

# Instructions for WebEx sessions (iOS devices).

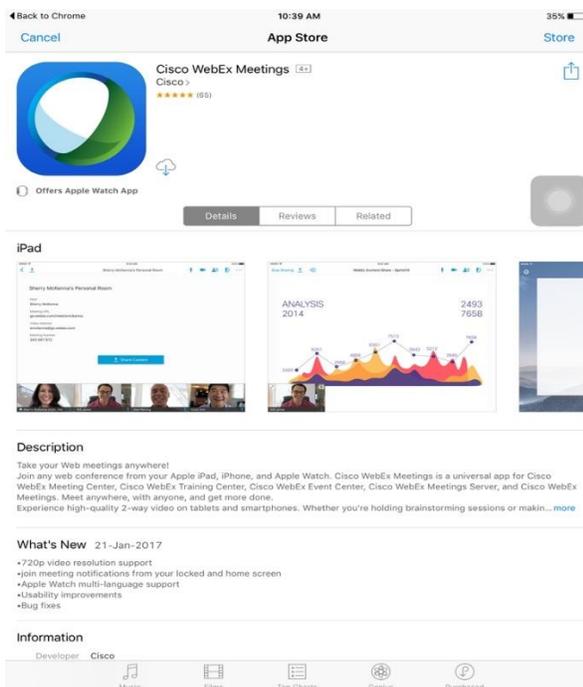
## Step 1:

Install the CISCO WebEx Meetings app from App Store.

### Note:

WebEx app requires Apple iOS 8.0 and above with an active Wi-Fi or a mobile data network connection is required.

This is one time installation.



## Step 2:

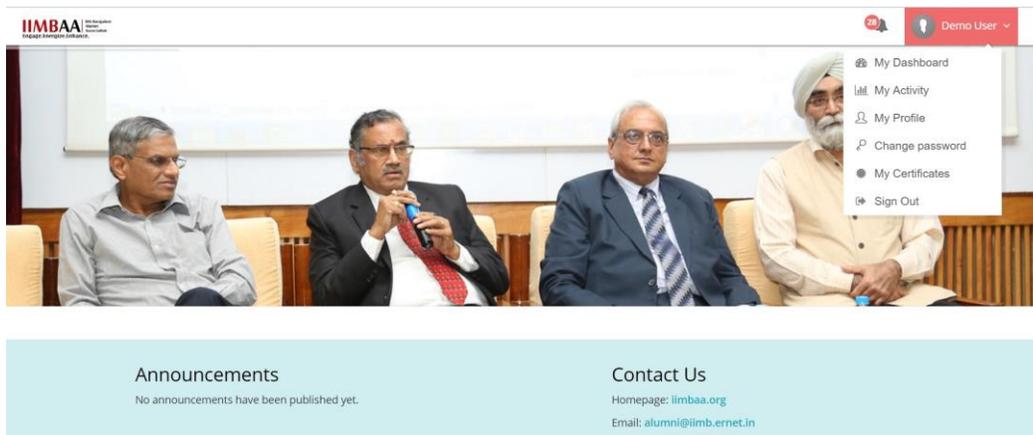
### Login to the portal.

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

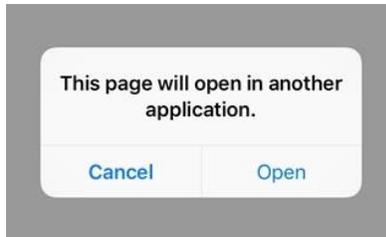
### Screenshot of demo Event:



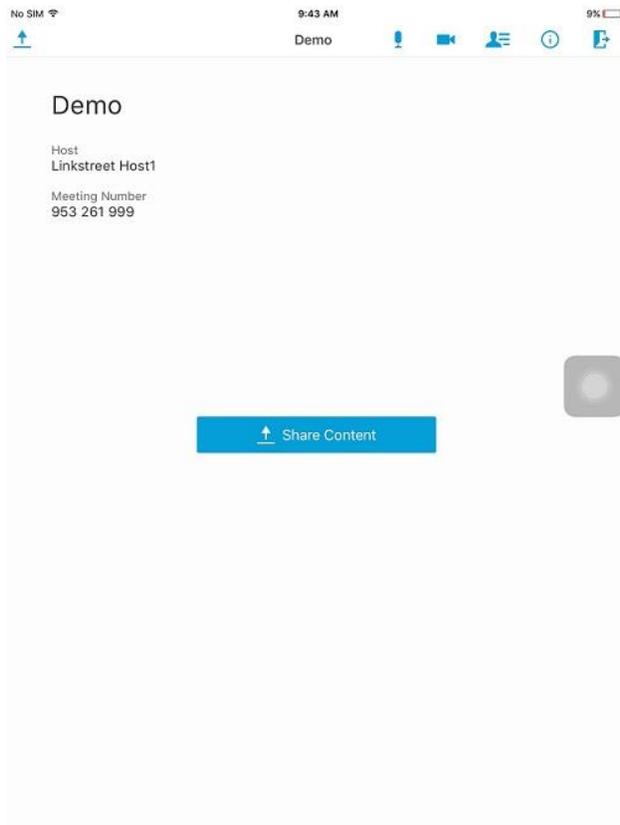
Click on 'Join now' button under 'Events', it will navigate to WebEx page.

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

If the WebEx application is installed on your iOS device, user will receive a prompt stating 'This page will open in another application', click on 'Open button and follow the onscreen instruction to open the WebEx app.



### Screenshot of WebEx application on iOS device.

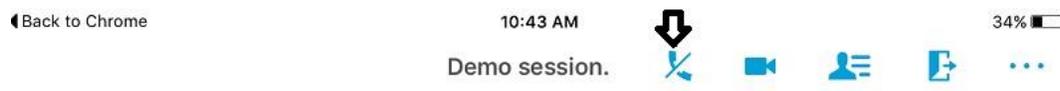


### Step 3:

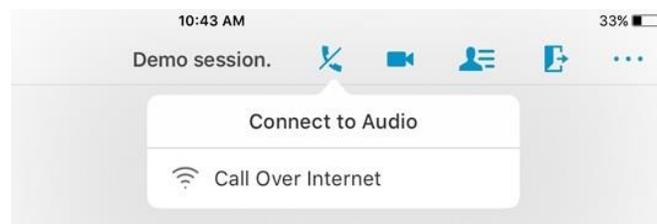
#### iPad Instructions:

##### 1. Connecting to Audio conference:

In the WebEx app, click on 'Connect to Audio' button to connect to the audio conference as shown in the below screenshot.



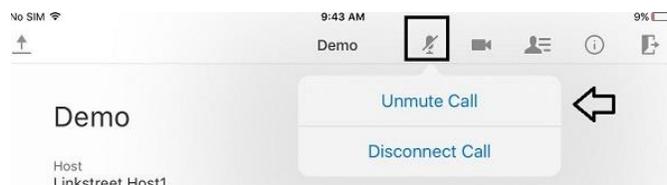
Select 'Call over Internet' to Connect to Audio conference.



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

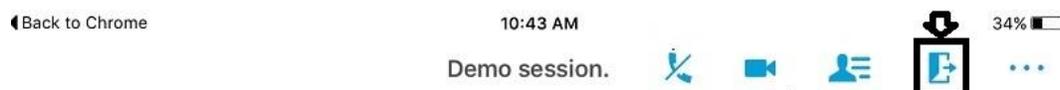
##### 2. Using Microphone:

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



##### 3. Quit meeting:

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



## **iPhone Instructions:**

### **1. Connecting to Audio on iPhone:**

Click on the 'Connect to Audio' icon on your iPhone device, screenshot is shown below.



Select 'Call over Internet' to connect to Audio conference.

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.

### **2. Using Microphone:**

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



### **3. Quit meeting:**

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



## Instructions for chat on iPad and iPhone devices:

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' depending on your requirement.

