
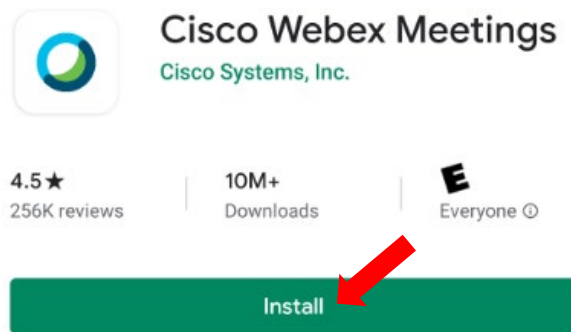


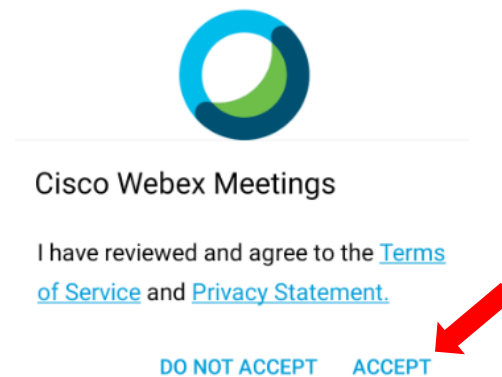
Using Webex Meetings for Android

Installing Cisco Webex Meetings on your device:

1. On your Android device, bring up the Google Play Store:
2. In the “*Search for apps & games*” field type **Cisco Webex Meetings** and select **Search**.
3. Select Cisco Webex Meetings  and select **Install**.
 - a. If prompted, enter your Google Password.



4. Once the app has been installed, open Cisco WebEx Meetings from your home screen.
5. Review and **Accept** the Cisco Webex Meetings terms of service .



6. Select **OK** to allow Webex Meetings to use location and motion tracking.

Webex Meetings

Webex Meetings would like to use your location to detect and connect to nearby video systems and to detect motion for switching to Audio Only Mode. Check the [Webex mobile support community](#) for more permission information.

OK



7. Select **Allow** or **Deny** for permissions to access your contacts on your phone.

Allow Webex Meet to access your contacts?

Allow

Deny

8. Select **Allow** or **Deny** for permissions for Webex Meet to make and manage phone calls.

Allow Webex Meet to make and manage phone calls?

Allow

Deny

9. Select **Allow** or **Deny** for permission for Webex Meet to take pictures and record video.

Allow Webex Meet to take pictures and record video?

Allow

Deny

10. Select **Allow all the time**, **Allow Only while Using the App**, or **Deny** for permissions for Webex Meet to access the devices location.

Allow Webex Meet to access this device's location?

Allow all the time

Allow only while using the app

Deny

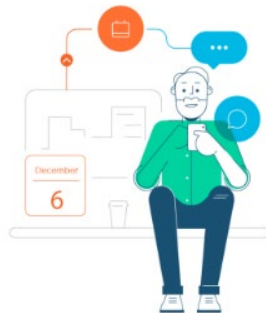
11. Select **Allow** or **Deny** for permission for Webex Meet to record audio.

Allow Webex Meet to record audio?

Allow

Deny

12. Select **Sign in** and enter your firstname.lastname@utsa.edu email address.



See all of your upcoming Webex meetings and easily schedule one on the go.



JOIN MEETING

SIGN IN

< Sign In Next


Enter your email

firstname.lastname@utsa.edu x

Or sign in with

 Google

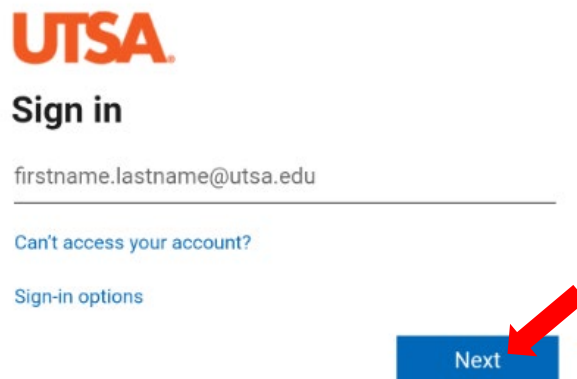
 Microsoft

 Facebook

13. Select the site **utsa.webex.com**.

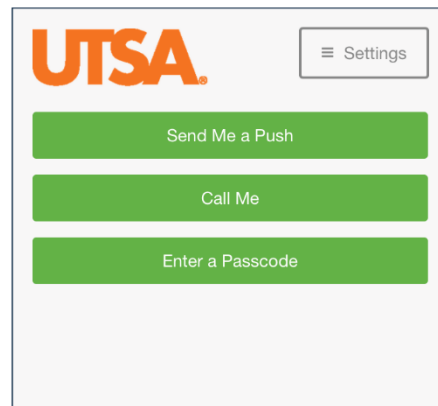


14. On the next sign in screen, enter your firstname.lastname@utsa.edu and passphrase then select **Next**.



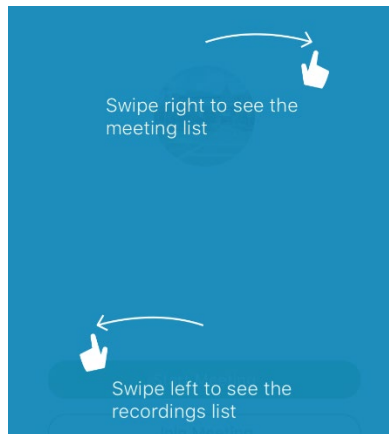
15. Select **Allow** or **Deny** for permissions for Cisco Webex Meetings to access your calendar.

16. 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/>

17. Swipe through the welcome screen.



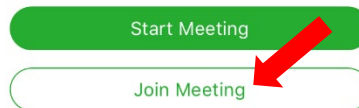
Optional: You may be asked to use your fingerprint/pin to sign in. This is merely a personal preference.

To join a Webex Meeting without signing in:

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



Good afternoon



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

Cancel Join Meeting Join

Meeting Number, URL, or Username

If you are invited to a Personal Room, you can enter the host's username or URL to join.

company.webex.com/meet/username

This username only works for this site.

Note: this information is generally included in the email invite you are sent when you are invited to a Webex Meeting

4. Select **Join**

Cancel Join Meeting Join

123 456 789

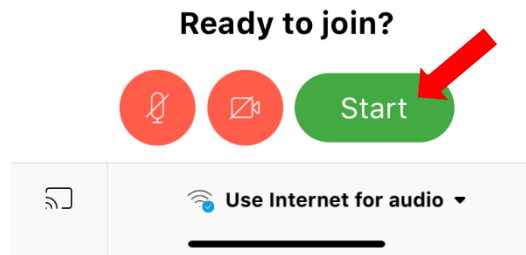
If you are invited to a Personal Room, you can enter the host's username or URL to join.

company.webex.com/meet/username

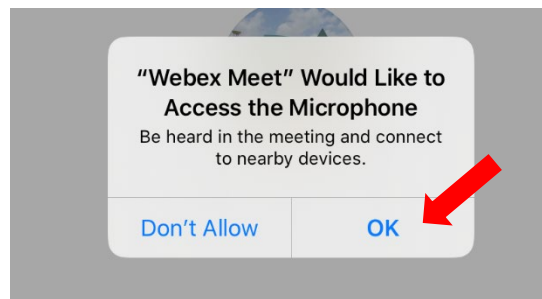
This username only works for this site.

To join a meeting in Webex Meetings:

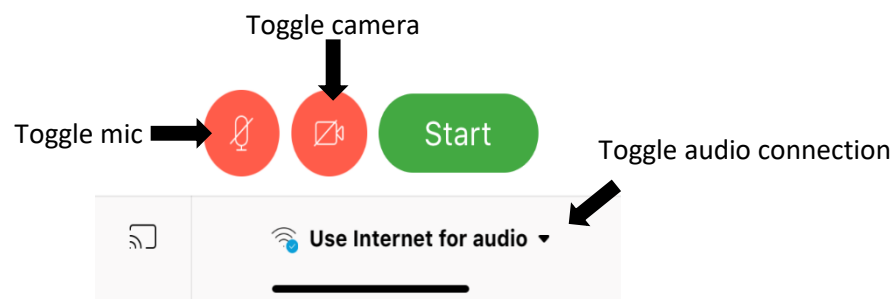
1. Select the scheduled meeting that you would like to Join and click “Start” or “Join”.



2. If prompted, please allow Webex Meetings to access your Camera and Microphone so that you can participate in video chat.

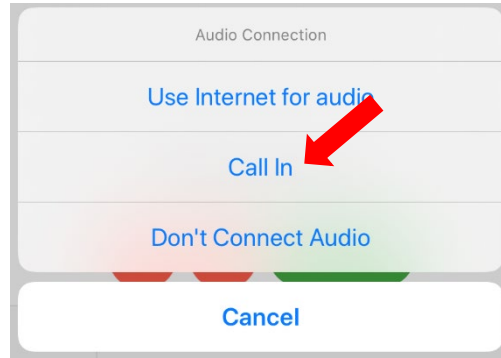


3. Use the icons on the bottom of the screen to enable or disable your camera and microphone, or to change the audio method you are using in order to hear the meeting.

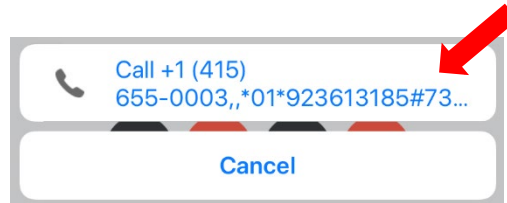


Note: in Webex Meetings, you can use the internet (or wifi) to hear the meeting (this is the default option) or you can call in using your telephone (does not require internet).


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

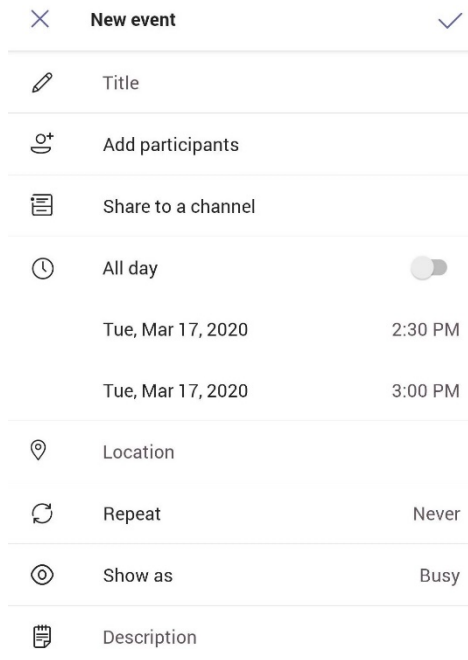


- When prompted, choose the "Call XXXXXXXXXXXXXXX" prompt that appears automatically on the bottom of your screen.



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

1. Open Cisco WebEx Meetings App
2. Swipe left on your screen to go to “My Meetings”
3. Select the  icon to schedule a meeting
4. Enter a title for your meeting, add participants, and set **Meeting Date, Time, and Duration.**

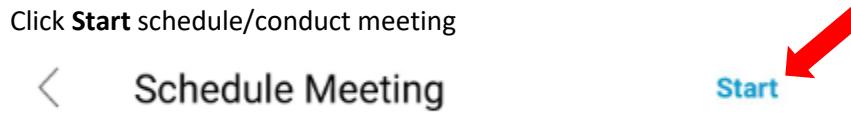


✕	New event	✓
✎	Title	
⊕	Add participants	
📄	Share to a channel	
🕒	All day	<input type="checkbox"/>
	Tue, Mar 17, 2020	2:30 PM
	Tue, Mar 17, 2020	3:00 PM
📍	Location	
🔄	Repeat	Never
👁	Show as	Busy
📝	Description	



Note: You can invite up to 40 attendees at one time

5. Click **Start** schedule/conduct meeting



For more information on utilizing WebEx Meetings on your Android device -
<https://www.webex.co.in/mobile/faq-android.html#carousel-nav-all>