



# WebEx for the I-Phone Quick Reference

Version 10.0.0

## Obtaining the Application

The app is available in the Apple App Store.



## Host Account Holder Login

DoIT provides WebEx capability for agencies through two WebEx portal sites in combination with Microsoft Office products integration using a product called WebEx Productivity Tools.

**Note:** Don't know which WebEx portal site pertains to you? Refer to the enclosed Agency Portal Eligibility list.

## Agency Portal Eligibility List

Agencies not yet fully consolidated into the illinois.gov domain, typically those ineligible for Enterprise Office 365 are assigned Host accounts via illinois2.webex.com.

**Note:** As your agency migrates to Office 365 you will become eligible to move to illinois.webex.com

| Illinois.gov domain: | Non-Illinois.gov domain: |
|----------------------|--------------------------|
| DoIT                 | HRC                      |
| DOL                  | DES                      |
| IPA                  | DPH                      |
| JIB                  | ICC                      |
| LRB                  | DCFS                     |
| CSC                  | DOT                      |
| EEC                  | CEO                      |
| DHR                  | GAC                      |
| PTA                  | GOMB                     |
| OIG                  | ICDD                     |
| PCB                  | REV                      |
| PPB                  | LCC                      |
| PRB                  | DJJ                      |
| FPR                  | DOC                      |
| ELRB                 | SFM                      |
| EPA                  | CDB                      |
| GOV                  | ISAC                     |
| ITT                  | IGB                      |
| LOT                  | ICCB                     |
| LTGOV                | IEMA                     |
| IRB                  |                          |
| WCC                  |                          |
| DHHC                 |                          |
| DOI                  |                          |
| AGE                  |                          |
| ALPLM                |                          |
| DVA                  |                          |
| HFS                  |                          |

## If I don't already have a WebEx Host account, how do I obtain one?

### Illinois.gov Agencies

Go to illinois.webex.com and click the login link in the upper right corner of the portal site. Your account will be generated automatically.

To obtain the WebEx Productivity Tools, you will have an opportunity to download and install the software **or** may be required to work with your IT Coordinator to submit an Enterprise Service Request (ESR) to have the software installed on your PC. You will be responsible for WebEx app install on your mobile device.

### Non-Illinois.gov Agencies

Your portal is [illinois2.webex.com](https://illinois2.webex.com)

Work with your telecom Coordinator to submit a Telecommunications Service Request (TSR) for WebEx.

**Note:** Illinois2 does NOT generate host accounts automatically.

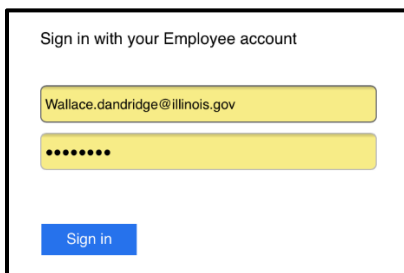
To obtain the WebEx Productivity Tools, you will have an opportunity to download and install the software **or** may be required to work with your IT staff to have the software installed on your PC. You will be responsible for WebEx app install on your mobile device.

### Illinois.gov Agency member login: (illinois.webex.com)

Use your state of Illinois email address and Illinois password.

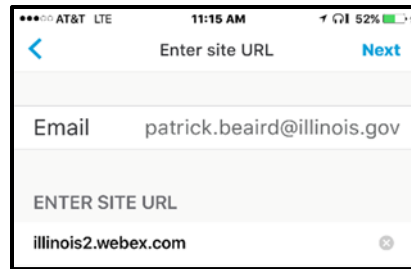


Follow the prompts.

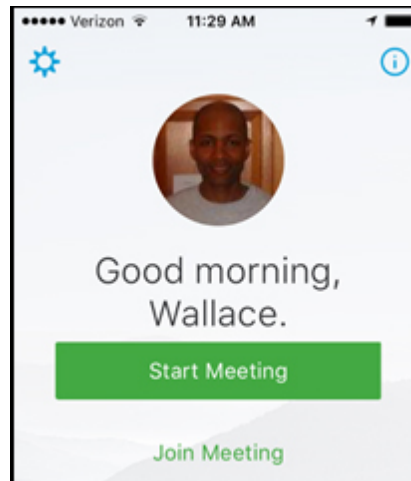


### Non-Illinois.gov Agency member login: (illinois2.webex.com)

Use your state email address and follow the prompts. You may be required to enter the Site URL and you will use the password you defined when you were provided with your WebEx Host account.



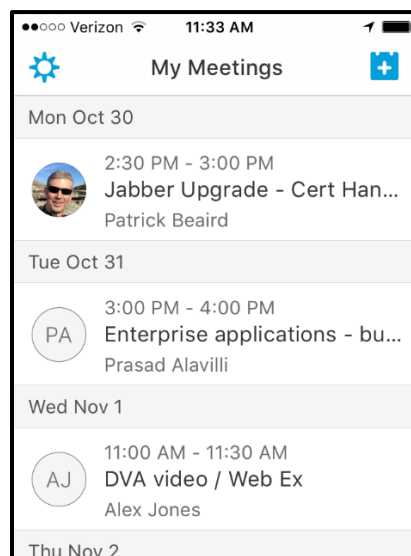
### Welcome screen



Swipe to the right on your welcome screen to view your meetings.

### View your upcoming meetings

Your upcoming meetings are listed on the “My Meetings Screen”.




All WebEx meetings you have scheduled or have been invited to attend, will be listed.

## Join a Meeting

Tap the meeting in the **My Meetings** view, then tap Join.

### Connect to Audio

You have several options for audio connection via the Audio icon . Please choose Call Me as your first option.

**Note:** If you have turned **Auto Call Me** on (in Settings), you will receive a call automatically.

- If you choose to connect using the Internet, you will be using your data plan unless you are on a Wi-Fi connection.
- If you choose to join by video address, you are prompted to enter the video address.

### To control your audio:

You can set your preferences so that your device automatically mutes for every meeting you join from that device: from the **Settings** page, select **Automatic Mute**.

Tap the **Mute** icon  to Mute or Unmute yourself.


### To leave the audio conference:

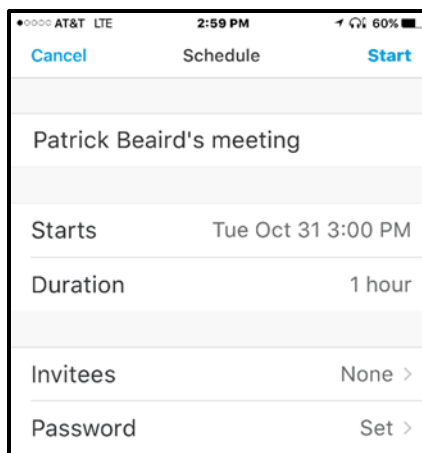
Tap the **Audio** icon, then tap **Leave Audio Conference**. You can rejoin the audio at any time if the meeting has not ended.

## Schedule a Meeting

You can schedule meetings using the Cisco WebEx Meetings Application.

### To schedule a meeting:

1. Open the application and sign in, if prompted.
2. Tap the Schedule button  in the **My Meetings** view.



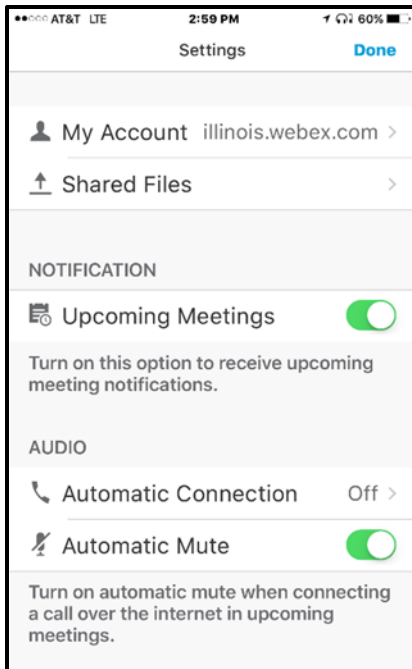
3. Optionally, tap to delete the default meeting topic, enter your topic text, then tap **Save**.
4. Tap the date or time to change when the meeting starts.
5. To invite attendees by email, tap **Add Invitees**, and then enter email addresses. Tap **Return** to separate invitees. When finished, tap **Done**

**Note:** Tap the plus sign to access your contact list and select invitees.

7. Enter the meeting password and choose whether to show it, then tap **Save**.
8. Review and tap **Schedule**. Attendees will receive an email containing your meeting invitation, and you will see the meeting in your My Meetings list.

## Change WebEx Account Settings

To make changes to your WebEx account settings and to enable some useful features, tap **Settings** at the top left corner of **My Meetings** view. The Settings screen appears.



**Note:** Audio is set to Automatic Mute by default.

**My Account:** Displays your account information and includes your **sign-out button**.

**Shared Files:** The last five files you share in meetings will remain on your mobile device.

**Upcoming Meetings:** Turn this option on to receive upcoming meeting notifications.

**Auto Call Me:** Streamlines the process of joining the meeting audio by calling your device automatically.

**Auto Mute:** Manage mute function when connecting to upcoming meetings.

**Use Mobile Data:** Start and view video using mobile data when WiFi is not available.

**Shake to Reload:** Updates your meeting list when you shake your device.

**Help:** Application assistance Reference.

**About:** Application version and Terms of Service.

### To enable settings:

Choose the setting, then slide the lever to the **On** position (for **Auto Call Me**, also enter your number). Then tap **Done**.

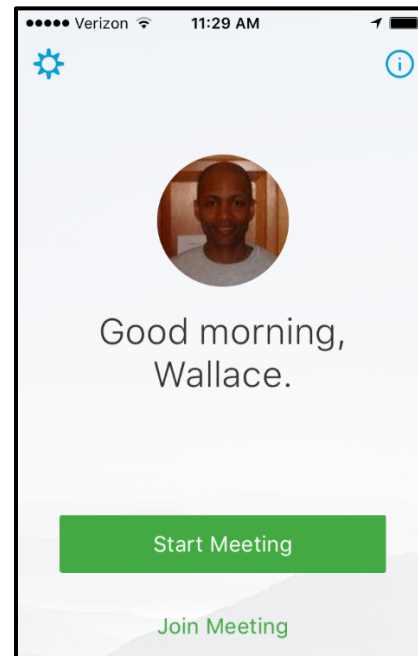
### To personalize your avatar/profile:

Visit [illinois.webex.com](http://illinois.webex.com) or [illinois2.webex.com](http://illinois2.webex.com) depending on which portal you are assigned to.

## Start a Scheduled Meeting

When it is time, open the WebEx Meetings application, choose the meeting from the **My Meetings** view and then tap **Start**. The meeting opens on your device.

## Start an Instant Meeting



You can start an instant meeting from your device using the **Meet Now** option.

### To start an instant Meeting:

1. Log in to your WebEx application.
2. Tap the **Green Button** on the welcome screen. The meeting starts.

## Manage a Meeting

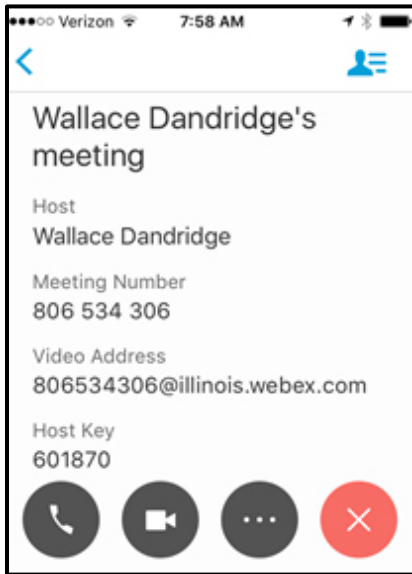
Participants cannot enter your Personal Room when you are not there.

## In-meeting Interactions

As a meeting host, you have access to all features available to participants.

### When hosting a meeting, you may:

- Reassign presenter role
- Mute or unmute yourself
- Connect or disconnect from audio
- Send chat messages
- Share content
- Send video
- View meeting information
- End or leave the meeting



### To send a private chat message:

Tap **Participants**, then select your message recipient. Next, tap **Chat**, enter your message and tap **Send**. Tap **Cancel** to close the chat window.

### To send a message to all participants:

Tap **Participants**, then tap **Chat with Everyone**. Enter your message and tap **Send**. Tap **Cancel** to close the chat window.

### To share from your device:

- From the meeting page, tap the **Share screen content** button.
- From the **Share Content** screen select from the following choices.
  - Recently Shared
  - Box
  - Dropbox



- Google Drive
- Photos

- You can also open files in other apps and choose to “Share using WebEx”
- Use the laser pointer to guide viewers

### To stop sharing:


- From the meeting page, tap the **Stop Sharing** button.

### To invite attendees by email:

1. Tap the **Participants** icon , then tap **Add Invitees** .
2. Type email addresses for the people you want to invite. When finished, tap **Send**.


**Note:** Tap the plus icon to add invitees.

### To mute and unmute participants:

- Tap the **Participants** icon, then tap **Mute** icon  at the bottom of the participant’s panel.
- Tap the microphone icon again to unmute participants.

You can make another participant the presenter, so they can share a presentation or other content.

### To make someone the presenter:

Tap the **Participants** icon . In the Participants view, tap and drag the **WebEx ball** to the participant you would like to make the presenter.

You can also tap the participant’s name, then tap **Make Presenter** from the dropdown list.

**Note:** If the **Anyone Can Share** option is enabled for the meeting, participants can share at any time. The current presenter is not notified before another presenter begins sharing. If you are hosting the meeting from your device, you cannot turn off **Anyone Can Share**.

### **To start, pause, and restart a recording:**

- Tap the More icon in the upper right corner of the screen, then tap Record to start recording after the meeting starts. The recording indicator appears.
- To pause recording, tap the More icon, then tap Pause.
- To restart the recording, tap the **More** icon, then tap **Resume**.

After the meeting ends, you will receive an email with information about accessing the meeting recording.

### **To end a meeting:**

Tap the **End** or **Leave Meeting** icon in the top right corner of the screen, then tap **End Meeting**.

### **View Upcoming Training Sessions**

Training sessions that you have been invited to participate in, or that you are scheduled to host, are listed in My Meetings when you sign in to your WebEx account.

### **To end a session:**

Tap the **End Session** icon .

**For further assistance contact the DoIT  
Customer Service Center at  
217-524-3648 option 4 or 312-814-3648  
option 4**

**Contact Wally Dandridge (217)557-1652  
or Patrick Beird (217) 557-4369 for  
further consultation and Training**