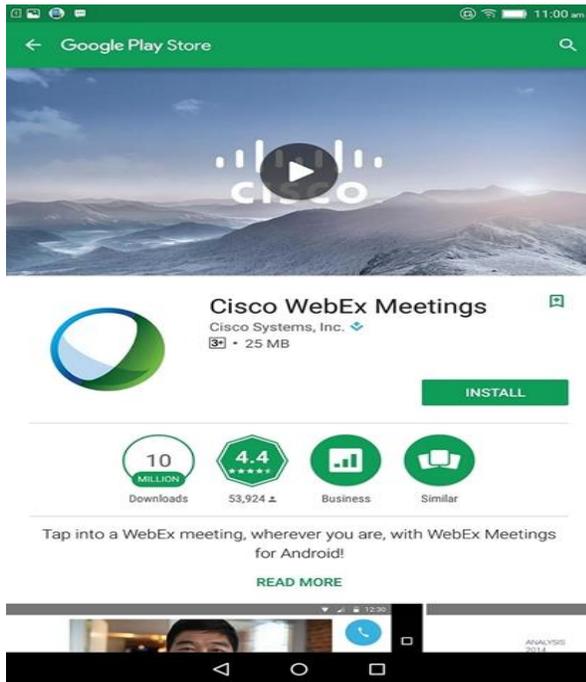# Instructions for WebEx sessions (Android devices).

Step 1:

Install the CISCO WebEx Meetings app from Google Play store.

This is one time installation.

Note: WebEx app requires Android 4.0 and above with an active Wi-Fi or a mobile data network connection is required.
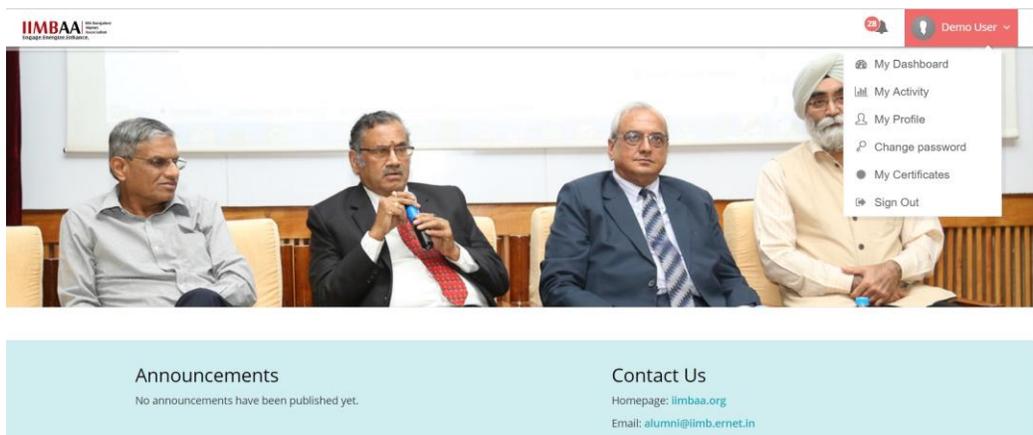
Step 2:

Login to the portal.

Once you install the WebEx application on your Android Device, open the web browser on your device, open the https://iimbaa.org portal link.

Click on 'Webinar' menu and select 'Webinar' again.

Enter the username, password and sign in, then it will navigate to Webinars portal.

Click on your username to the top right and select 'My Dashboard' under Webinars portal.

Once you login to the portal, *scroll down*, under 'Events', if the Event is scheduled, you will be able to view the Event details with time, date and 'Join Now' option .

Note: 'Join Now' button will be available 15 minutes before the start of session.
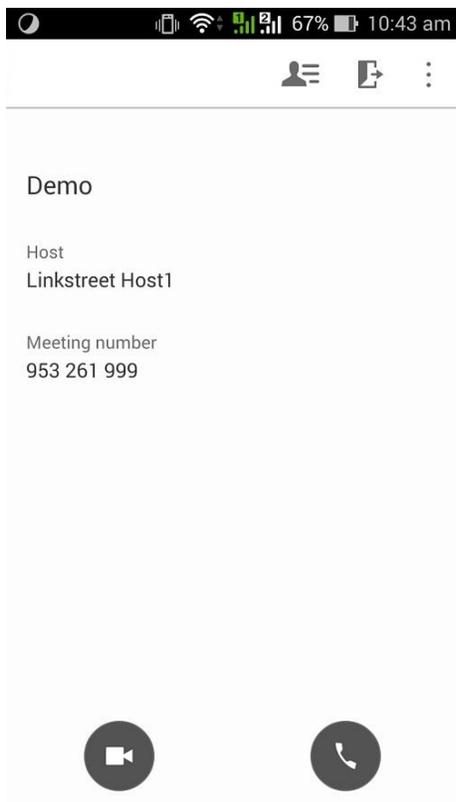
Screenshot of demo Event:

Click on 'Join now' button under 'Events', it will navigate to WebEx page.

It will scan your device to check if you have installed WebEx Application installed.

If the WebEx app is installed, you will get a prompt saying 'Join meeting from here', click on 'JOIN' button and follow the onscreen instruction to open the WebEx app.

Screenshot of Demo WebEx application.
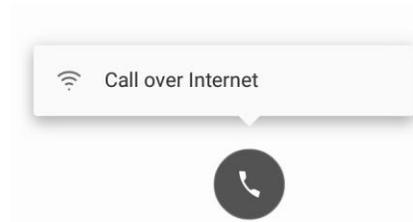
Step 3:

Connect to Audio Conference:

In the WebEx app, click on 'Connect to Audio' button to connect to the audio conference.

This option is available to the bottom right on your Android device.

Please find below the screenshot of the 'Connect to audio' button.

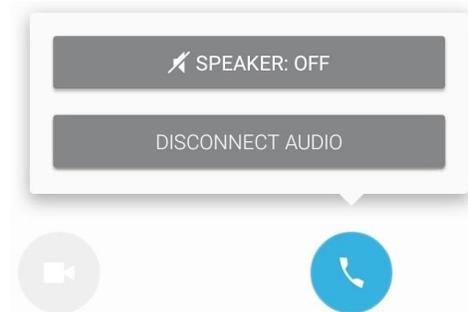Once clicked, you will get a prompt saying 'Call Using Internet'.

Once connected to audio, button color changes to blue indicating that you have connected to the audio conference.

Note: it is important to connect to audio conference or user will not be able to hear the meeting audio.

Using Loud Speaker for audio conference:

By default, WebEx uses headset speaker, if you wish to listen to the audio through Mobile loud speaker, click on the button again and select 'Speaker'.

Mute and unmute Microphone:

To mute and unmute your microphone, click on Mic icon and select mute or unmute.

Quit meeting:

If you wish to quit the session, click on the leave meeting icon.

Using Chat Pod:

If you wish to chat, click on the Participants button on your WebEx app.

This will list the participants in the session, at the bottom, you will find the chat icon, click on the chat icon.

Select the participants as 'Chat with all 'Panelists' or 'Chat with everyone' based on your requirement.