

Using the Webex Meetings App (Android) for Online Workshops

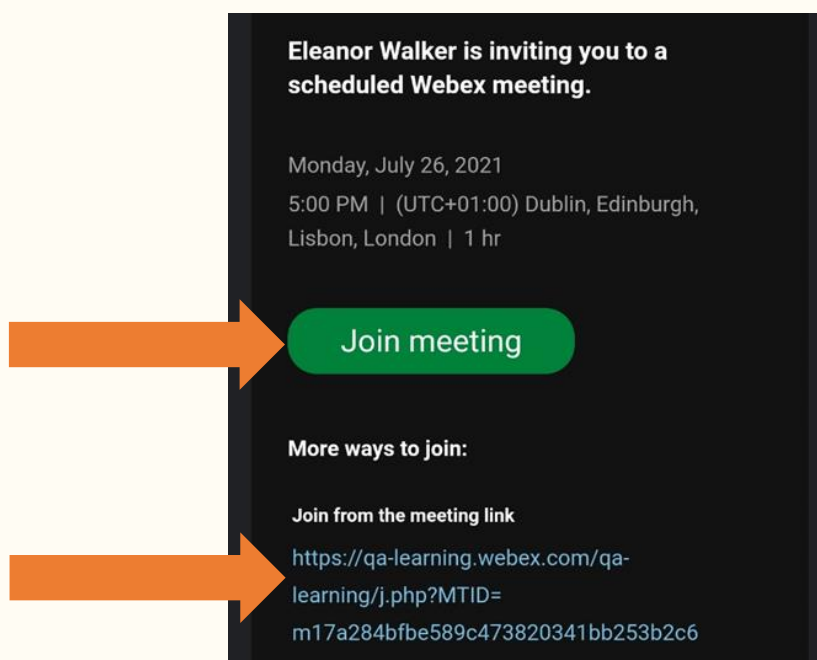
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N.B. Please be aware that you will not have full functionality on a mobile device. For example, you will not be able to annotate the slides or whiteboards. Therefore, it is advised that you join your sessions using a PC or laptop where possible.

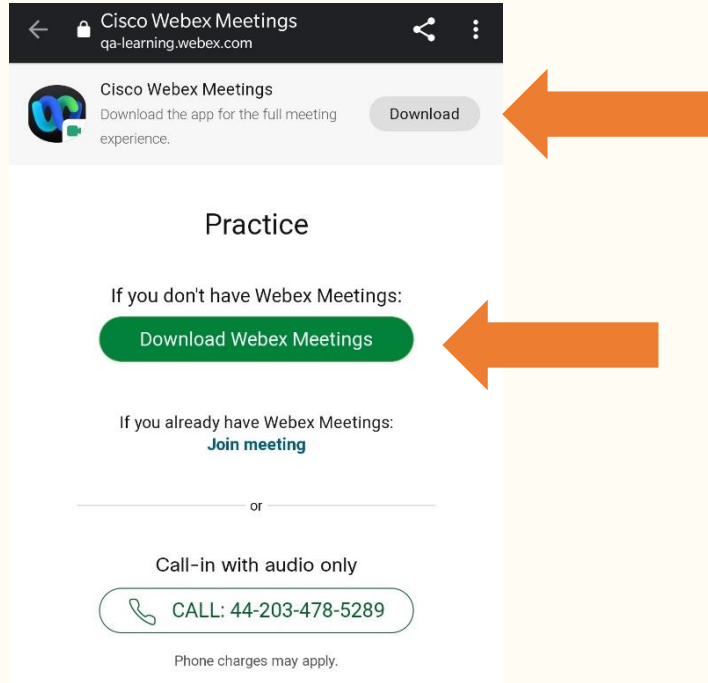
Joining a meeting and downloading the app

If you have received an email invitation to your session, click on 'Join meeting' or the link:

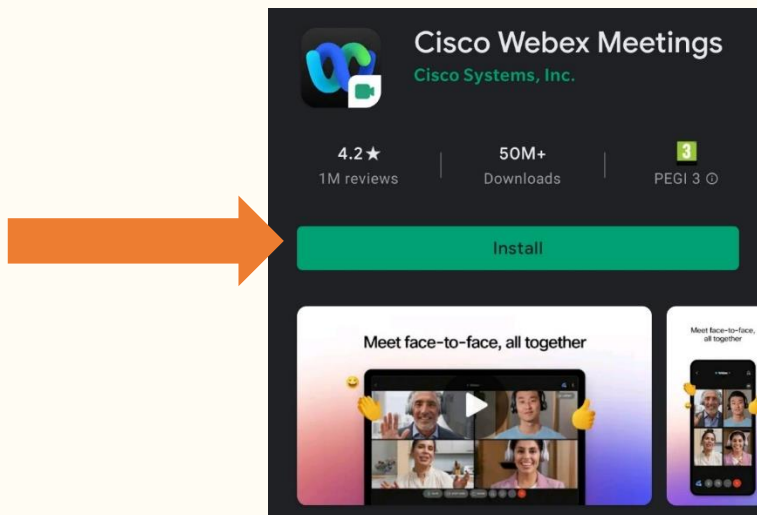




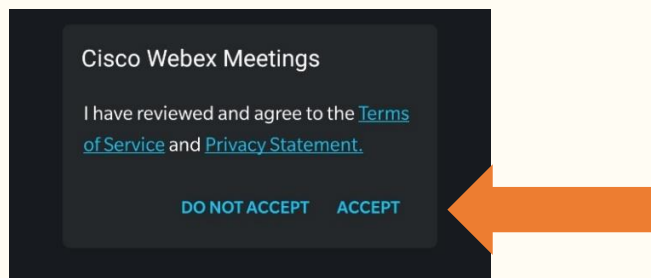
When using a mobile device for the first time, you will be prompted to download the Cisco Webex Meetings App:



It will take you to Google Play to download the app:

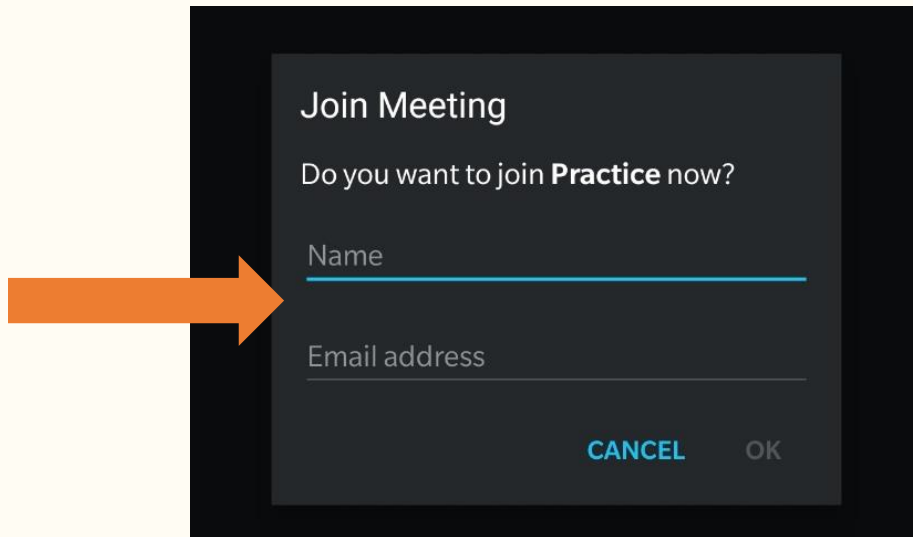


You need to accept the Terms and Conditions:

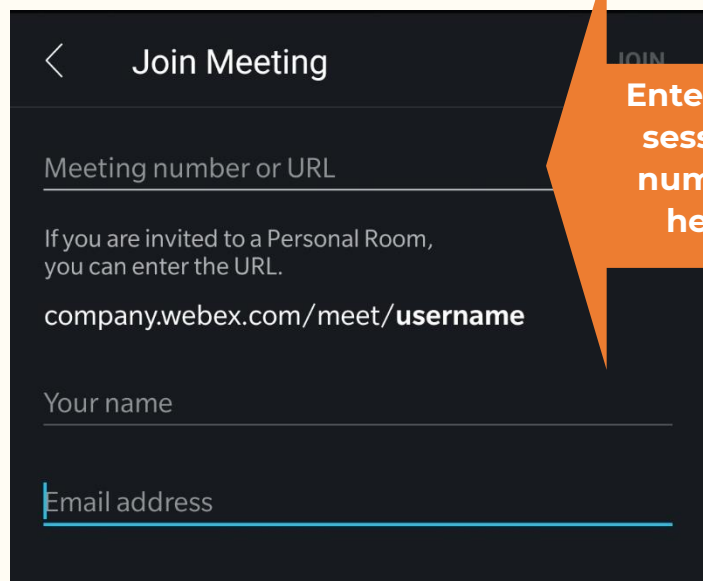
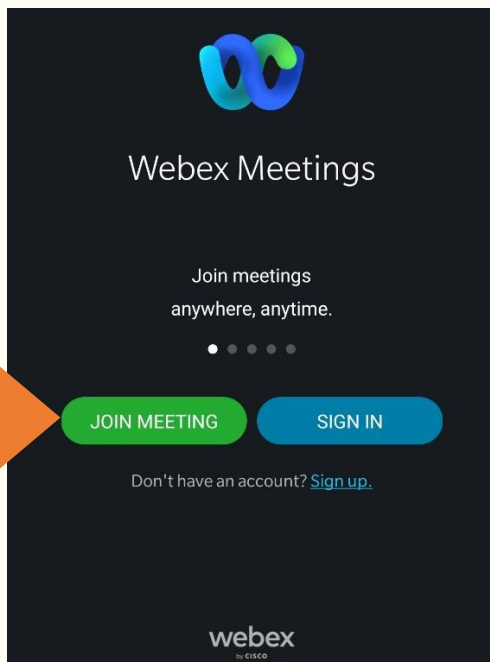




Then it asks you to input your details to join the session. Enter your full name and email address in order for your tutor to record your attendance:



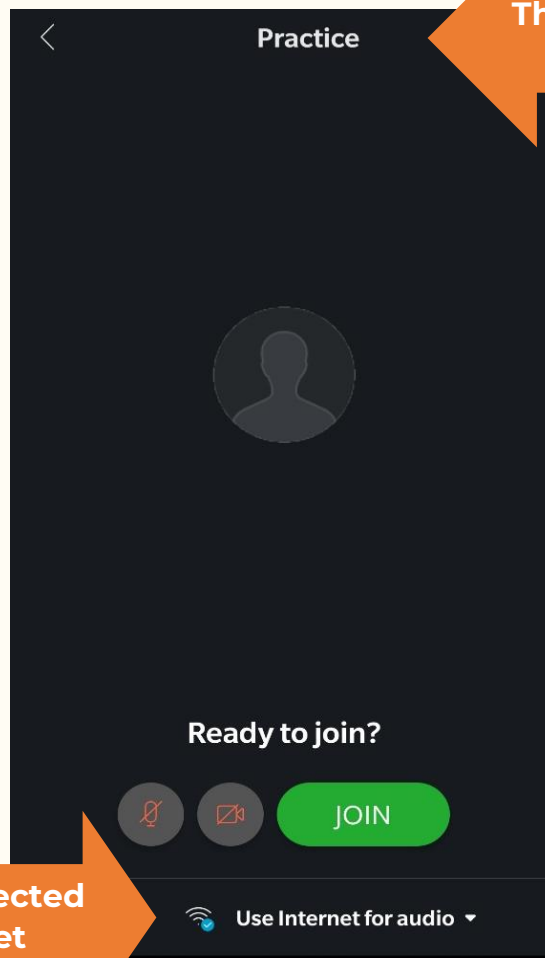
If you have been instructed to get the WebEx session code from your timetable in [Semestry](#), download the app from the play store and then input the meetings details to join:



Enter the session number here

Audio and video set up

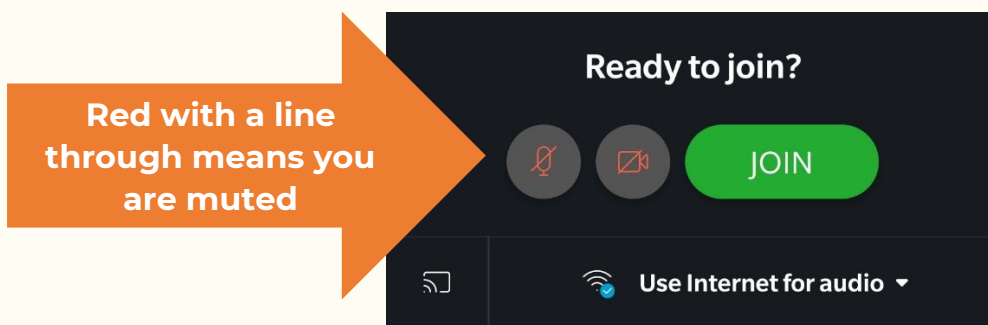
Make sure you are set up correctly:



The name of the session appears at the top

Make sure you have connected to audio via the internet

Once you have joined the session you can turn on your audio unless the host has muted all attendees. Muting and unmuting yourself:

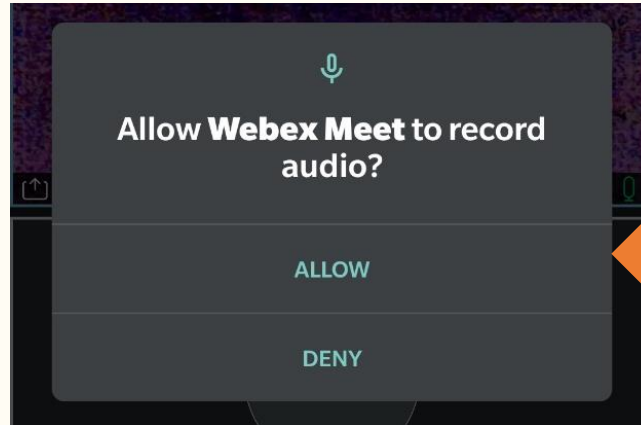
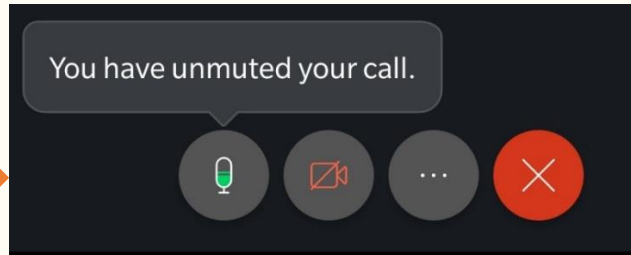


Red with a line through means you are muted



The ACE team

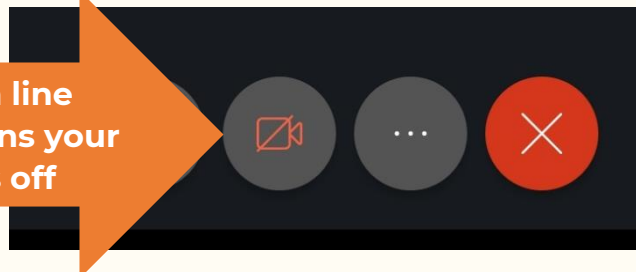
Green with no line means you are unmuted



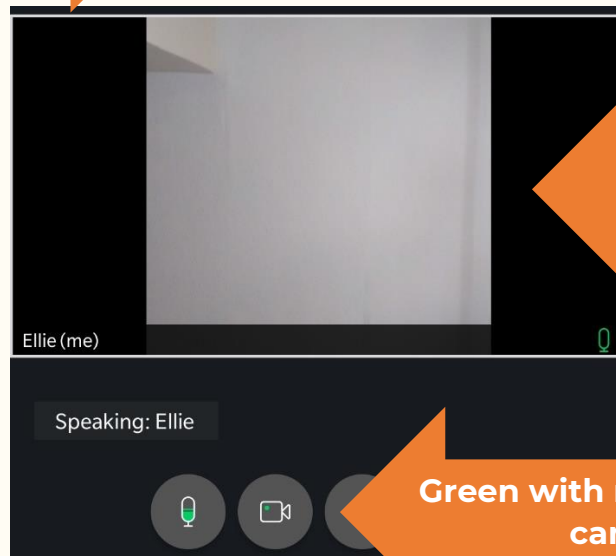
The first time you do this you will need to 'allow' permission

The host appears in the top window, and you appear in the bottom window. Using your camera:

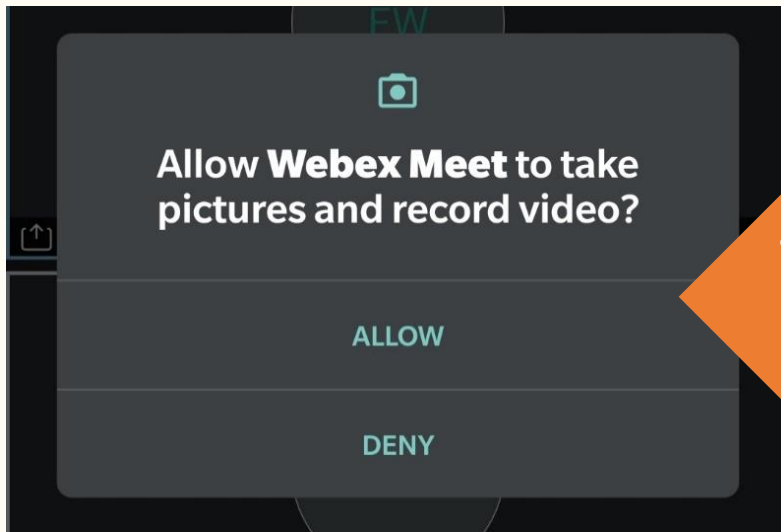
Red with a line through means your camera is off



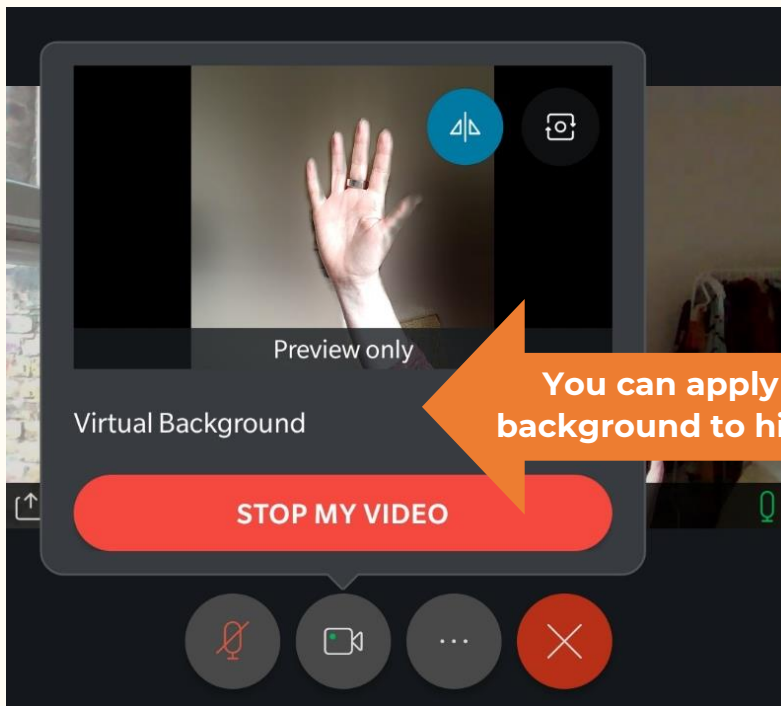
You can see your video here



Green with no line means your camera is on



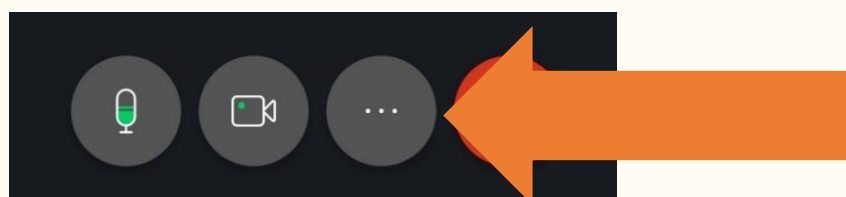
The first time you do this you will need to 'allow' permission



You can apply a blurred or virtual background to hide your surroundings

Interaction Functions

By clicking on the '...' icon at the bottom of the screen, you can find other functions:



Raise your hand for the attention of the host

Choose from a selection of emojis to show your opinion

Write in the group chat box

Participate in polls organised by the host

Participate in Q&As organised by the host

The screenshot shows the Webex mobile app interface. At the top, there is a row of icons: a hand (raise hand), thumbs up, clapping hands, a party hat, a smiley face, a laughing face, and a surprised face. Below this are two buttons: "CHANGE AUDIO CONNECTION" and "TURN OFF SPEAKER". The main area contains a grid of icons: "Speaker & microphone", "Find device", "Chat with everyone", "Polling", "Q&A", "Audio-only mode", "Show statistics", "Settings", and "Reclaim host role".

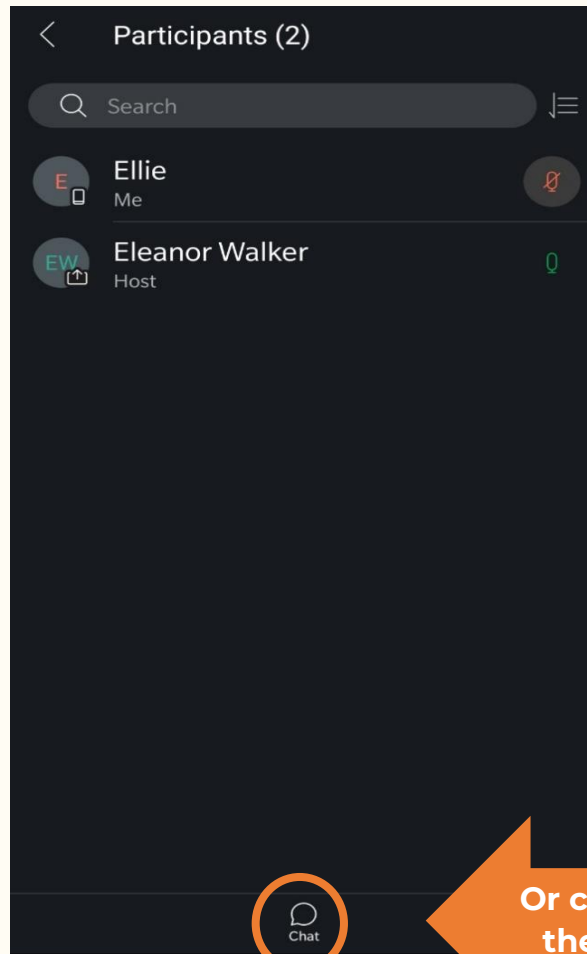
By clicking on the person icon at the top right of the screen, you can access the chat function:

The screenshot shows the top portion of the Webex mobile app interface. The status bar at the top displays "Webex" with a dropdown arrow, a Bluetooth icon, and a person icon with a list icon (the chat function). An orange arrow points to this person icon. Below the status bar, there is a red notification badge on the left and a grid icon on the right. The main area shows a large circular button with the initials "EW".

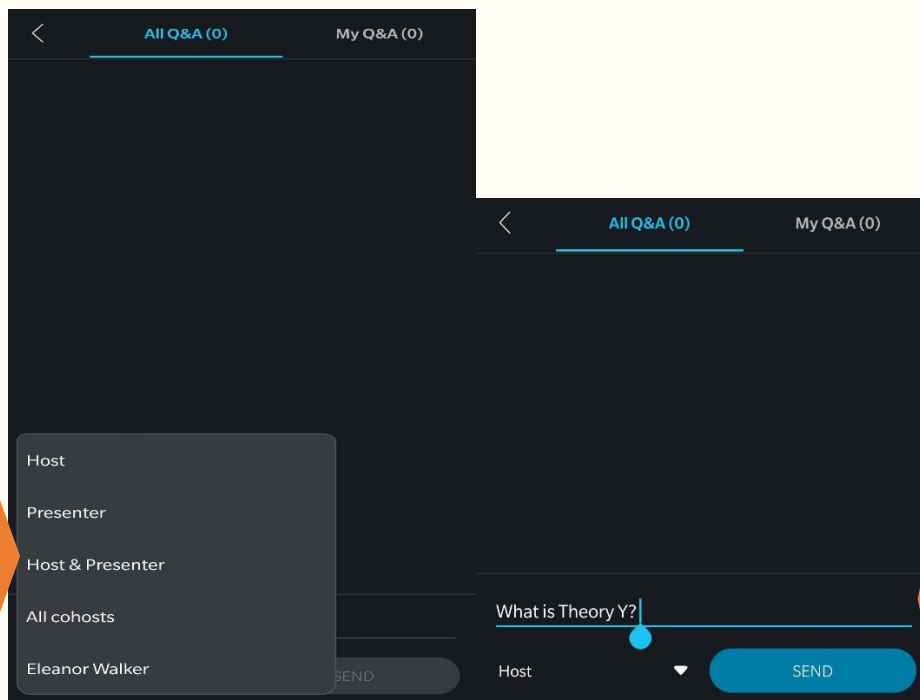


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Choose from the list of participants who you want to chat to



Or click 'chat' to open the group chat box

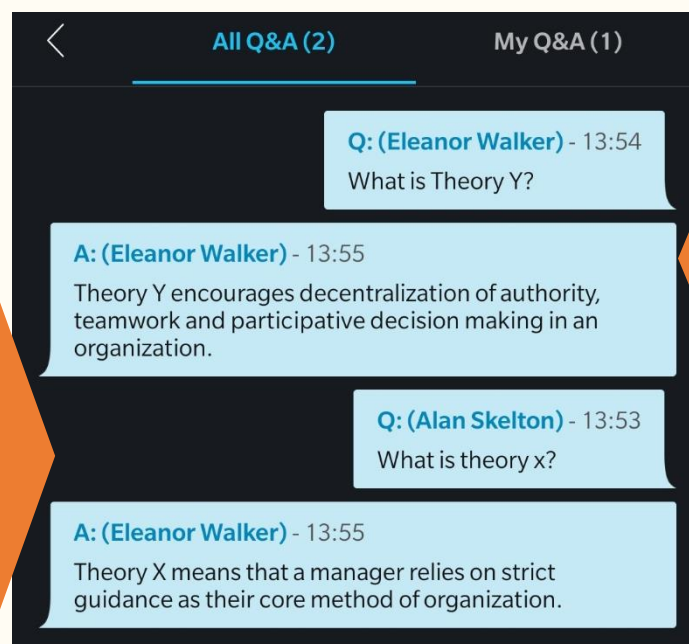
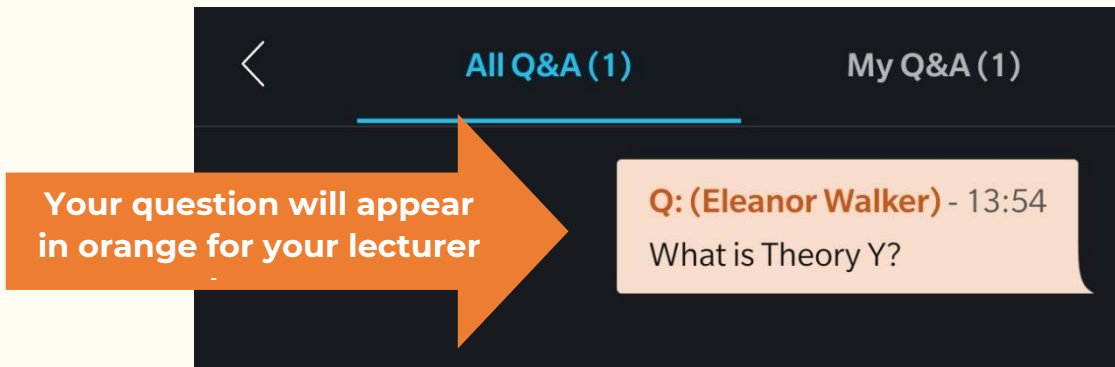


When you open the Q&A you can chose who to send your questions to

Then type and send your question



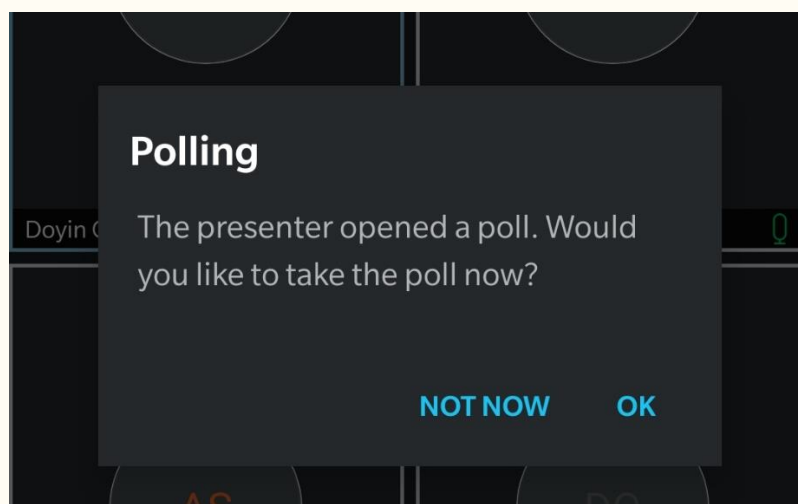
The ACE team



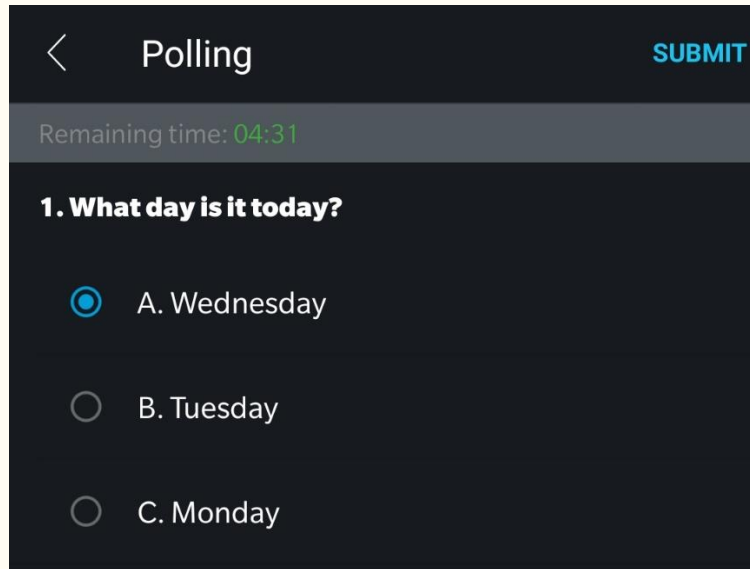
Once your question has been answered it will appear in blue, with the answer directly below

You will also be able to see questions from your classmates which have been answered

If the lecturer starts a poll, you will receive this pop-up:

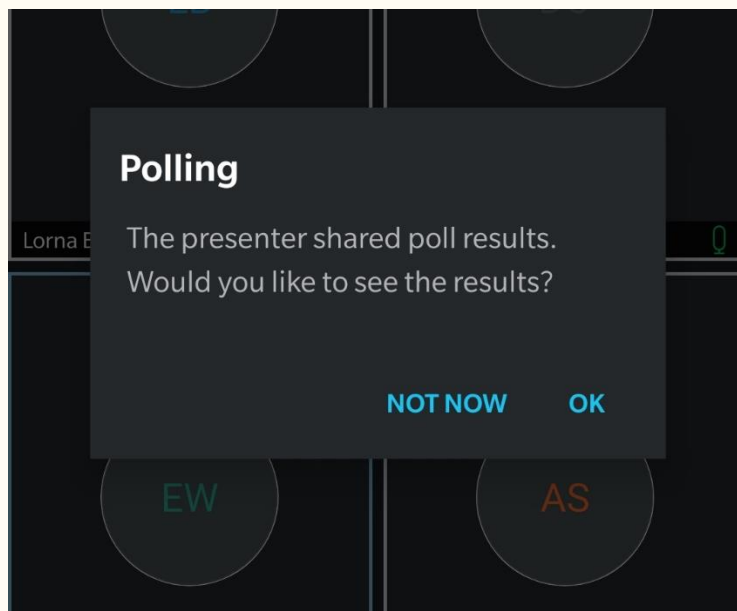


Answer the questions and click 'submit':



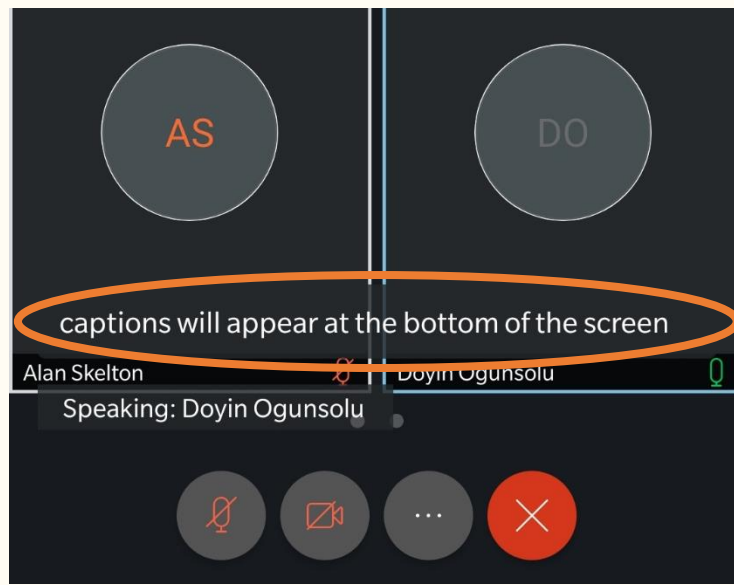
A screenshot of a mobile application interface for a poll. At the top, there is a back arrow on the left, the word "Polling" in the center, and a "SUBMIT" button on the right. Below this is a grey bar with the text "Remaining time: 04:31". The main content area has a question: "1. What day is it today?". There are three radio button options: "A. Wednesday" (which is selected), "B. Tuesday", and "C. Monday".

If the lecturer shares the results, you will receive this pop up:

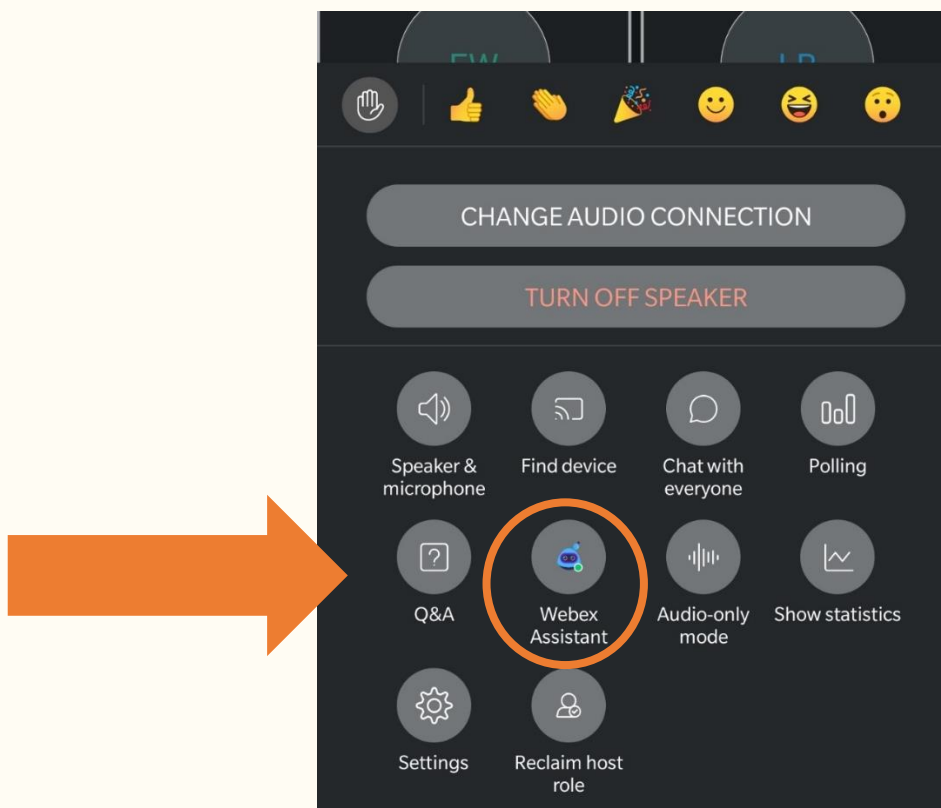


Captions

If the host turns on captions during the session, you will be able to see a transcription of what is said during the session in real time.

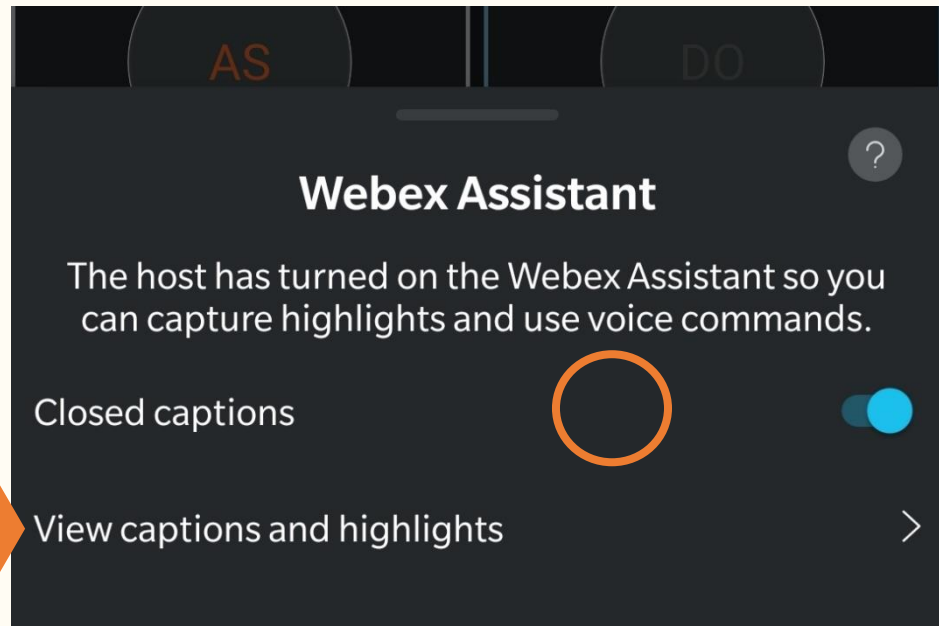


You can turn them on and off here:





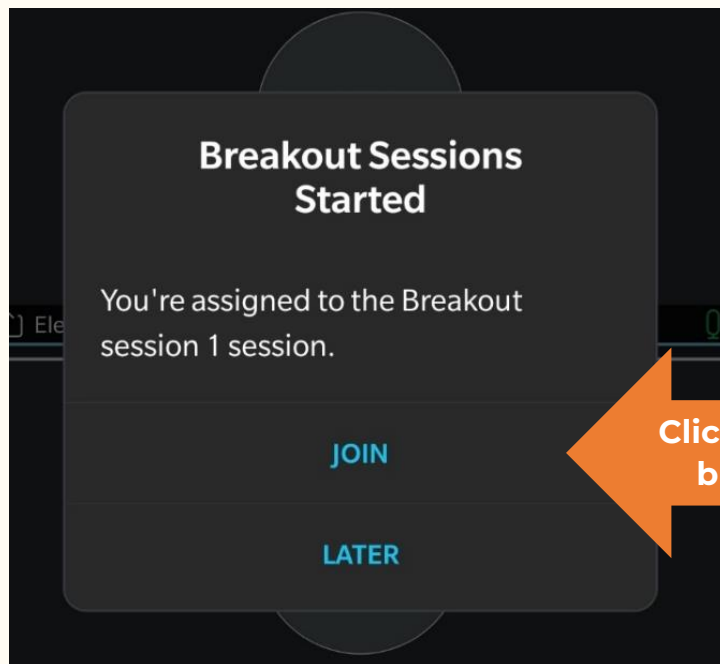
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Here you can see all captions from the session

Breakout Sessions

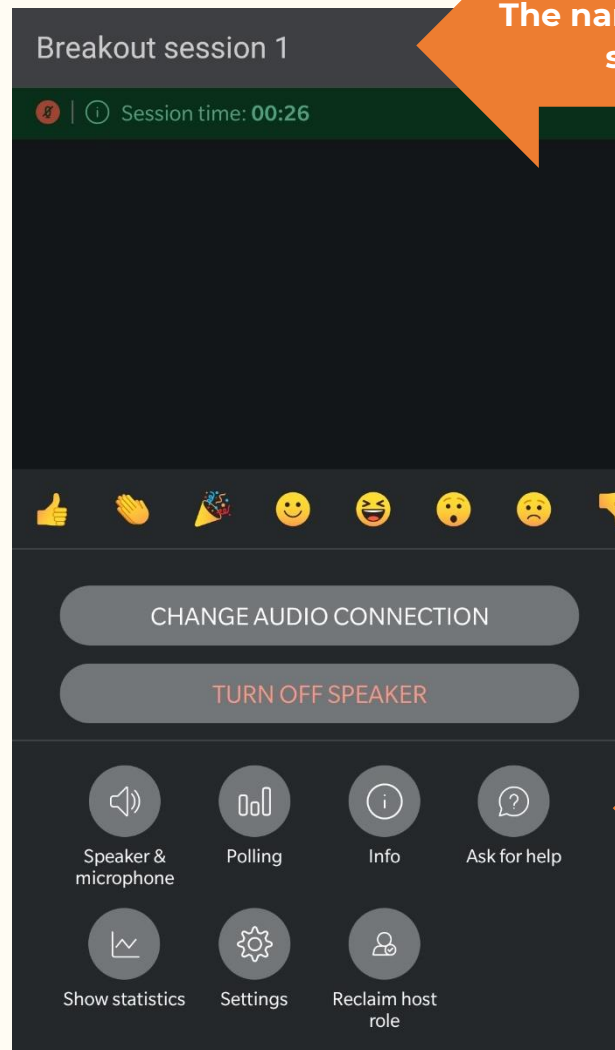
If the host assigns you to a breakout session, you will see an invitation to join it:



Click join to enter the breakout session

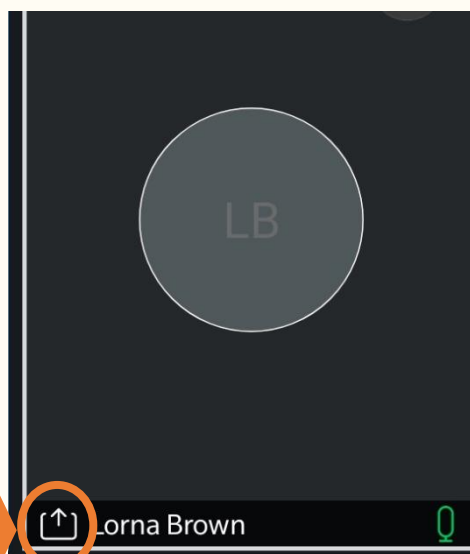


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The name of your breakout session is here

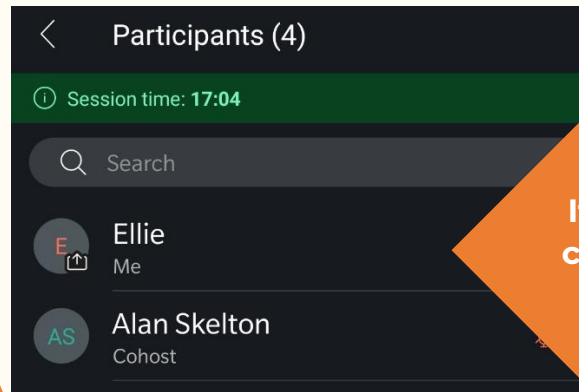
You can ask for help from the host here



This symbol indicates which participant is the presenter of the session

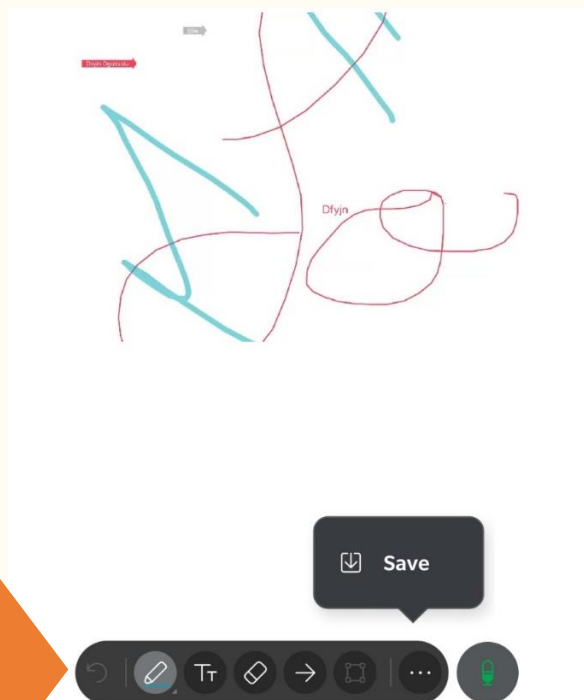
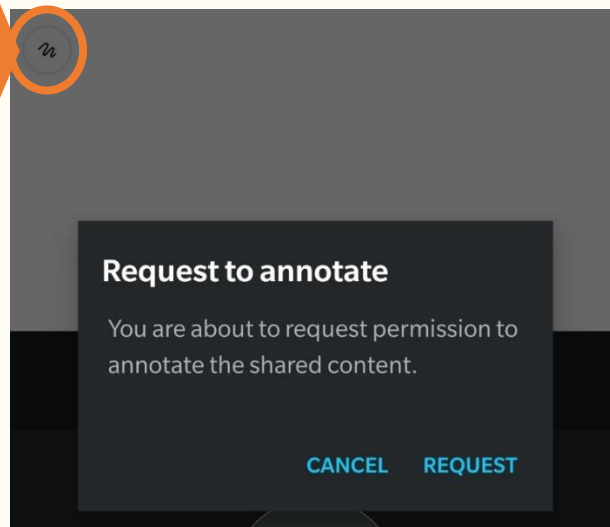


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If you are the presenter you can pass this role to another participant from the list

If a whiteboard is created you can request to annotate here



You can draw, type, erase, use a pointer and save this whiteboard



Leave Session "Breakout session 1"

Do you want to leave the Breakout session 1 session and return to the main session?

LEAVE SESSION

LEAVE MEETING

CANCEL

At the end of the breakout session, make sure you click 'leave session'

If you click 'leave meeting' you will leave the entire meeting. Don't panic if you do, you can re-join via the same link as before

Leaving the Session

At the end of your workshop you can leave the meeting:

Ellie (me)

LEAVE MEETING

Icons: Mute, Video Off, More Options, End Meeting