

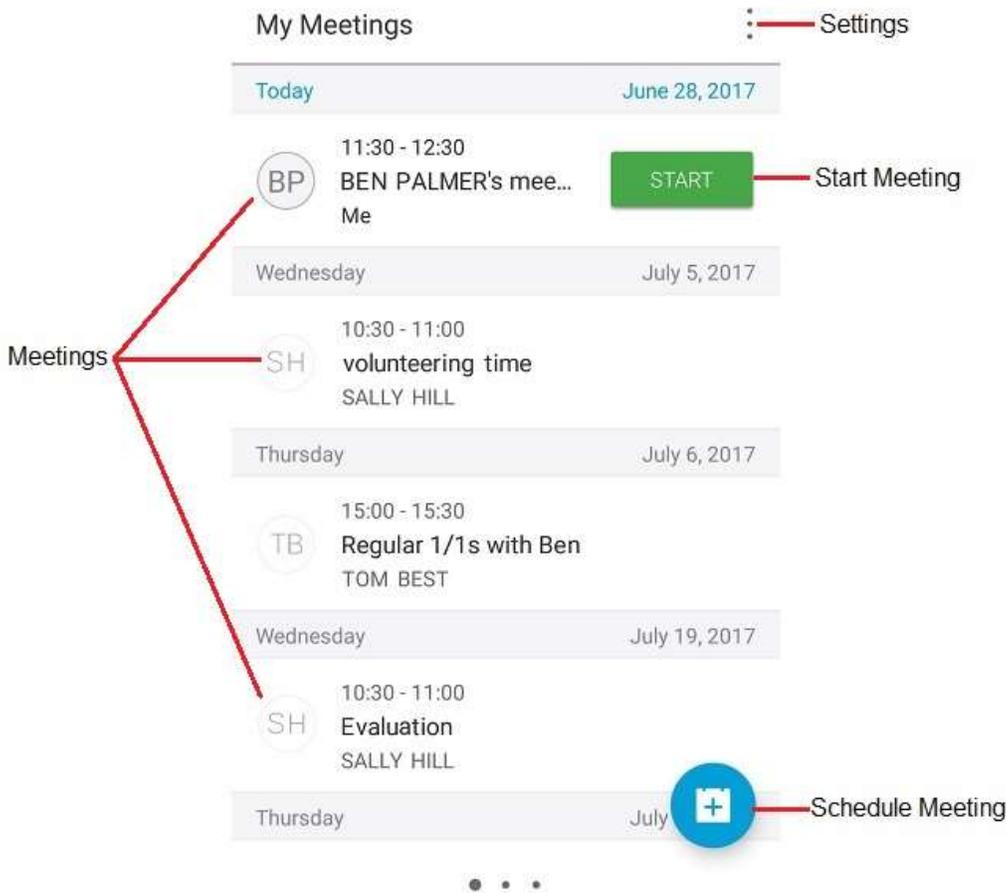
# Cisco Webex Meetings

## Getting Started with Cisco Webex Meetings on Your Mobile Device

Join any web conference from your tablet or smartphone: Cisco Webex Meetings Suite with Cisco Webex Meetings, Cisco Webex Training, Cisco Webex Events, and Cisco Webex Meetings Server.

### Schedule a Meeting

To schedule a meeting, first start the app. The three dots at the bottom of the screen  tell you what screen you're looking at. Swipe left or right to get to the My Meetings screen.



Tap  to open the Schedule Meeting screen.

---

Enter a meeting name. Add an invitee by typing the email address, or tap  to select an invitee from your device's contact list. To add another invitee, tap  **Add invitee**.

Tap the meeting date to open the date selector. Select the date and tap SET.

Tap the meeting time to open the time selector. Select the time and tap SET.

Now that you have set up the meeting, tap SCHEDULE or START in the top right corner.

## Start Your Meeting

At the scheduled time, go to the My Meetings screen and tap  in the top right corner.

## Join a Meeting

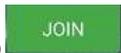
### From email

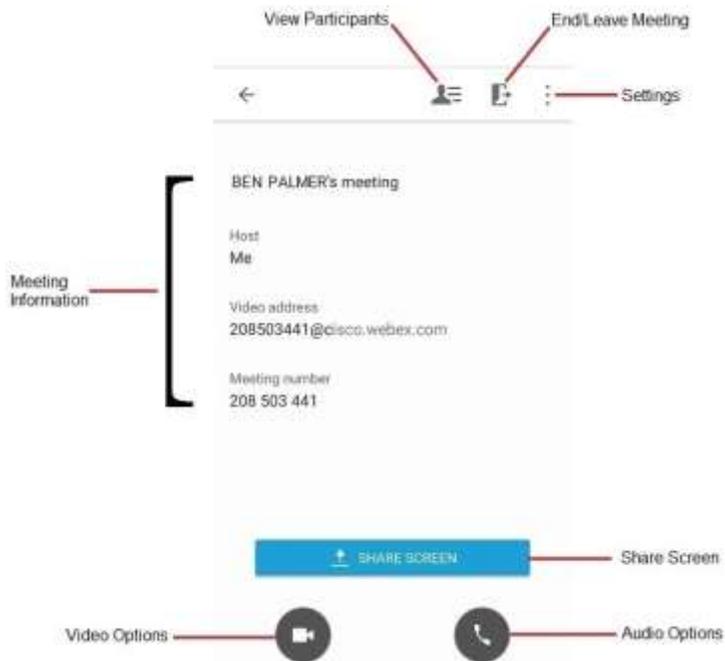
If someone invited you to Webex meeting, you should have received an invite with instructions. Just click the Join link.

You might be asked for a meeting password. You can get that from the invitation email.

### From the My Meetings List

If you want to view a list of meetings and join from the list, swipe left or right to view the My Meetings list.

Tap  next to the meeting you want to join and your meeting starts.



## Connect Audio and Video

Once you're in the meeting, tap  to set the audio options. WebEx can call you or you can call into the meeting. If your site is configured for it, you can call over the Internet.

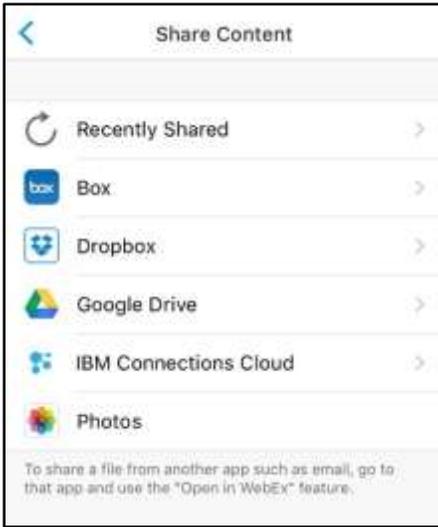
To turn on your camera, tap .

## Share Content

If you want to share documents and applications with meeting attendees, share your device's screen, tap



If your site is configured for it, share documents and files from cloud-based services by tapping Share screen content and selecting the service to share content from.



Note Android devices do not support sharing from cloud-based services.

### Record Your Meeting

To record your meeting, tap the Settings icon in the top right corner and then tap

