



Information Services

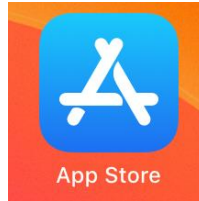
City of Glendale Webex iPad Meeting Administration

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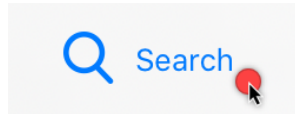
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How to Download and Install Webex Meet

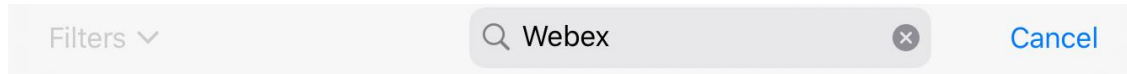
1. From your iPad, go to the **App Store** icon



2. Click on the **Search** button at the bottom of the screen



3. In the search box on the top, type in "**Webex**" or "**Webex Meet**" and click **Search**



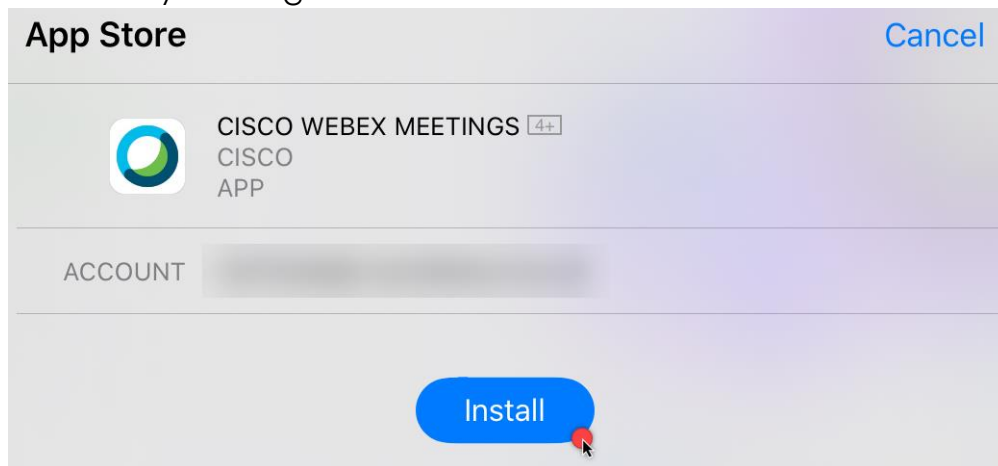
Q webex

Q webex meet

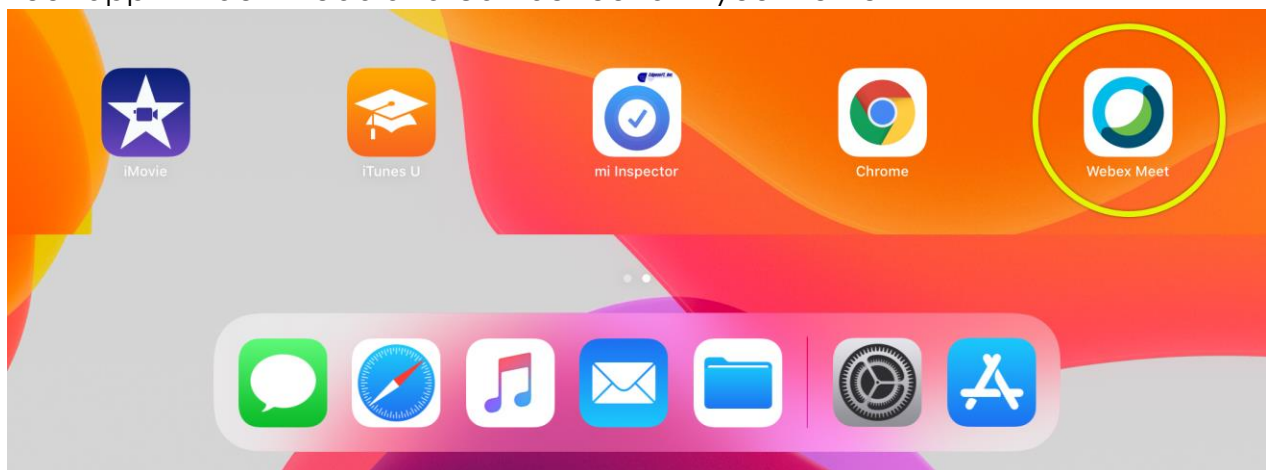
Q webex meetings

4. Find the "**Cisco Webex Meetings**" app and click **GET**

5. Confirm your install by clicking **Install**

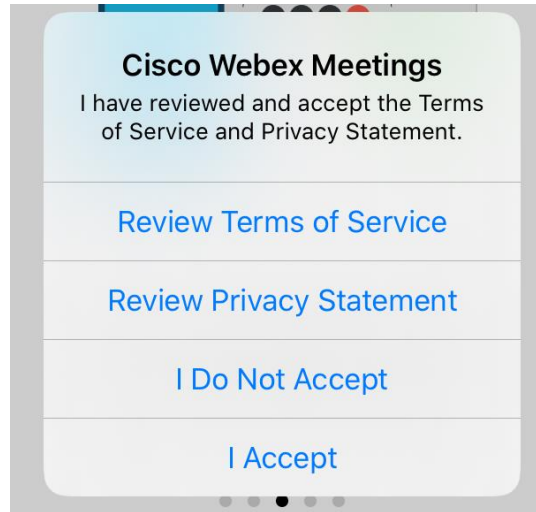


6. Your app will download and can be found in your home

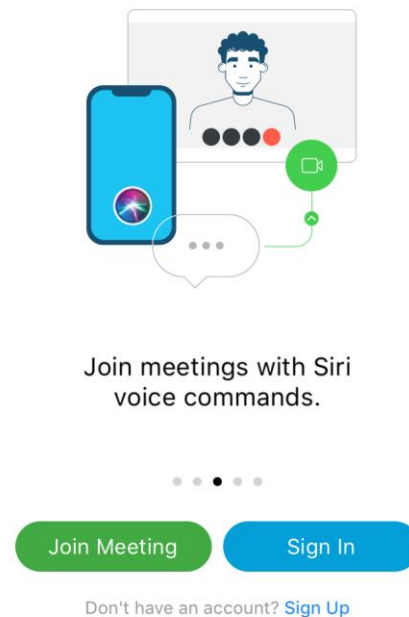


Opening Webex Meet for the First Time

1. Find the **Webex Meet** app on your iPad and open it
2. Accept the Terms of Service and Privacy Statement by clicking on “**I Accept**”



3. You will see the following login screen



4. Click **Sign In** to login to your account or choose Join Meeting if you have a meeting invite
5. Enter your City email address in the **Email** field



Hello lpagliassotto@glendaleca.gov,

Sign In

[Forgot password?](#)

- 8. If you receive the following message, click the Cancel button and resume from step 4 by clicking **Sign In**



| | | |
|----------------|----------|--|
| Webex Meetings | My Webex | |
|----------------|----------|--|

Your account does not have access to this Webex site.

- 9. Choose the site listed in the screen after resuming from step 4

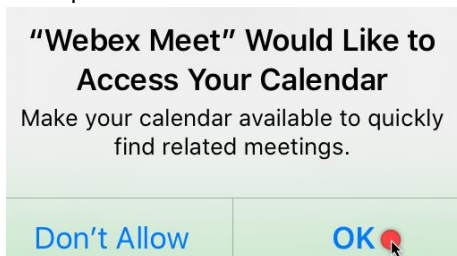
< Select Site

Email lpagliassotto@glendaleca.gov

SELECT THE SITE

gca.my.webex.com

10. Enter your Webex account once again and click the **Sign In** button
11. If prompted, click OK to allow “Webex Meet” access to your calendar, camera, and microphone. These are essential permissions needed for the app to function properly.

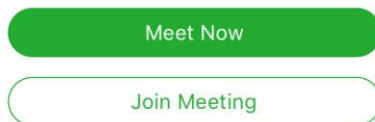


Example of one of the various prompts you may encounter.

12. You have now logged in and should see something similar to the following:



Good afternoon,
Lisette.



Starting a Meeting as a Host

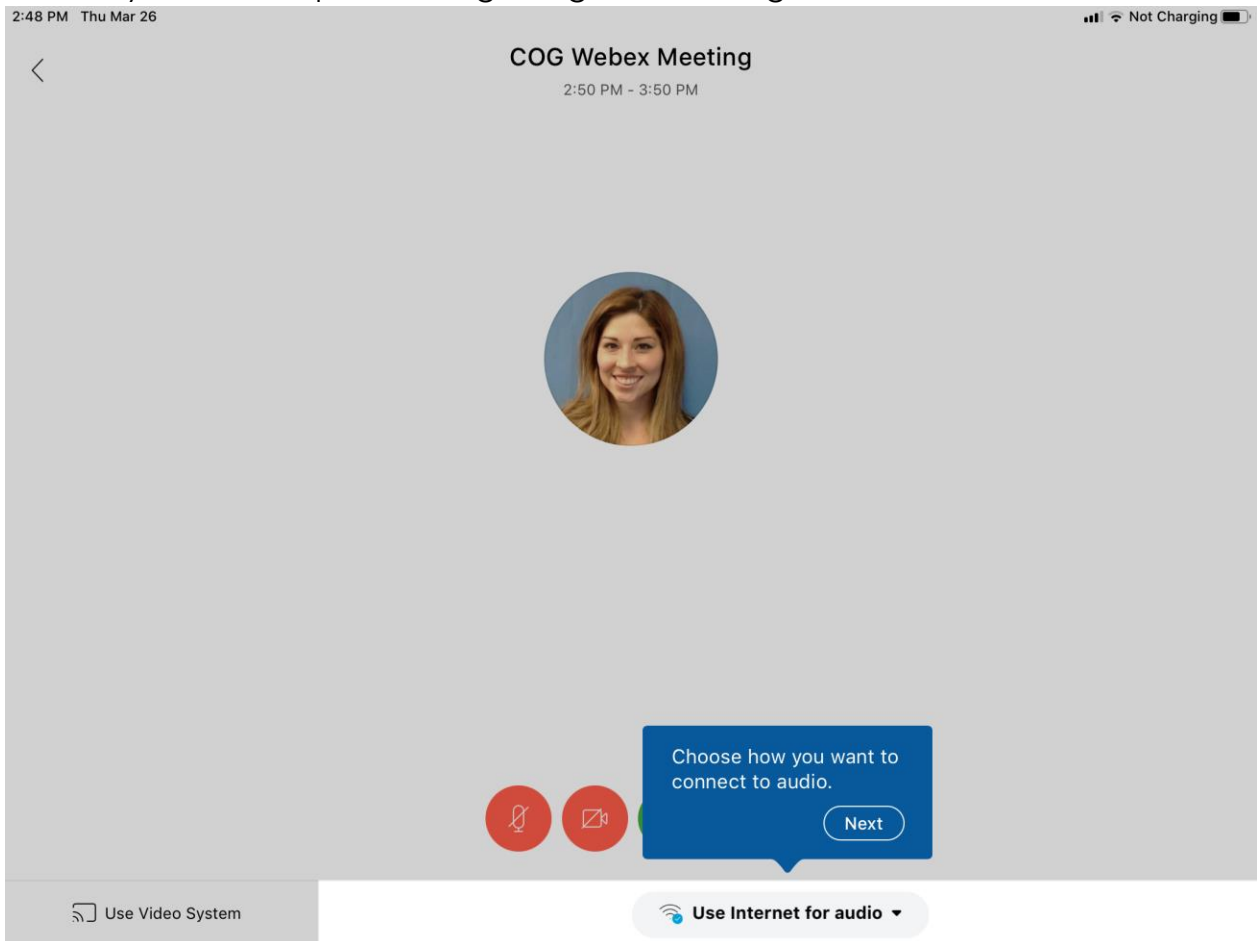
If you scroll to the right, you will see your scheduled meetings.

The screenshot displays the 'My Meetings' interface. On the left, a calendar view shows 'Thursday Mar 26' with a 'Today' label. A meeting entry for '2:50 PM COG Webex Meeting' is highlighted in blue, with '3:50 PM Me' listed below it. The main panel on the right shows the meeting details for 'COG Webex Meeting', featuring a profile picture of the host, Lisette Pagliassotto, and a green 'Start' button. Below the meeting title, there are two tabs: 'Info' (selected) and 'Audio'. The 'Info' tab contains the following details: Host (Lisette Pagliassotto), When (Thursday, March 26, 2020 at 2:50 PM (1 hour) Pacific Daylight Time (PDT)), Meeting Number (140 977 460), Host Key (104387), Meeting Password (32kuMHWm3WQ), and Video Address (140977460).

You will find all the details of the meeting and a green **Start** button to start the meeting.

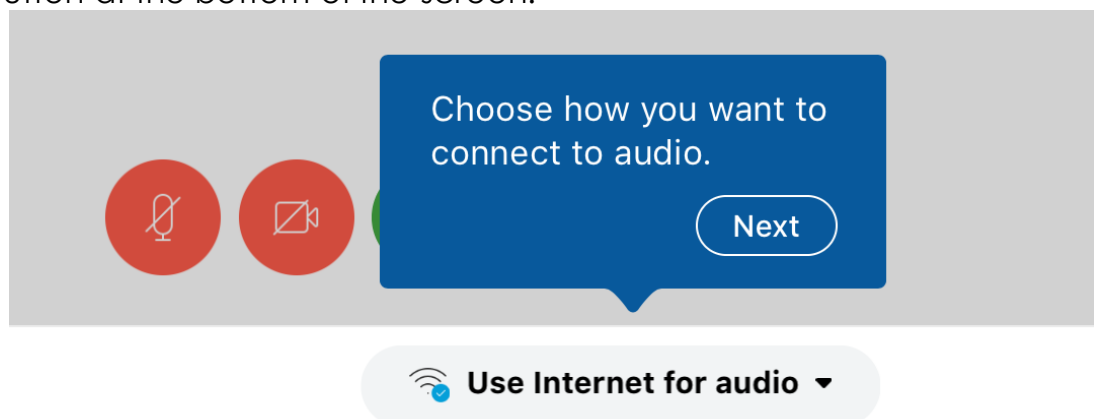
Running the Meeting

1. Make sure you have enabled all the necessary access to your device for I to work properly during meeting. Refer to **step 11** on the **Opening a Webex Meet for the First Time** section.
2. This will be your screen prior to beginning the meeting



Choosing how you want to connect to audio

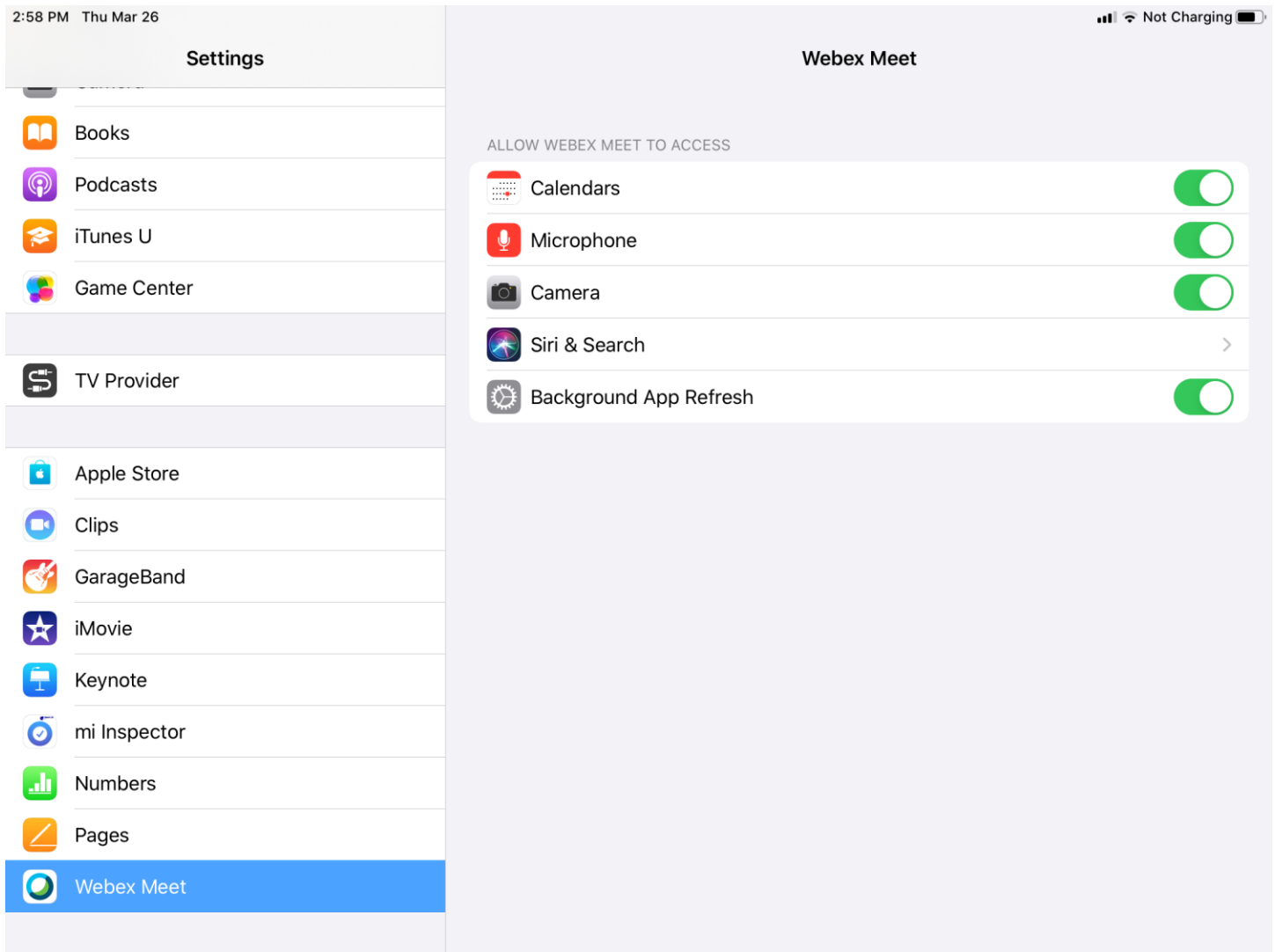
1. You can choose how you want to connect to audio by clicking the **Use Internet for audio** button at the bottom of the screen.



2. You have three choices of audio connection
 - a. User Internet for audio
 - b. Call In
 - c. Don't Connect Audio

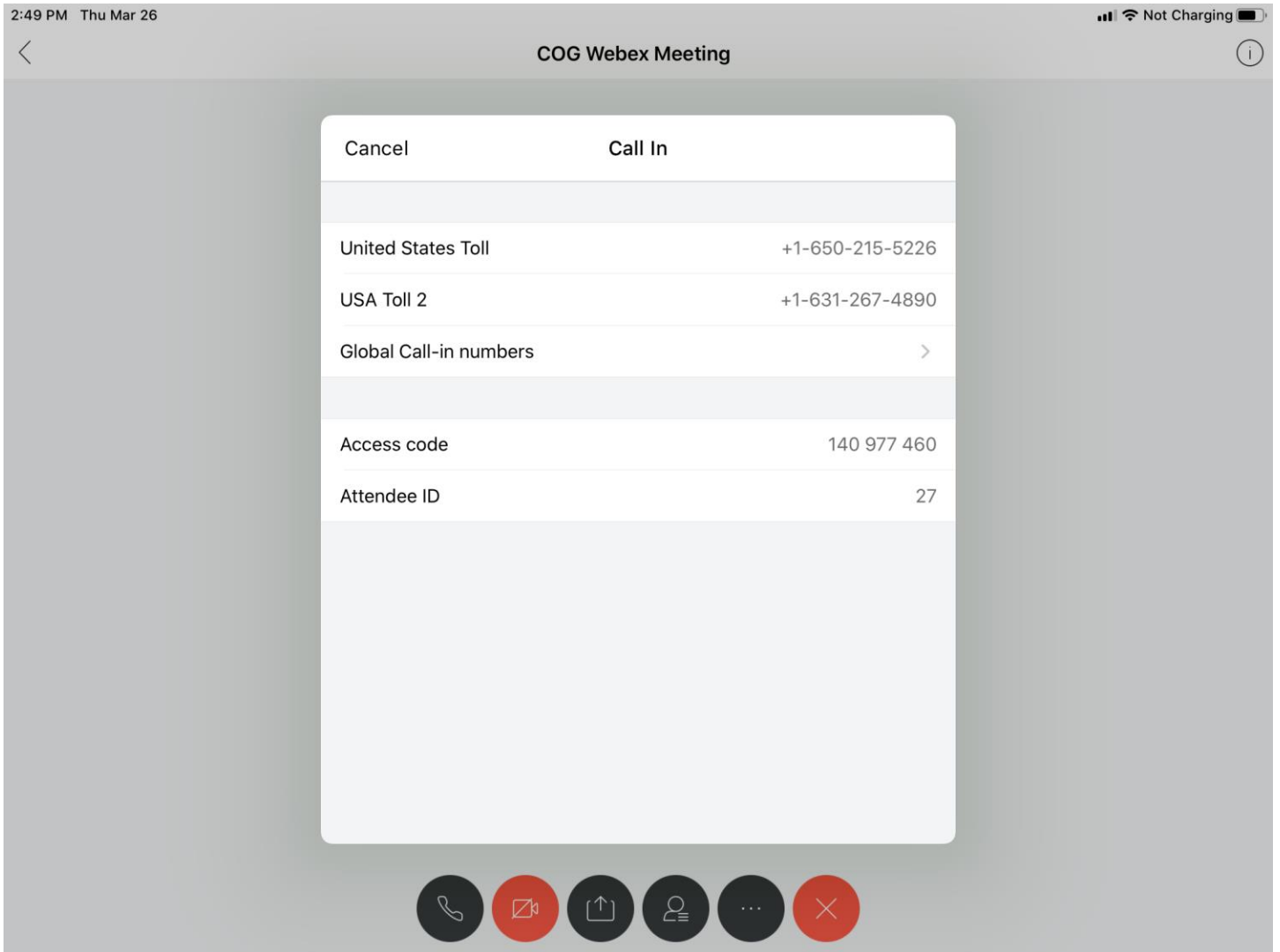
Use Internet for audio

This option will use your iPad device microphone and speakers. You can check the settings for this option by going to the iPad **Settings**.



Call In

The call in feature allows you to use a phone device to call in for audio. This will serve as your microphone and speaker. If this option is chosen, you will see a screen like the one below after you have selected the option and clicked the green **Start** button.



With a different device, please call the United States Toll line number and follow the prompts on the phone. You will be asked for the access code and attendee ID.

Don't Connect Audio

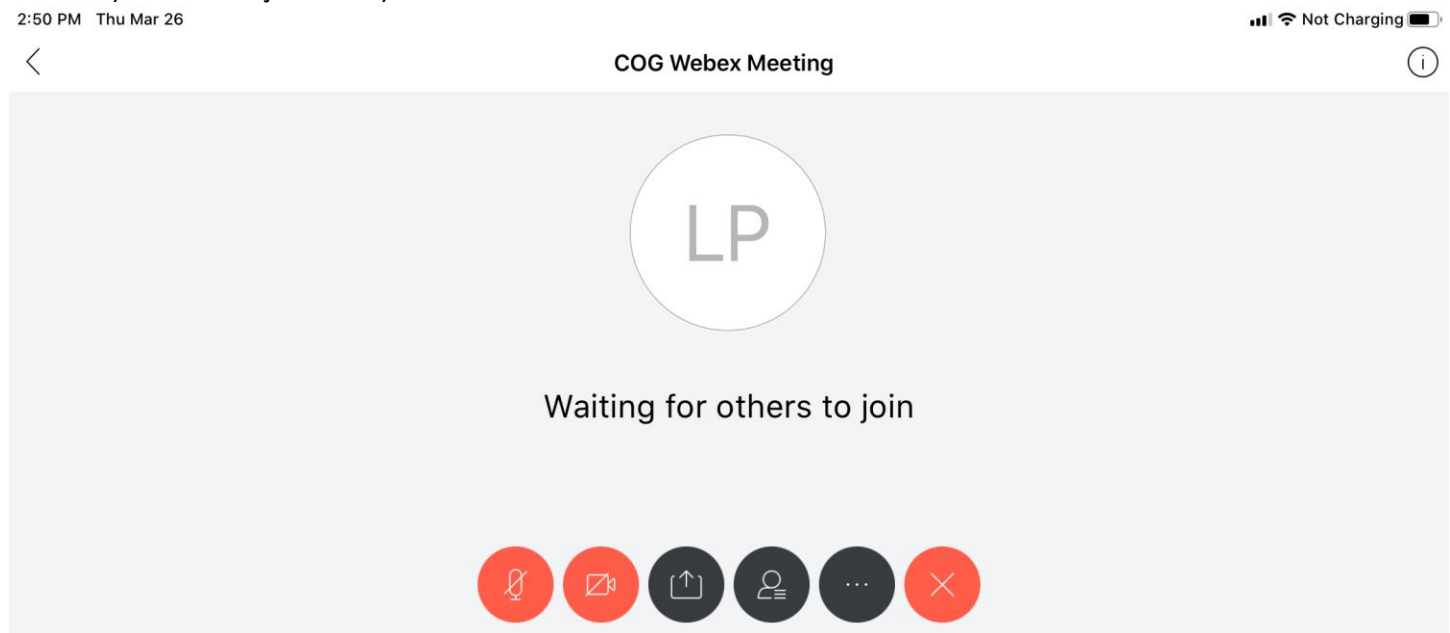
This option will disable microphone and speaker functionality on your device. You will not be able to hear or talk to your peers.

Joining the Meeting











After you have set up your audio, you will click the green **Start** button to join the meeting.



When you have joined, you will see a screen like this:



Please become aware of the buttons at the bottom of the screen. A description of each button can be found below.

- | | |
|--|--|
|  Not Muted |  Record meeting |
|  Muted |  View meeting attendees/participants |
|  Camera off |  View or chat with attendees/participants |
|  Camera On |  More options |
|  Share screen |  Leave/end meeting |