![NGS National Glaucoma Society logo]

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## Joining an NGS Webinar on a Smart Phone or Tablet

The National Glaucoma Society uses Cisco WebEx services for the audio and video components of NGS webinars. If you would like to use your smart phone or tablet to participate in the webinar, please see below for the steps needed.

Step 1: Setting Up Your Device for Webex

1. Download the WebEx app via the App Store on your device.

2. Open the app by tapping on the WebEx icon.

3. Make sure that the audio is turned on. You can set up the WebEx app to automatically connect to the audio option of your choice. Tap on the settings icon (3 vertical dots in upper right corner, circled in red below).
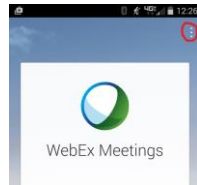

4. In settings, you can select how you want to connect to the audio and video portions of the webinar. Below is what the screen on a smart phone looks like when you first tap the settings button. Here the automatic audio connection is turned off. Also see that you can select whether you want to use mobile data to access the video if wifi is not available.
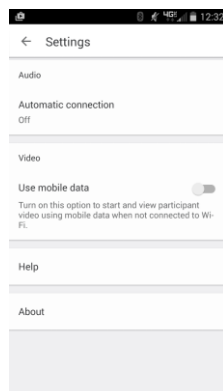
5. Tap the Automatic Connection under Audio to get to the next screen, shown below.
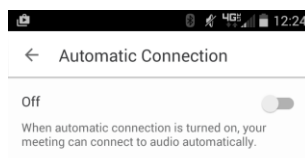
6. When you swipe the Automatic Connection right and turn it on, you will have the option to call using the Internet or your phone, as shown below (the NGS webinars are not set up to call you back). Tap the option you prefer.
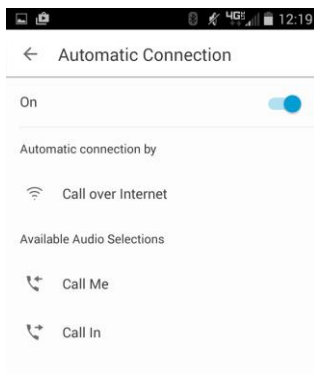
**Step 2: Joining the webinar on Wednesday**

1. Open the WebEx app.

2. Tap the *Join Meeting* button circled in red below.

3. On the *Join Meeting* page, enter the 9 digit meeting number provided by the NGS in the email sent out before each webinar or enter the NGS Webex Meeting URL (nationalglaucomasociety.webex.com). Provide your desired display name. Note that your email may automatically appear as your display name; for the webinar, please make sure to include at least your first name and initial of your last name. Enter your email address, then tap the Join button.

4. If prompted, enter the meeting password provided by the NGS, then press the OK button.

5. If you did not set up your device to automatically connect to audio, then select whether you want to hear the audio on your phone or via the Internet. Do not mute your device using the volume button or you will not be able to hear the webinar.

6. Once you are connected to audio, you should see the microphone at the bottom of your screen, as below, to mute your microphone within WebEx so that we do not hear sound from your home or office during the webinar (you may need to turn the phone to the vertical position to see the microphone). To mute your microphone, tap the microphone until it turns red. If you join the webinar after the lecturer has joined, you may automatically be muted. If the microphone is already red, do not tap it or you will unmute.

7. To ask or answer a question, use the Chat feature of WebEx. If there is an entry in Chat, you will see a red number next to the participant icon (the silhouette) and Chat entries will flash on the top of your screen. There will be a question sometime during the webinar that you must answer via Chat in order to verify your attendance.

8. To open the Chat window, tap the participant icon to open a drop-down menu of the participants with the speech bubble at the bottom. If you do not see the participant icon, tap on the right top corner of your screen and it will appear, or turn your phone to the vertical position. Below is an image of the participant list with the speech bubble circled in red at the bottom. If there is an entry in chat, you will see a red number next to the speech bubble on this screen.
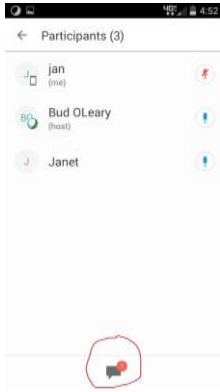
9. Tap on the speech bubble. Tap *Chat with Everyone* to see all the Chat entries and at the bottom a space that says *Enter Message Here.*   Below is what the chat window on a smart phone looks like when it is open. Note that on your own device your Chat entry does not show your name, but rather *Me*. However, your name will show up in the Chat window of other participants.
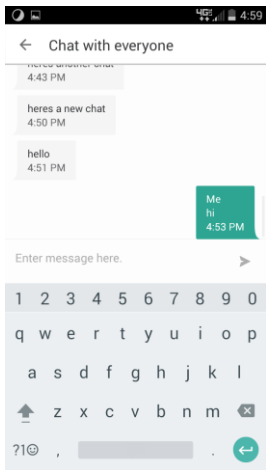
10. Write your question or comment in the space "Enter message here." To send the Chat, tap the arrow (>) at the right of your message. To get back to the presentation screen, tap the left arrow at the top of the screen twice (to the left of "Chat with Everyone" and then to the left of "Participants").

11. You can try the Chat feature before a webinar at: http://www.webex.com/test-meeting.html. When you are connected to the test site, you will see a simulated webinar screen. There will not be any other entries in the Chat window, but you can type in a Chat and send it so that it appears on the screen.