

2. A message will appear requesting your confirmation to leave the meeting. Tap the Leave Meeting button.

Figure 16