Joining a USACE WebEx Meeting from a Cellphone or Tablet

1. Click on the following link: https://usace1.webex.com/meet/samantha.a.heilig

2. You will be taken to a website where you can either join the meeting via audio only or you can download the Cisco WebEx Mobile app. To view the video option from a mobile device such as a cellphone or tablet, you must download and install the app.

3. Once the Cisco WebEx app is installed, click **OPEN**. Then select **Allow** (on Android) or **Accept** (on iPhone) to give the app permission to use your camera and phone. (NOTE: You will need to select **Allow** more than once.)

4. Once the app is open, you will be prompted to enter your **NAME** (please enter first and last name) and **EMAIL ADDRESS** into the boxes provided. Then click **OK**.

5. Next you will be asked how you would like to connect to audio. Click **NEXT**. If you are using a cell phone, it should tell you that it is going to use your device to connect to the audio and video. Click **OK**. Then click the green **JOIN** button.

6. You should now be connected to the meeting via audio. To turn on the camera, click on the little video camera icon near the bottom of the screen. Then click **START MY VIDEO**. There will be a short delay and then your video should appear in the bottom panel on the screen. The host's video should remain at the top of the screen.

7. Controls for the meeting will be visible at the bottom of your screen. During the meeting, the moderator will mute your microphone until it is time for you to speak.

8. If at any point you need to communicate to the group, you can click on the three little dots button and select the **Chat with everyone** option. This will open the chat feature and you may type comments into this area for the rest of the group to see. *(NOTE: This option is not available for participants who are only dialed in on the audio side.)*

9. To close out of the meeting click the red **X** button.