

# Using the Webex Meetings App (iOS) for Online Workshops

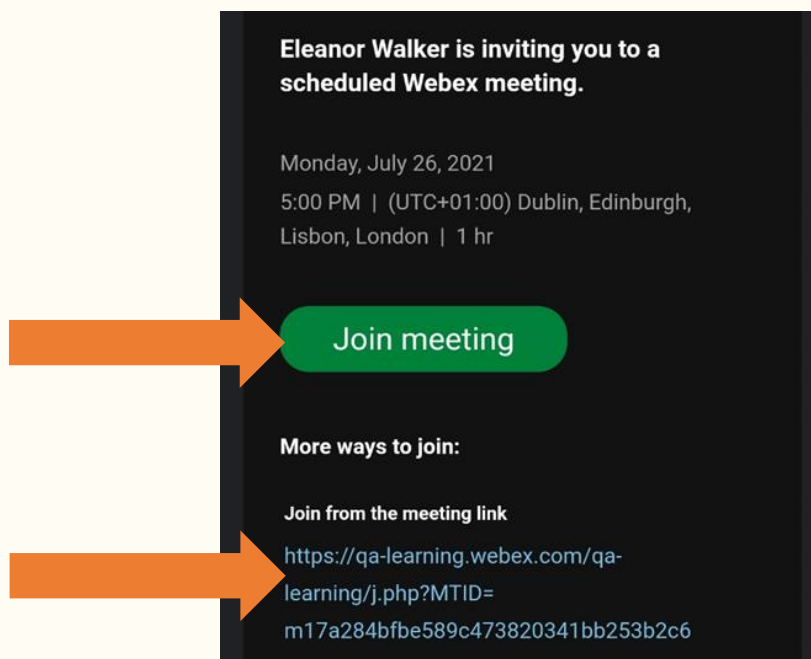
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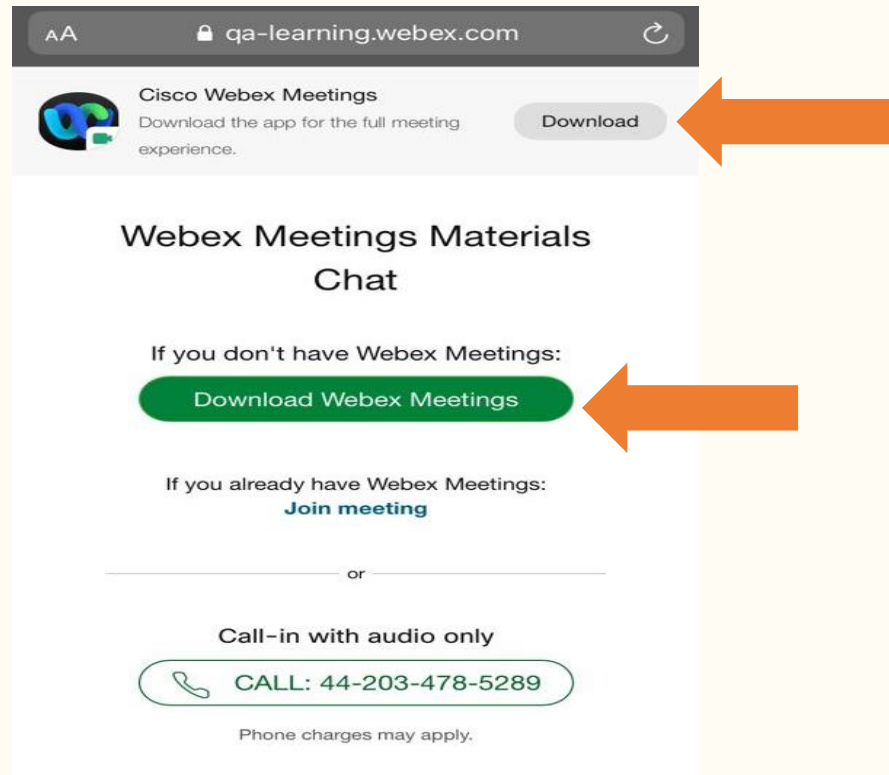
**N.B.** Please be aware that you will not have full functionality on a mobile device. Therefore, it is advised that you join your sessions using a PC or laptop where possible.

### Joining a meeting and downloading the app

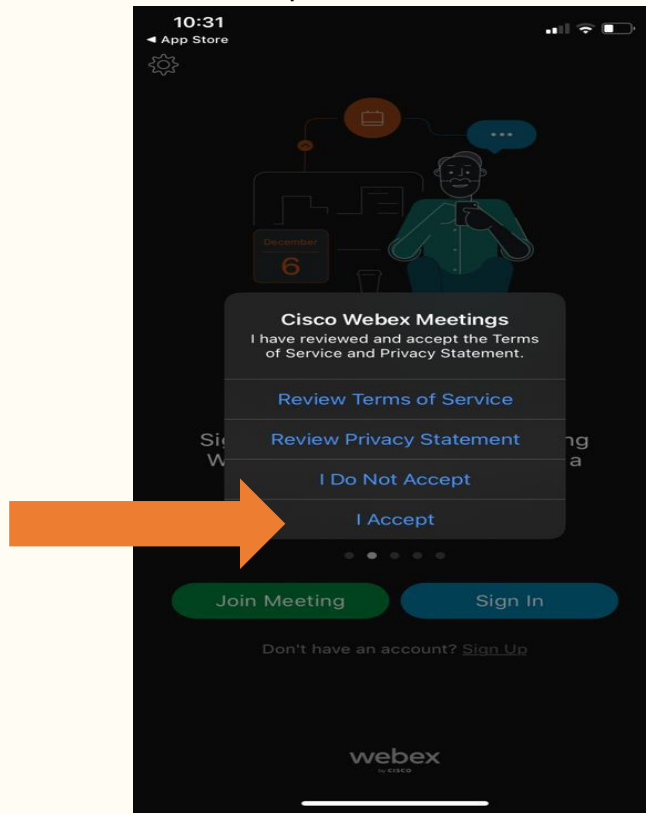
When using a mobile device open the email invitation to your session and click on 'Join meeting' or the link:



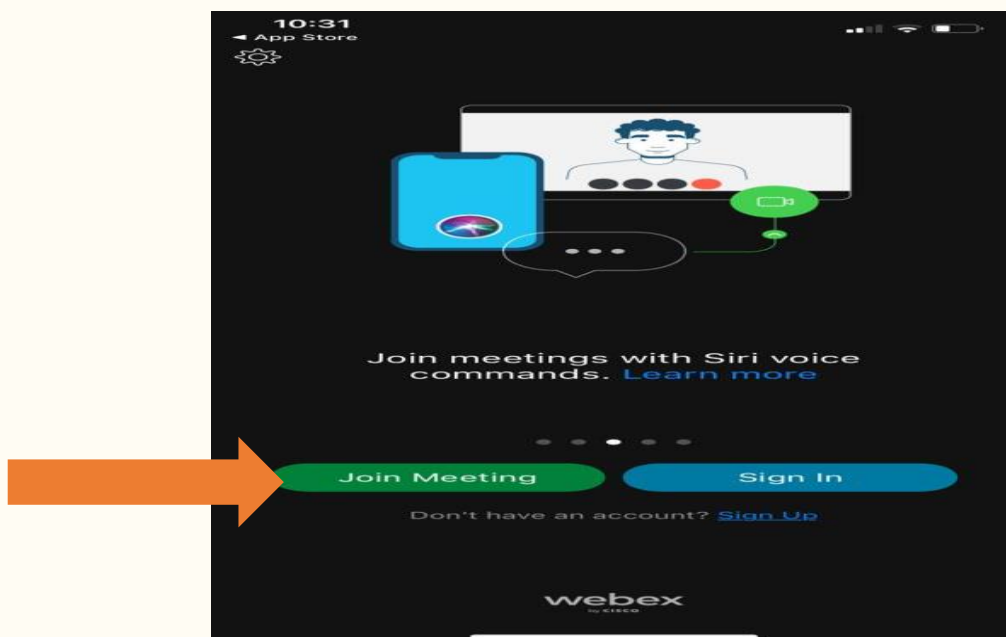
When using a mobile device for the first time, you will be prompted to download the Cisco Webex Meetings App:



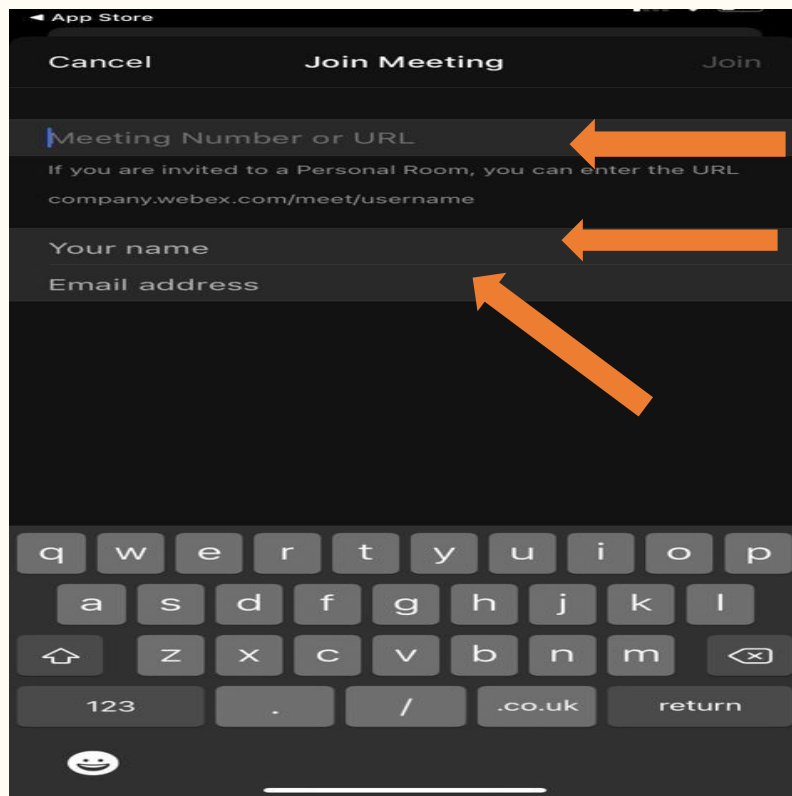
You need to accept the Terms and Conditions:



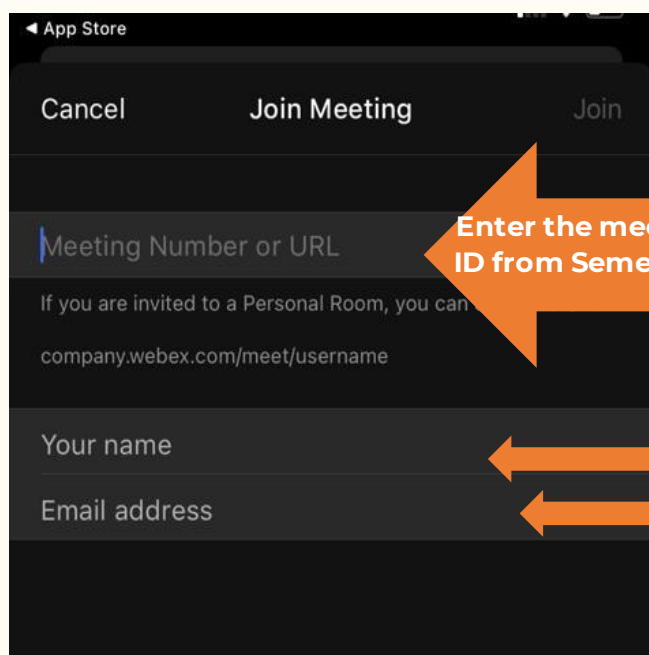
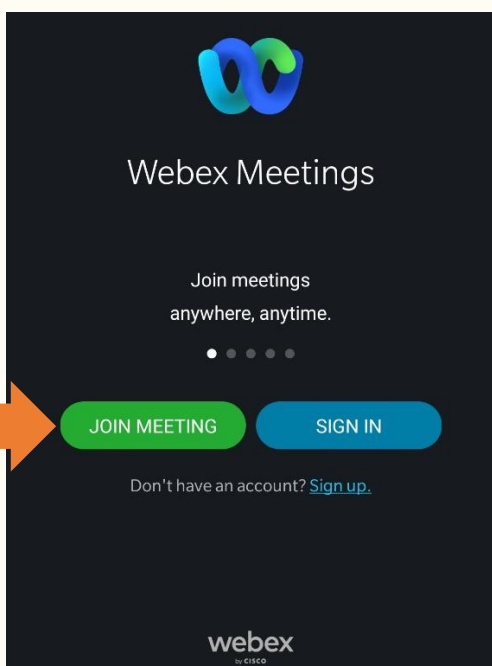
Then click Join Meeting



Enter your meeting number name and email address (in order for your tutor to record your attendance).

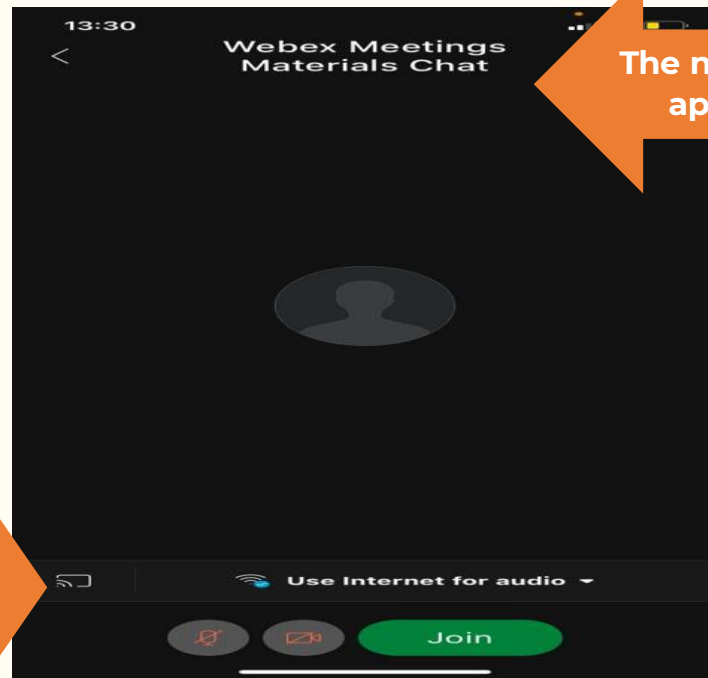


If you have been instructed to get the WebEx session code from your timetable in [Semestry](#), download the app from the play store and then input the meetings details to join:



**Audio and video set up**

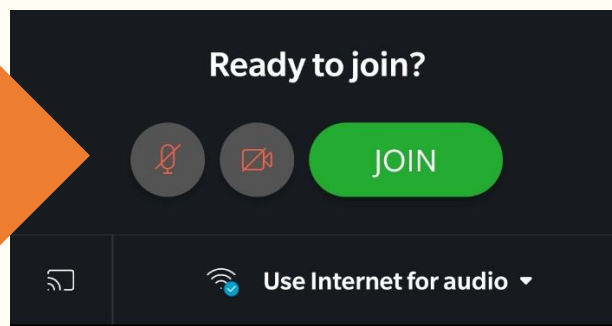
Make sure you are set up correctly:



The name of the session appears at the top

Make sure you have connected to audio via the internet

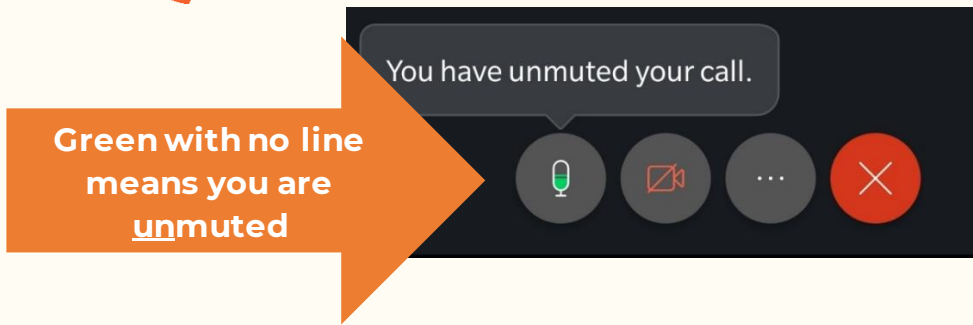
Once you have joined the session you can turn on your audio unless the host has muted all attendees. Muting and unmuting yourself:



Red with a line through means you are muted

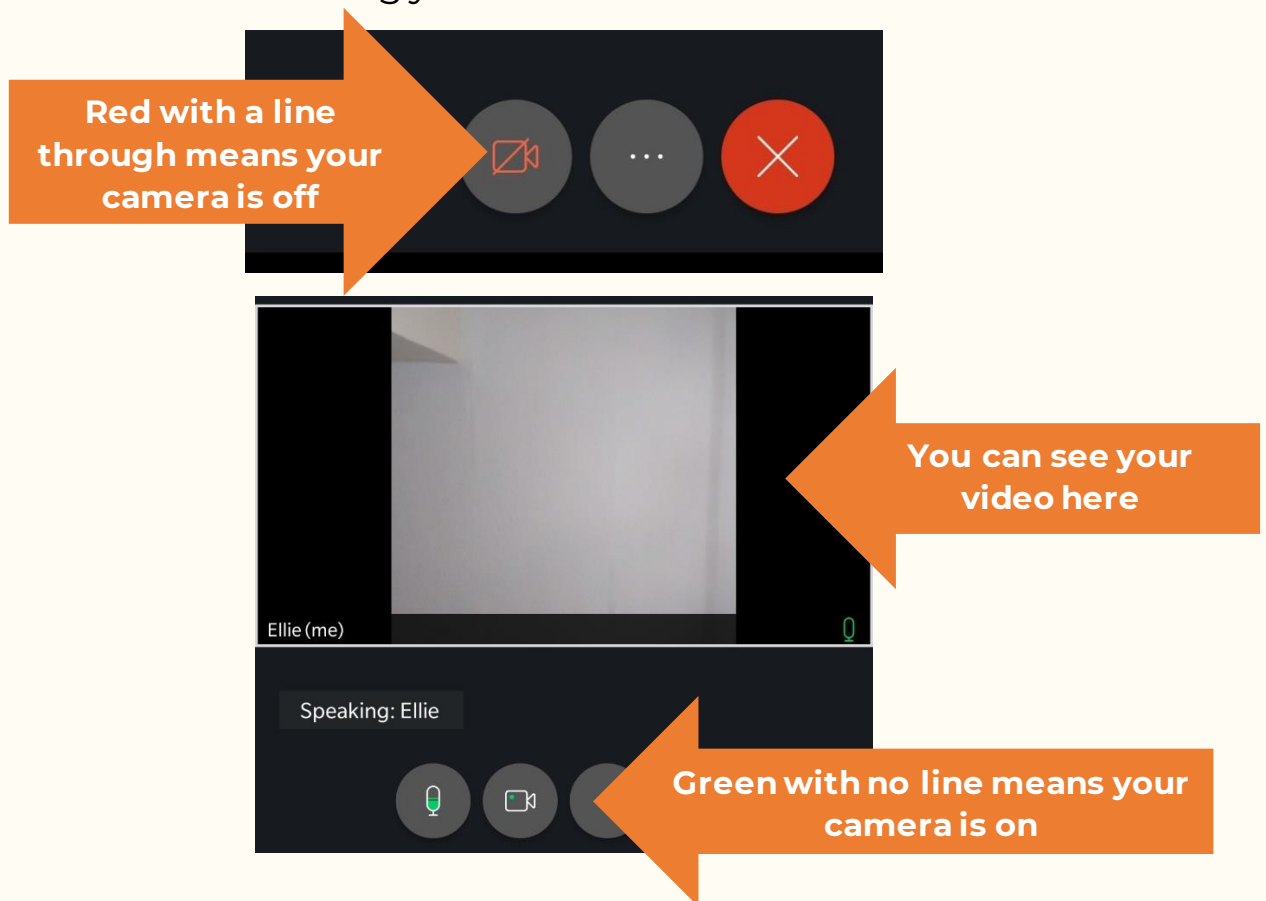


## The ACE team



Green with no line means you are unmuted

The 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

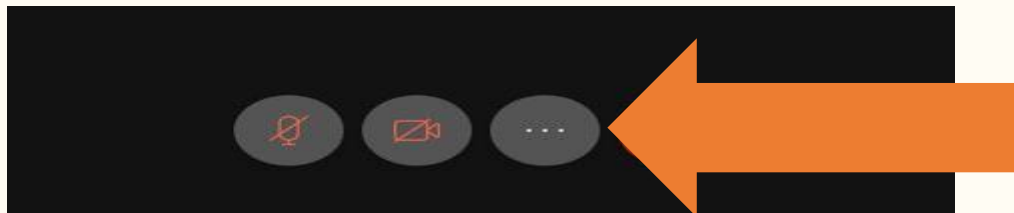
Green with no line means your camera is on



You can apply a blurred or virtual background to hide your surroundings. Click on the camera sign to see options.

### Interaction Functions

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





## The ACE team

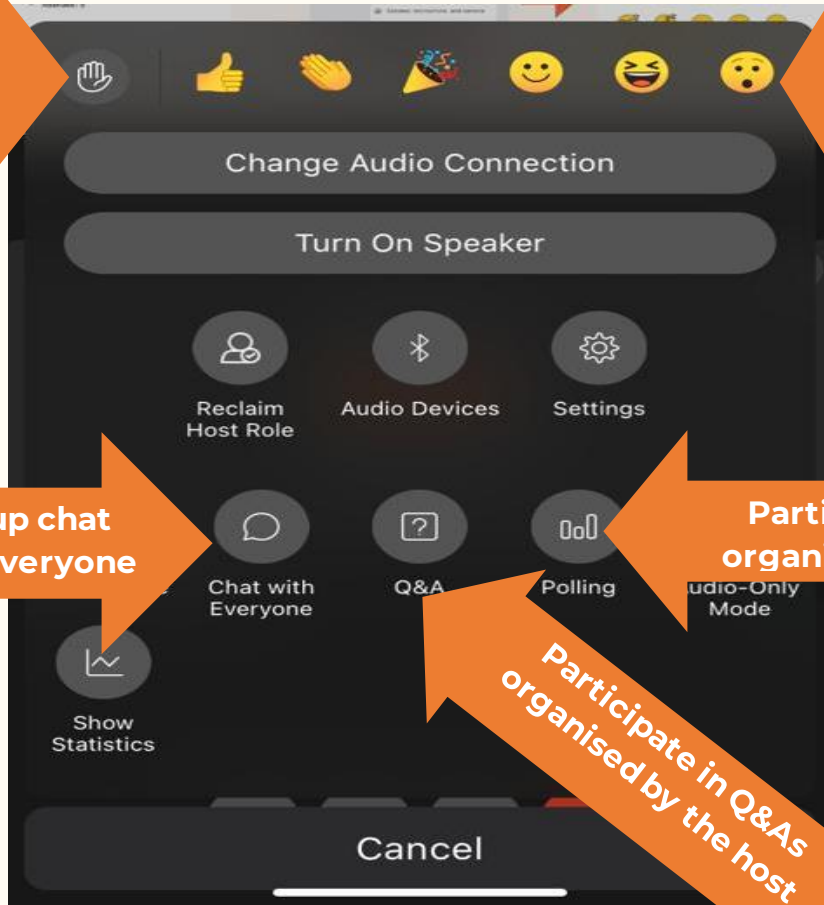
Raise your hand for the attention of the host

Choose from a selection of emojis to show your opinion

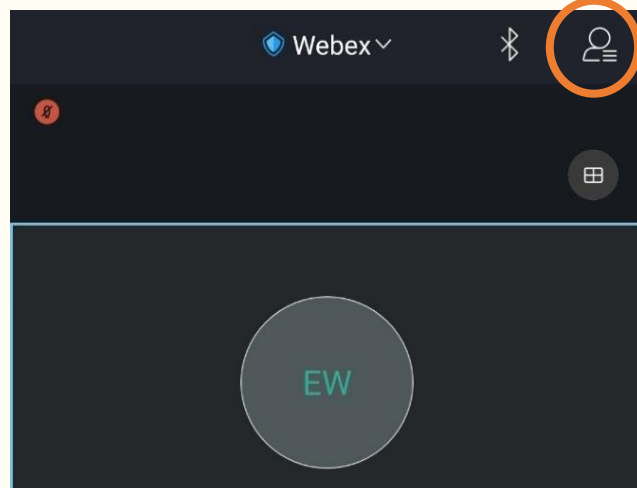
Write in the group chat box to chat with everyone

Participate in polls organised by the host

Participate in Q&As organised by the host



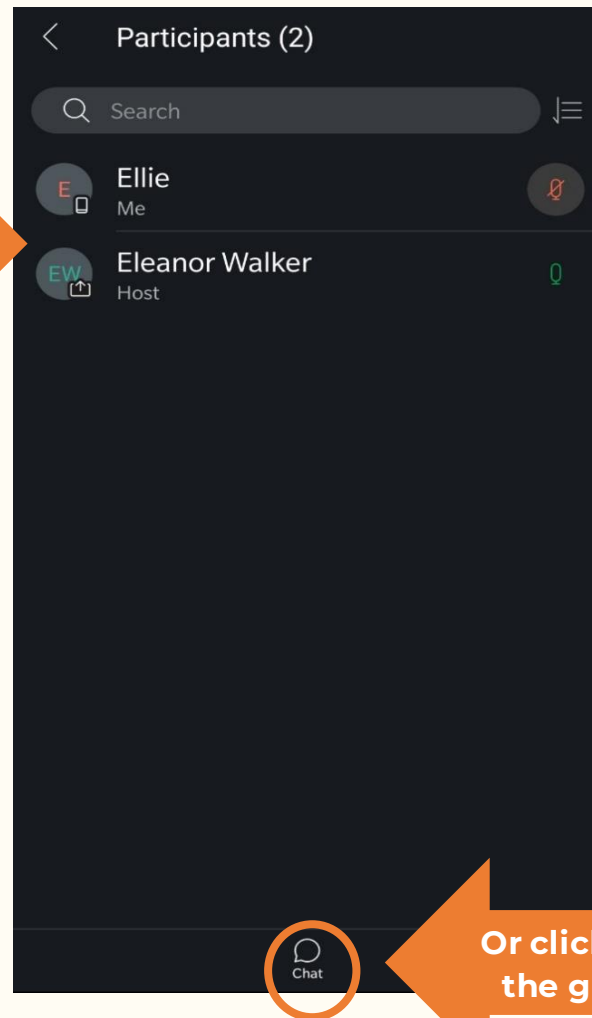
By clicking on the person icon at the top right of the screen, you can access the chat function and choose who you want to chat with:







## The ACE team



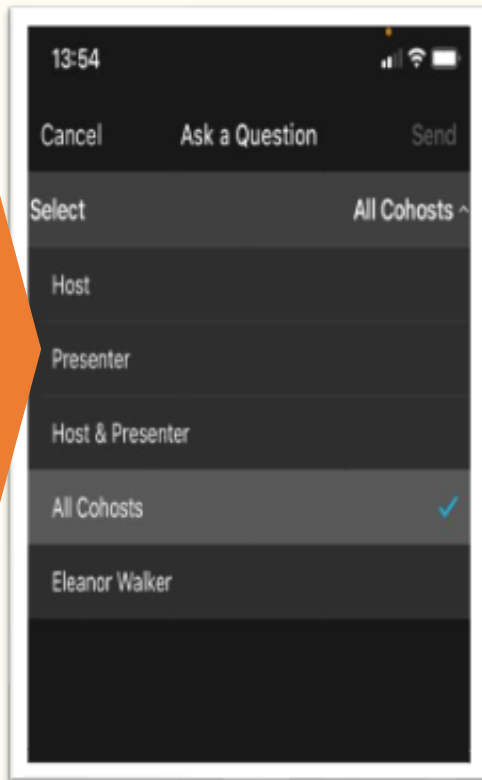
Choose from the list of participants who you want to chat to

Or click 'chat' to open the group chat box

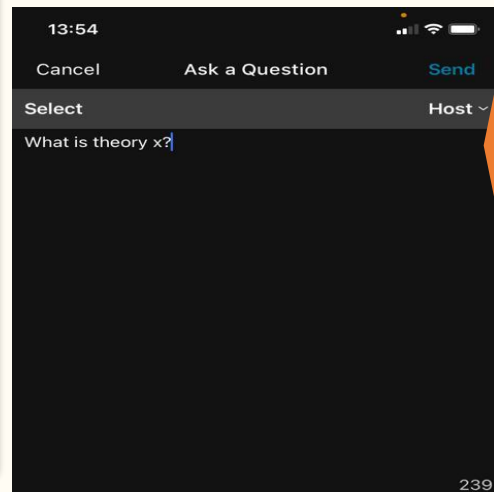


The ACE team

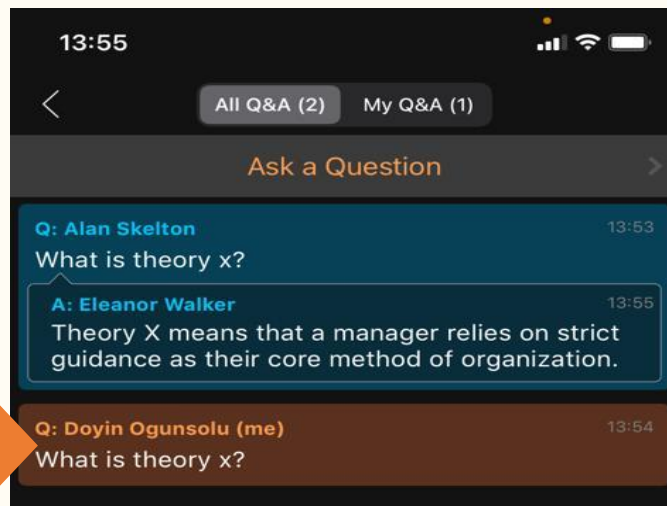
### Using the Q&A



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



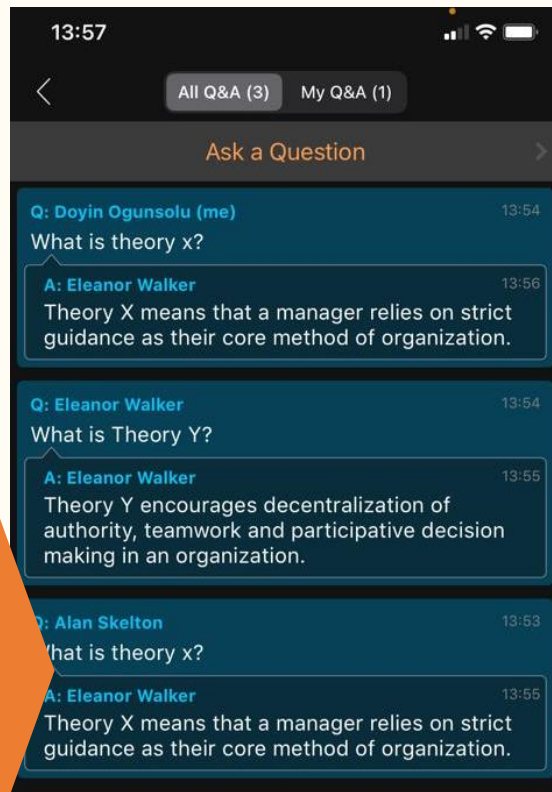
Then type and send your question



Your question will appear in orange for your lecturer to see



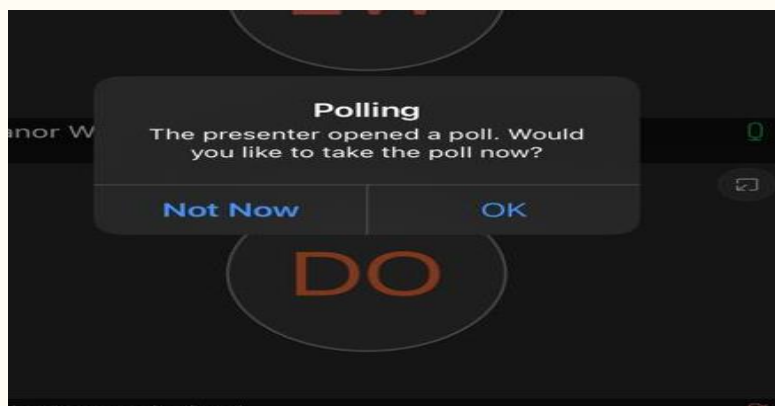
The ACE team



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

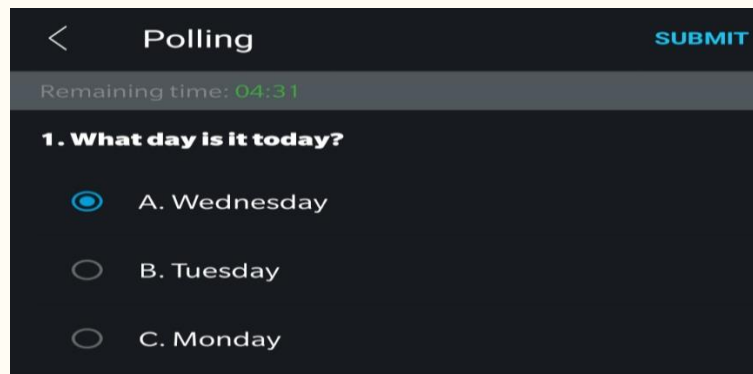
You will also be able to see questions from your classmates which have been answered

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

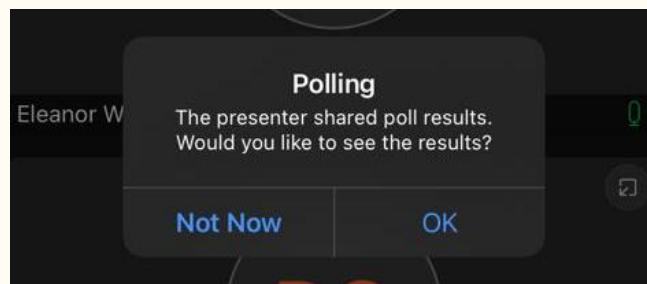




Answer the questions and click 'submit':

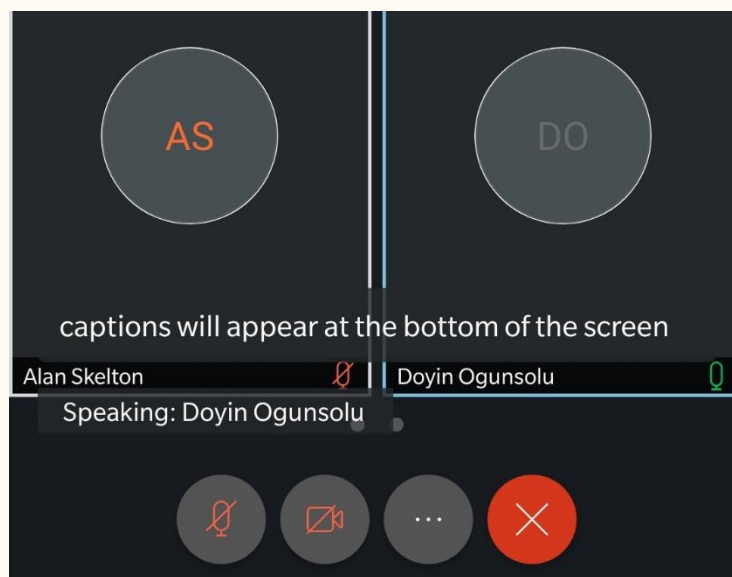


If the lecturer shares the results, you will receive this pop up:

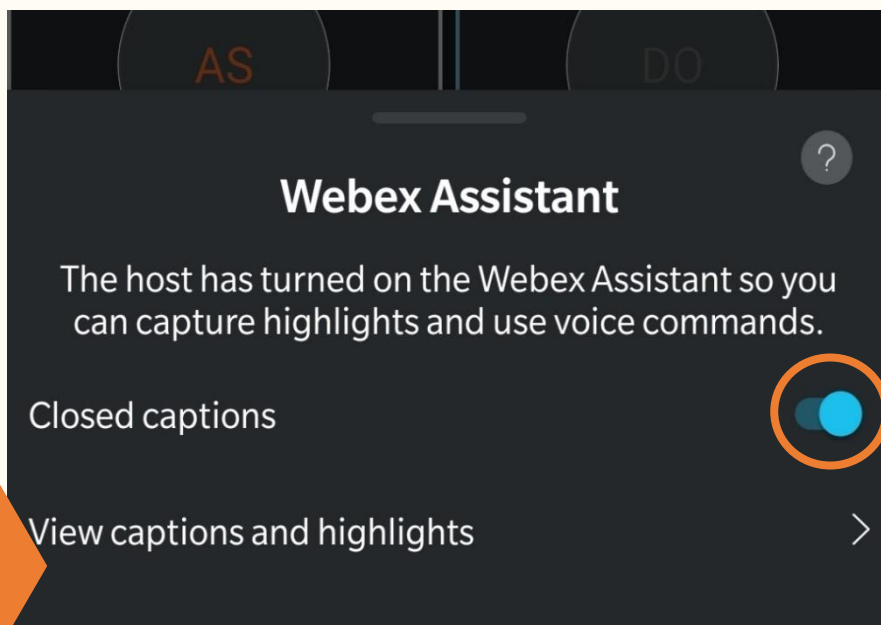
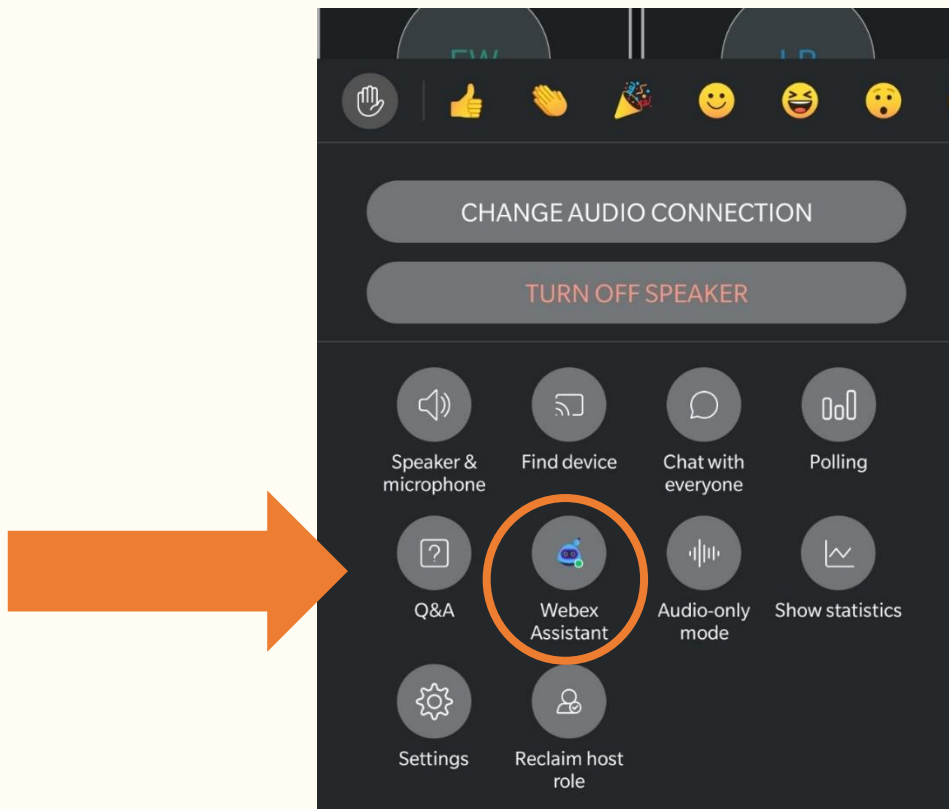


### Captions

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.



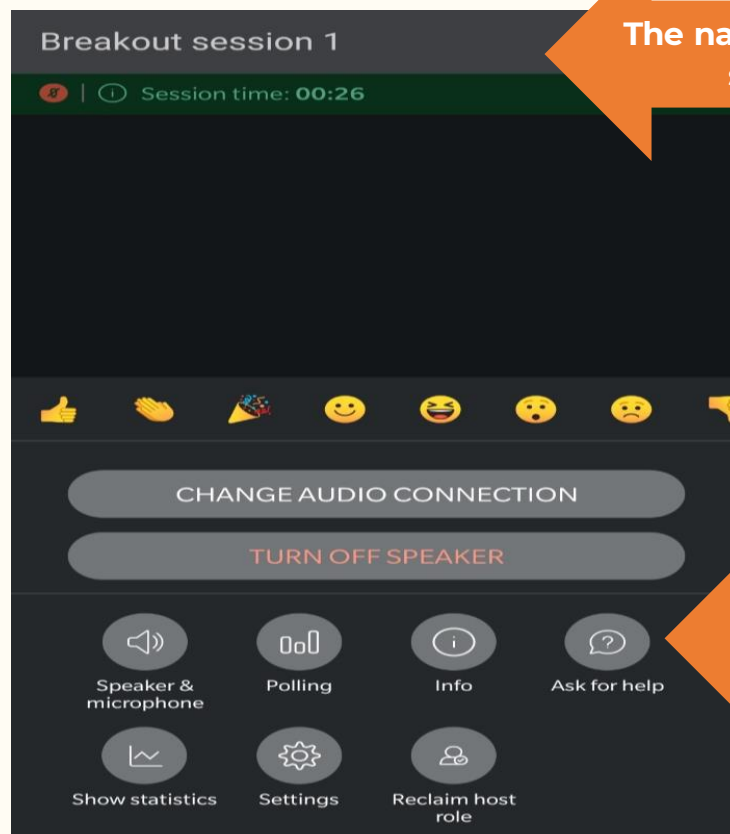
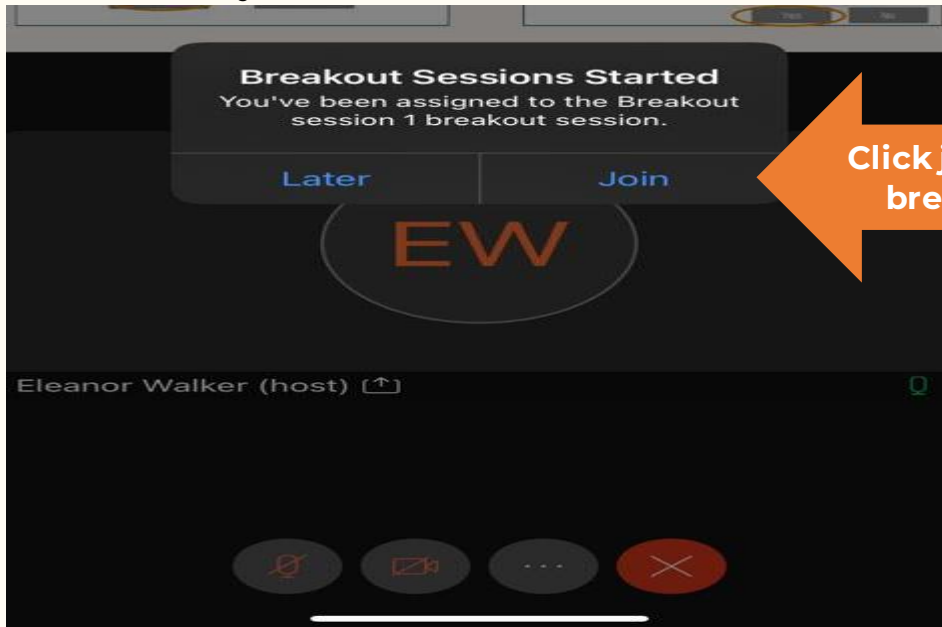
You can turn captions on and off here:

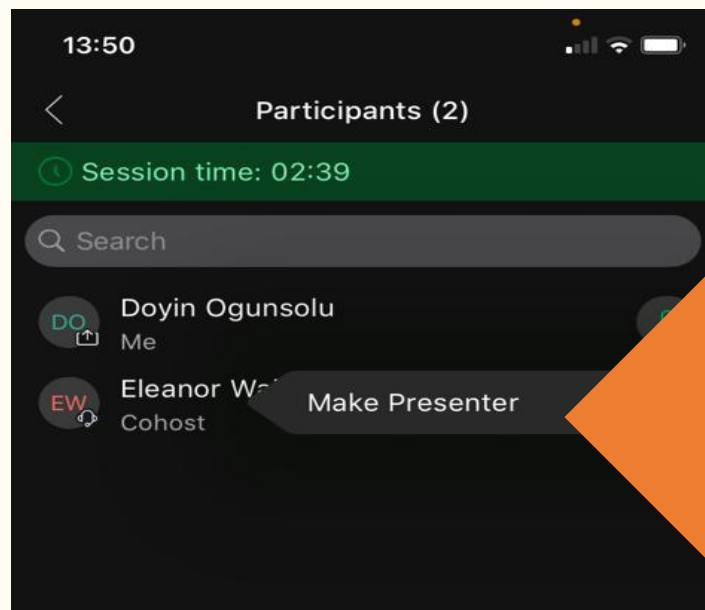


Here you can see all captions from the session

## Breakout Sessions

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

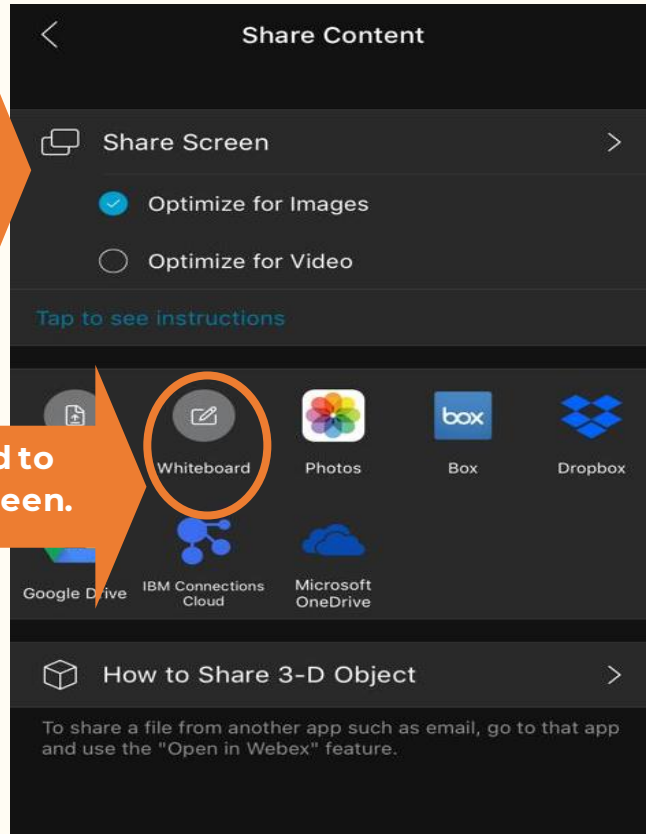




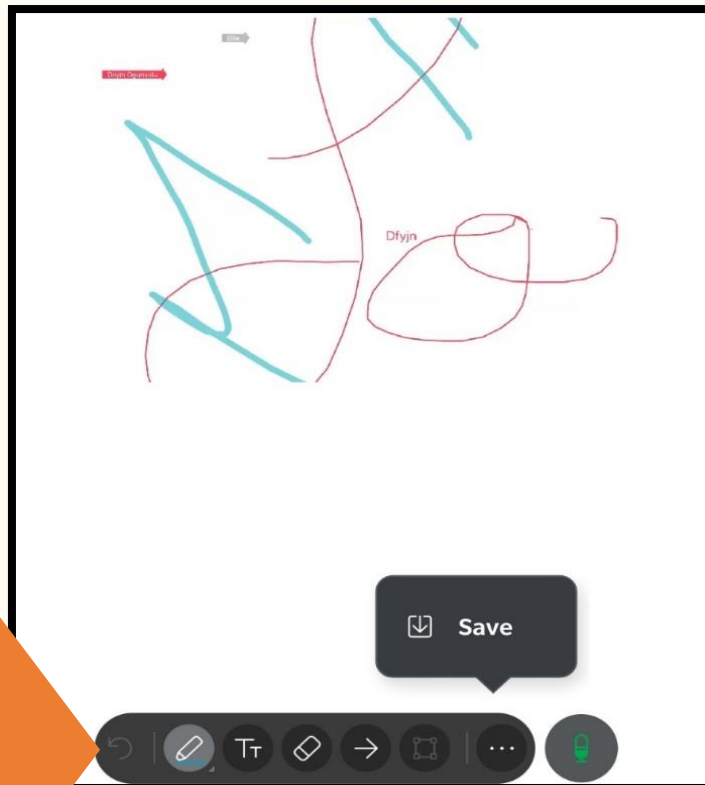


## The ACE team

If are the presenter, you can create a whiteboard or share files by clicking 'share screen' symbol.

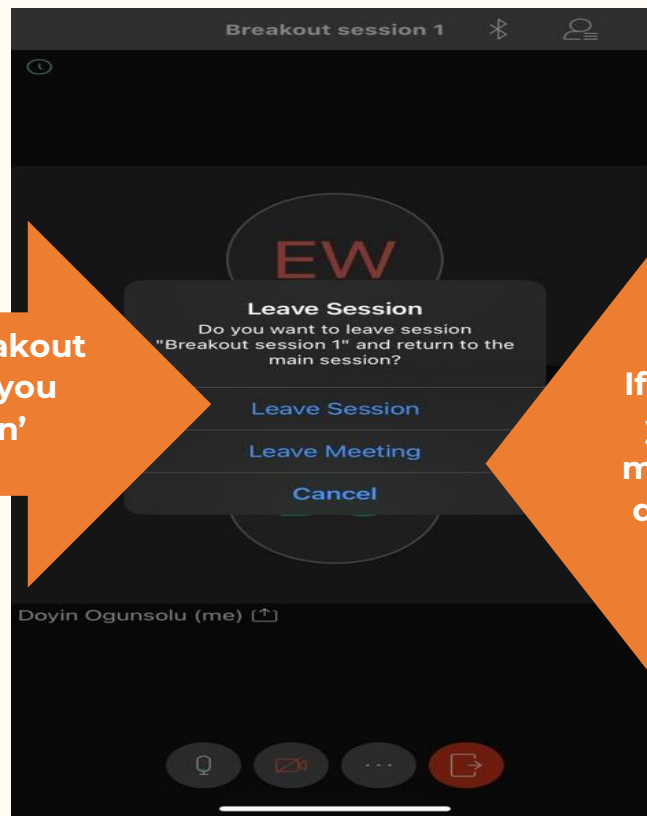


Then click whiteboard to open a blank white screen.



You can annotate the screen, draw, type, erase, use a pointer and save the whiteboard.





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:

