Connect with Webex

User Activation and Installation

Activate Connect with Webex

Step 1: PREP:

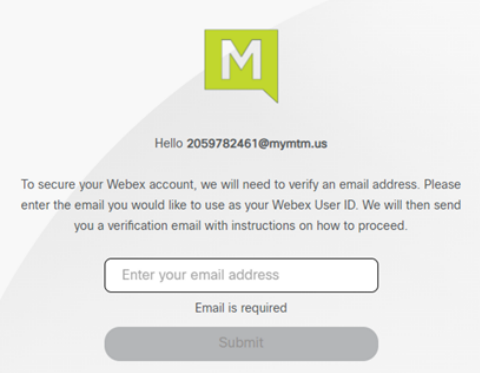
1. Have the username and password credentials you received on hand. These will be your sign in credentials for Webex
2. Please also ensure that you manually sign out of any other free or in use Webex accounts you may have before starting

Step 2: Click Here to Access the Connect with Webex User Activation Portal

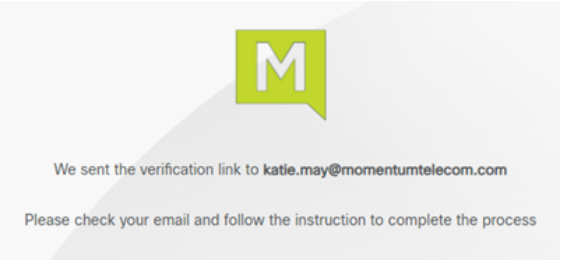
If you received an Activation link in the **email** communication from the Admin with your UN/PW credentials, you may also click it to get started.

Enter the Username & Password Credentials you received for Connect with Webex

Enter your complete work email address when prompted



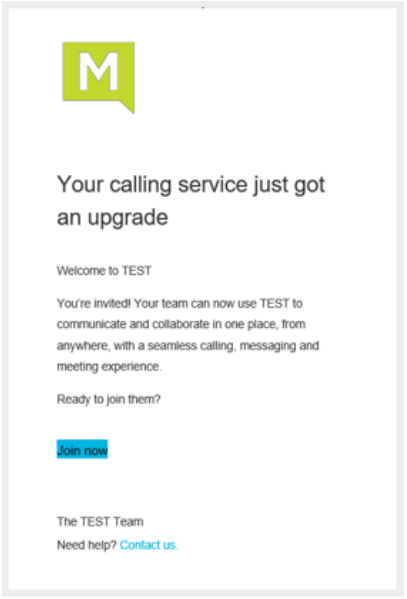
A verification link is sent to the email address you just entered



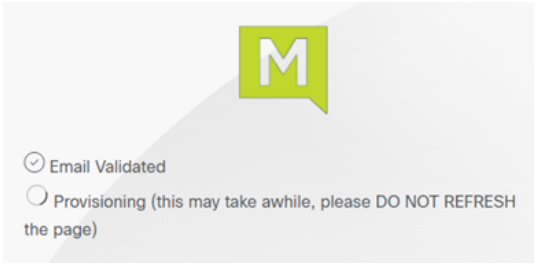
Step 3: Complete Email Verification by clicking the **Join Now** link you received

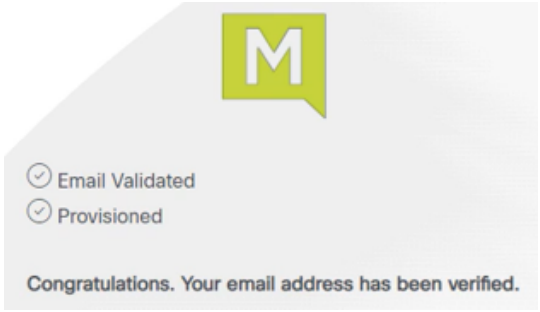
The system will validate and provision, and then the page will refresh to offer the download option.

Click Join Now in the email.



Wait while validation and provisioning complete.

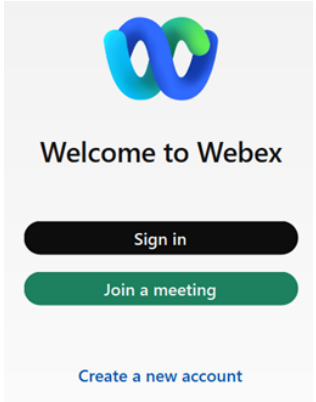




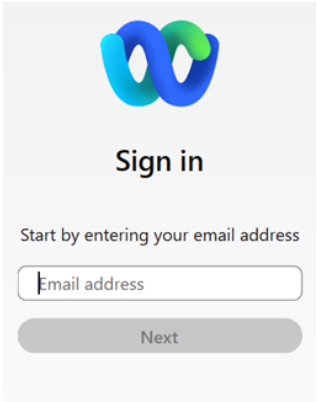
Click **Download for Windows 64 bit** and follow prompts to install on your desktop

Step 4: Launch the new **Connect with Webex** Application, click **Sign In**, and enter your email address, and then your Username/Password credentials when prompted.

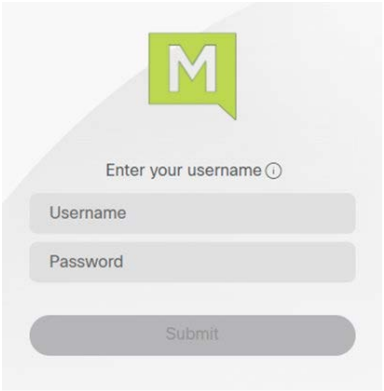
Click Sign In



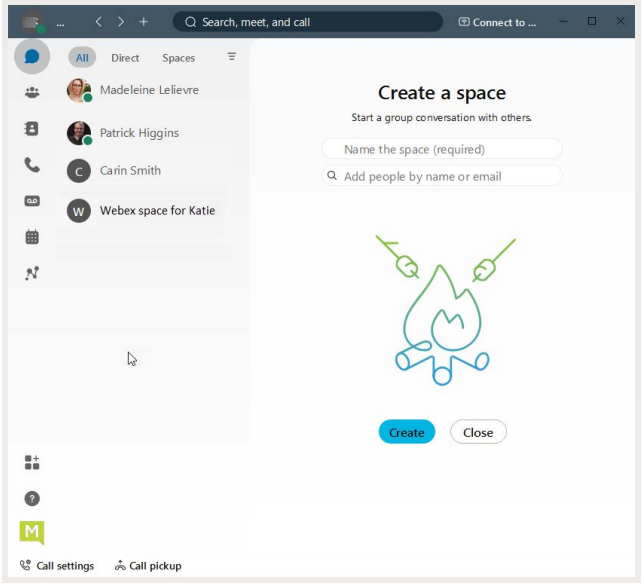
Enter your email address



Enter your
Username and Password

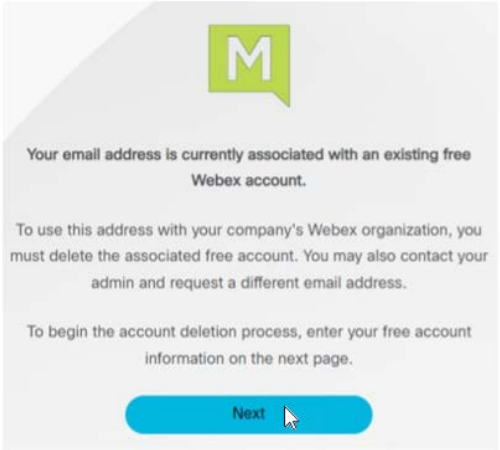


Welcome to Connect with Webex!

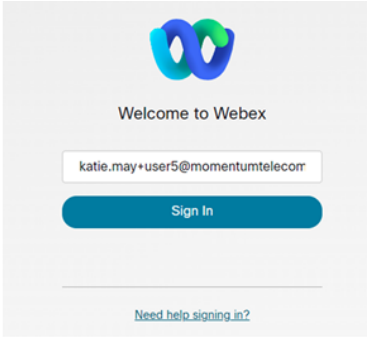


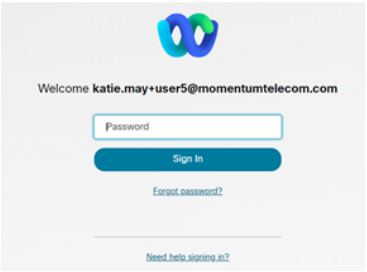
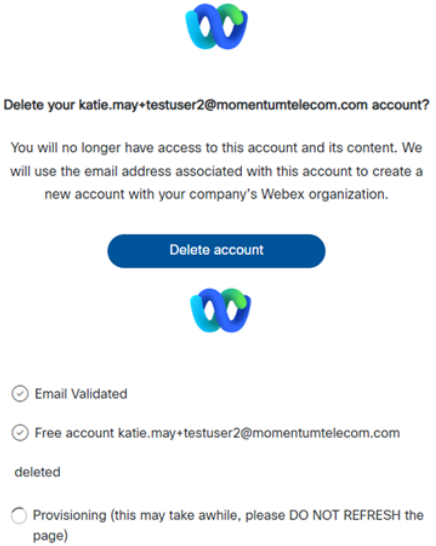
IMPORTANT: If you receive a notification during Step 3 that you have an existing *Free Webex Account*, you must delete it. Note: You will need to know the Username and Password credentials for your free Webex account.

Click the **Next** link in the communication from Webex



Enter your email and password for the free account when prompted.





Click **Delete account** and wait while the account is deleted - then you may continue to download, install, and Sign Into the Webex App.