Installing the WebEx Application

The WebEx Meeting Center application is required to join meetings from your Android device. You can download the application from the Google Play store by using this [link](#) or search the app store using the keyword “WebEx”.

Joining a Meeting

**Option 1:** Click the meeting link in your email invitation.
**Option 2:** Enter in the meeting number from within the WebEx application.

When joining a meeting, enter the following details on the Join Meeting page:

- **Your name:** Enter the name you want attendees to use to identify you during the meeting.
- **Email address:** Enter your email address. For example, msmith@company.com.

Using Voice-over-IP (VoIP) for Audio

VoIP allows you to communicate with meeting attendees using your mobile or wireless internet connection.

- The Audio Conference dialog box appears automatically on your screen upon joining a meeting, select Connect using Internet.

**Note:** WiFi connection recommended as data charges may be incurred if using your cell data connection.

Tip: You can pinch and zoom the presentation to magnify the presentation. You can also pinch and zoom the various participants’ video feeds to change the focus of the main window.

**Note:** Please ensure to close the application once the event has ended, to avoid unnecessary data usage if applicable.
Installing the WebEx Application

The WebEx Meeting Center application is required to join meetings from your iPhone or iPad. You can download the application from the iTunes App store by using this [link](https://appstore.example.com) or search the app store using the keyword “WebEx”.

Joining a Meeting

**Option 1:** Click the meeting link in your email invitation.

**Option 2:** Enter in the meeting number from within the WebEx application.

When joining a meeting, enter the following details on the **Join Meeting** page:

- **Your name:** Enter the name you want attendees to use to identify you during the meeting.
- **Email address:** Enter your email address. For example, [msmith@company.com](mailto:msmith@company.com).

Using Voice-over-IP (VoIP) for Audio

VoIP allows you to communicate with meeting attendees using your mobile or wireless internet connection.

- The **Audio Conference** dialog box appears automatically on your screen upon joining a meeting, select **Call Using iPad** or **Call Using Internet** (iPhone).

**Tip:** You can pinch and zoom the presentation to magnify the presentation. You can also pinch and zoom the various participants’ video feeds to change the focus of the main window.

**Note:** WiFi connection recommended as data charges may be incurred if using your cell data connection.

Meeting Panel Overview

1. Presentation
2. Control panel
   - Audio
   - Video
   - Participant list
   - Meeting info
   - Leave meeting
3. Participant’s video
4. Current speaker

**Note:** Please ensure to close the application once the event has ended, to avoid unnecessary data usage if applicable.

For support, please contact **MedIT Service Desk** at **1.877.266.0666 Option 2**.

For support after 5pm, please contact **WebEx Technical Support** at **1.866.229.3239**.
VC Anywhere General User Guide

How to Join

1. Click the VC Anywhere link.
2. Ignore date and time.
3. Enter your full name and email select the **Join** button at the event start time.

**Note:** The join button may appear greyed out before the event start time.

Before the Event

1. **Test your connection** by [Join Meeting Test](#) website. First time users may be asked to install a plugin. If you do not have permission to install the plugin, please contact your administrator.
2. Use a wired/stable internet connection as wireless can be unreliable.
3. Test your headphone, speaker and microphone.
4. Review the [VC Anywhere Etiquette Guide](#)

Setting Up

1. **Audio:** Select **Call Using Computer**. This option is free of charge. First time users click on the “**Test computer audio**” link , to ensure correct speaker/microphone have been selected.
2. **View of participants:** Select the “View List” icon to change your view to a list of VC anywhere participants.
3. **Mute/Unmute:** Select the microphone icon to mute your microphone when not in use.
4. **Share video:** Select the camera icon to allow others to see you. To change your webcam option select the gear icon.
5. **Chat:** Type any questions to the presenter and/or moderator of the session in the chat box.

For support, please contact MedIT Service Desk at **1.877.266.0666 Option 2**.

For support after 5pm, please contact WebEx Technical Support at **1.866.229.3239**.
Additional Resources

Mobile device: Use iOS Mobile or Android to join a meeting using your iPhone, iPad, Android, or other smartphones.

Note: For the optimal experience, we always recommend joining from a desktop with a secure internet connection.

Support Information:

During business hours 7:00AM to 5:00PM please contact the MedIT Service Desk at 1.877.266.0666 Option 2.
For support after 5pm, please contact WebEx Technical Support at 1.866.229.3239.