

# WebEx Reference Guide

## FOR EXECUTIVES

### Attending a Meeting on a Mobile Phone

Hint: Installing the *Cisco WebEx Meetings* app makes joining meetings from your phone much easier (See *instructions below*.)

**Normally the conference information will be contained in the Location field of the meeting invite. Follow the instructions below to join your call.**

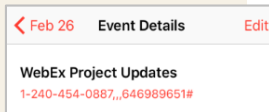
#### NUMBER IN THE LOCATION FIELD

1. Open the meeting invite.
2. Tap on the phone number and then tap on the **Call** option that pops up.

*Note: You will be connected to your meeting and enter the conference room.*

3. **Attendee:** Press # to skip and join as an attendee.

**Host:** Enter your host PIN followed by # to start the meeting as the host.



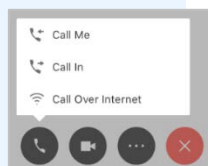
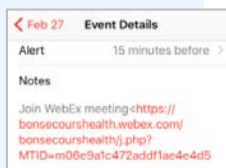
**Just in case the conference information is not in the location field you will still be able to join the call by choosing one of the following options:**

#### NO NUMBER IN LOCATION FIELD

**Join with WebEx button or Meeting Link** (requires WebEx mobile app)

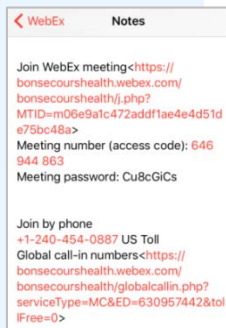
*Note: Go to your respective app store and download and install the Cisco WebEx Meetings app.*

1. Open the meeting invite.
2. Locate **Join WebEx Meeting** then tap the link; if you do NOT see the link tap **Show all Notes**.
3. Tap **Open** when prompted to launch the WebEx app.
4. Enter your name and email address and tap OK.
5. Once connected select **Call Me** and WebEx will call you at the number specified.



#### DIAL INTO MEETING

1. Open the meeting invite.
2. Swipe down in the meeting invite to locate and tap on **Show All Notes**.
3. Locate **Join WebEx meeting** and copy or write down the meeting number (this is your access code).
4. Locate **Join by phone** and tap the phone number listed.
5. Enter the **access code** followed by #.
6. **Attendee:** Press # to skip and join as an attendee.  
**Host:** Enter your host PIN followed by # to start the meeting as the host.

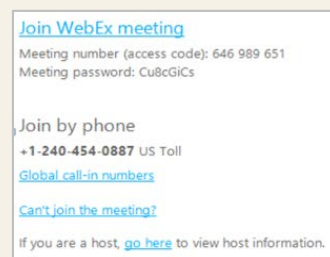


### Attending a Meeting from Your Office

#### DIAL-IN

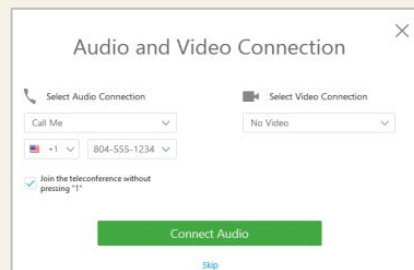
1. Locate meeting phone number and access code.
2. Dial the number then enter the access code followed by #.
3. **Attendee:** Press # key to skip and join as an attendee.

**Host:** Enter your host PIN followed by # to start the meeting as the host.



#### USING THE JOIN WEBEX MEETING LINK

1. Open the meeting invite.
2. Click **Join WebEx Meeting**.
3. Enter your name and email then press **Join**.
4. From the **Audio and Video Connection** window, click the down arrow and select **Call Me** (recommended).
5. Select a number previously populated (WebEx will save recent numbers you add) or enter a new phone number.
6. Click **Connect Audio**.



For additional information visit the IRIS WebEx page: <http://spweb/is/webex/>