




# Connect with Webex

**Self - Activation and Installation**

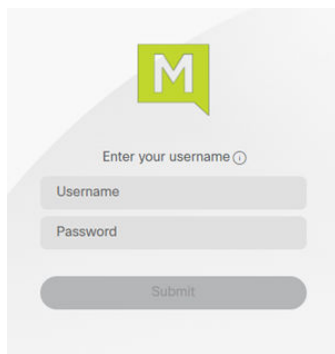
# Activate **Connect** with **Webex**

- Step 1: PREP:**
1. Have your work email and the login credentials you received on hand. These are your sign in credentials for Webex
  2. Please also ensure that you manually sign out of any Webex accounts using other email addresses before starting

**Step 2: [Click Here to Access the Connect with Webex User Activation Portal](#)**

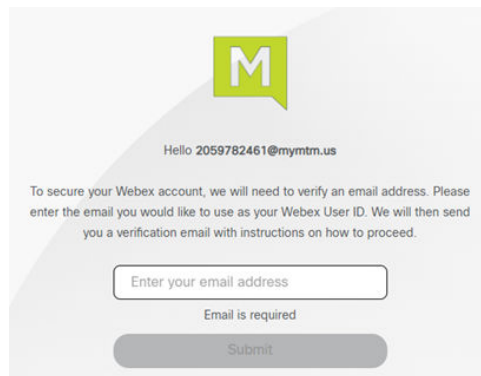
 If you received an Activation link in the **email** communication from the Admin with your UN/PW credentials, you may also click that link to get started.

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



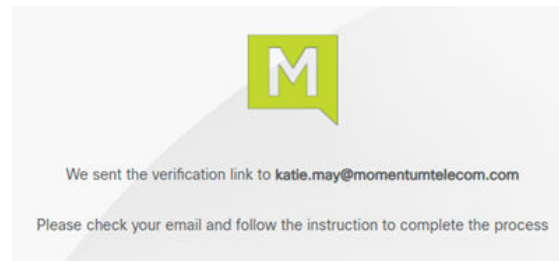
The screenshot shows a login form with a green speech bubble icon containing the letter 'M' at the top. Below the icon is the text "Enter your username" with a small help icon. There are two input fields: "Username" and "Password". At the bottom is a "Submit" button.

Enter your complete work  
email address when prompted



The screenshot shows a verification form with a green speech bubble icon containing the letter 'M' at the top. Below the icon is the text "Hello 2059782461@mymtm.us". The main text reads: "To secure your Webex account, we will need to verify an email address. Please enter the email you would like to use as your Webex User ID. We will then send you a verification email with instructions on how to proceed." There is an input field for "Enter your email address" and a "Submit" button below it. A message "Email is required" is displayed below the input field.

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

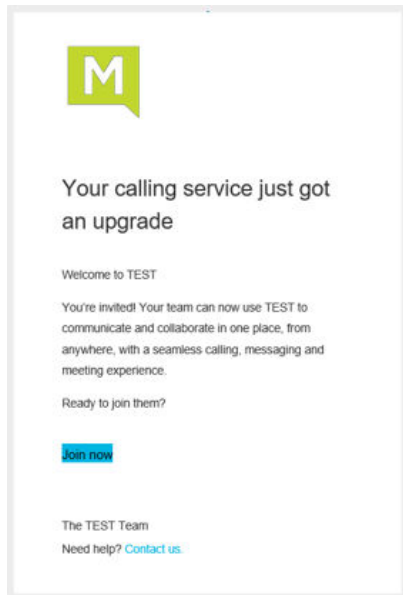


The screenshot shows a confirmation screen with a green speech bubble icon containing the letter 'M' at the top. The text reads: "We sent the verification link to katie.may@momentumtelecom.com" and "Please check your email and follow the instruction to complete the process".

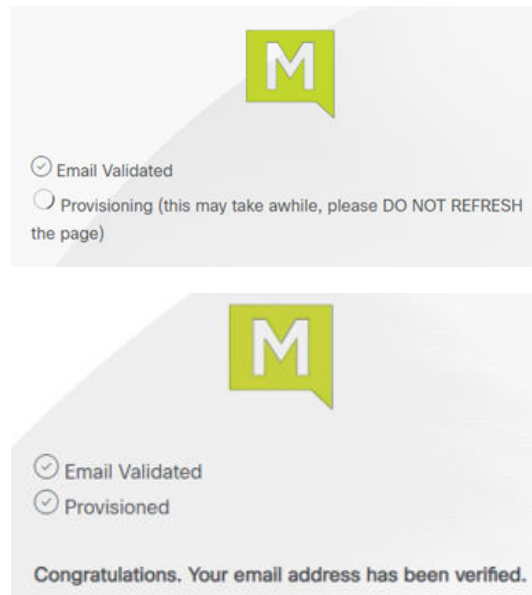
### Step 3: Complete Email Verification by clicking the **Join Now** link you received

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

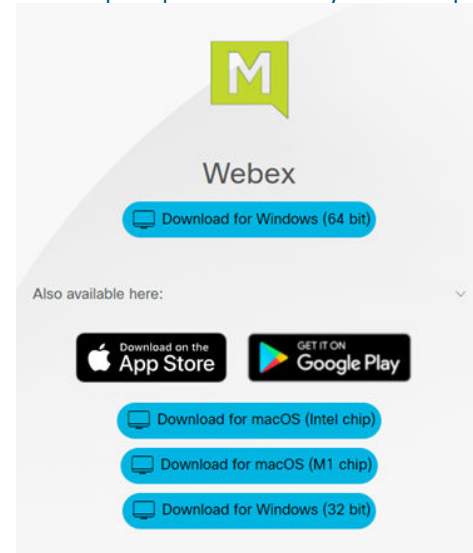
Click **Join Now** in the email.



Wait while validation and provisioning complete.



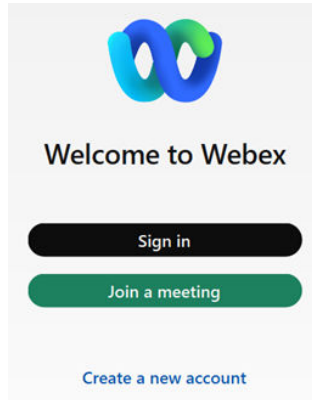
Click **Download for Windows 64 bit** and follow prompts to install on your desktop



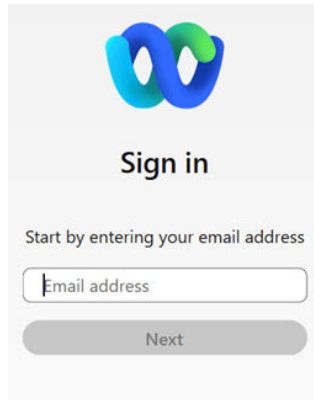
**Important Note:** *If you receive an error message from Webex about an old account tied to your email during this step, follow the instructions on page 4 and then try to Join again.*

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

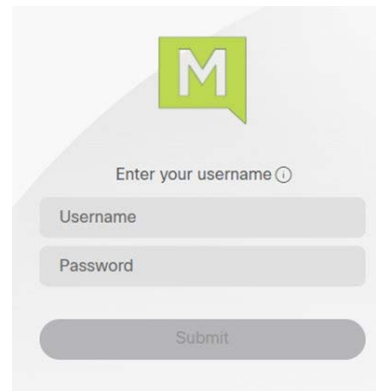
Click Sign In



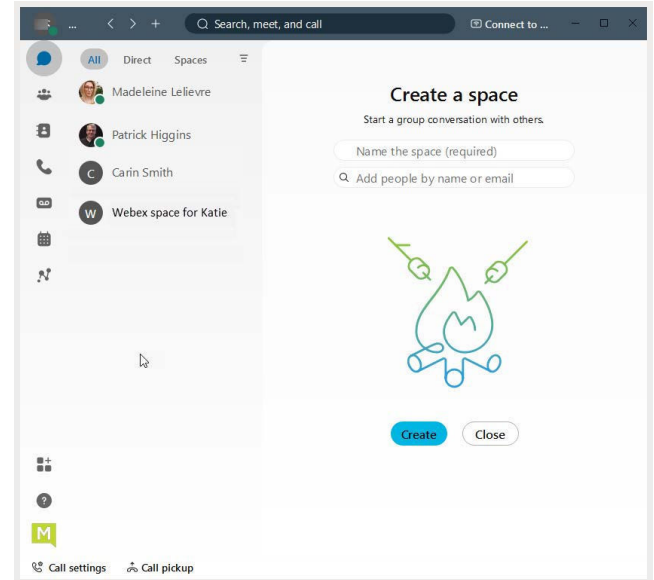
Enter your email address



Enter your Username and Password



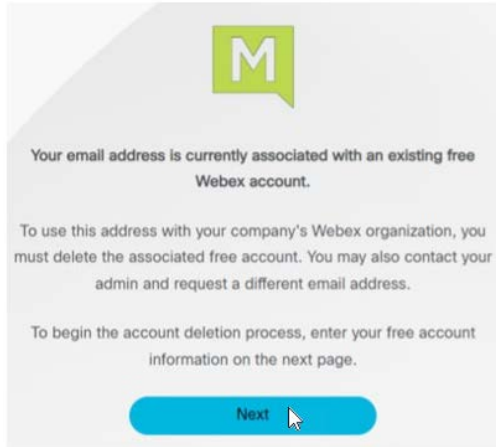
Welcome to Connect with Webex!



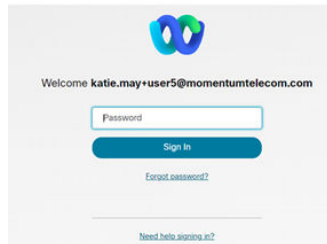
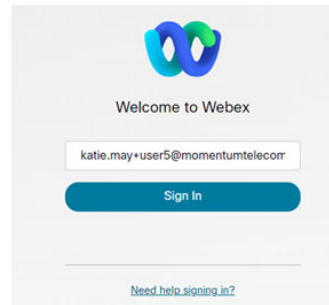
**IMPORTANT:** If you received a notification during [Step 3](#) that you have an existing Webex Account attached to your email address, you must follow the steps to delete that old account before you can proceed with activation/installation.

Note: You will need the sign in credentials (email and password) for your old/free Webex account to perform this task.

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. When done you may return to complete Steps 3 and 4 and begin working in your new Webex App.

