Connect with Webex

Self - Activation and Installation

Activate Connect with Webex

Step 1: PREP:

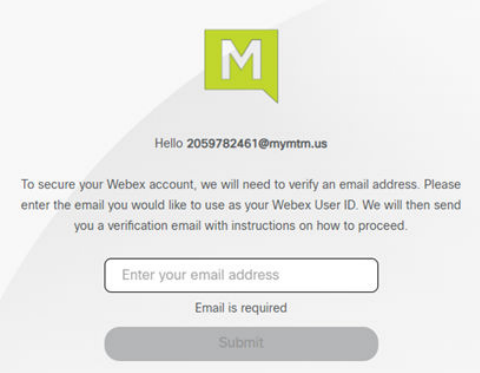
1. Have your work email and the login credentials you received on hand. These are your sign in credentials for Webex
2. Please also ensure that you manually sign out of any Webex accounts using other email addresses before starting

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

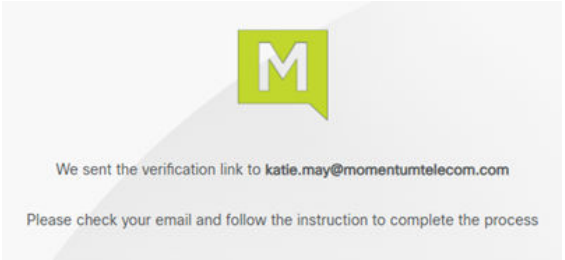
If you received an Activation link in the **email** communication from the Admin with your UN/PW credentials, you may also click that link to get started.

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

Enter your complete work email address when prompted



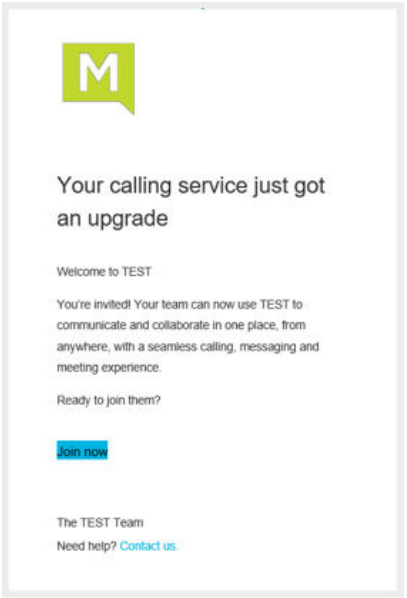
A verification link is sent to the email address you just entered



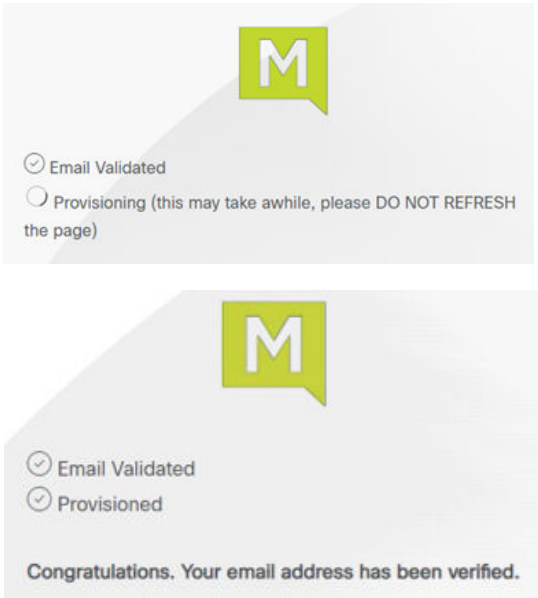
Step 3: Complete Email Verification by clicking the **Join Now** link you received

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.

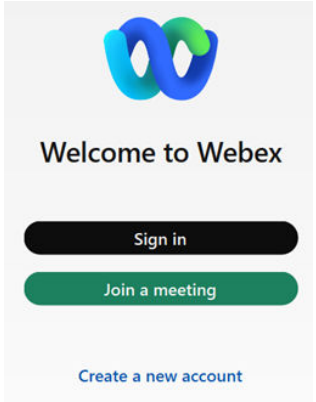


Click **Download for Windows 64 bit** and follow prompts to install on your desktop

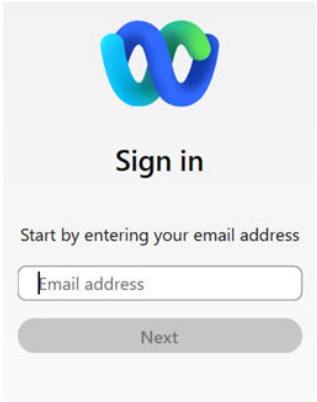
Important Note: *If you receive an error message from Webex about an old account tied to your email during this step, follow the instructions on page 4 and then try to Join again.*

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

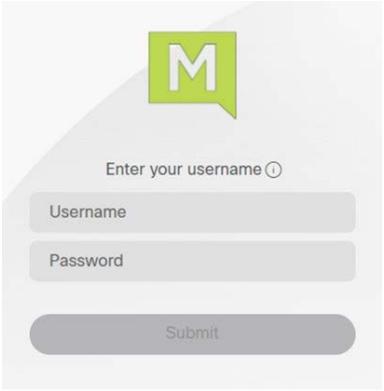
Click Sign In



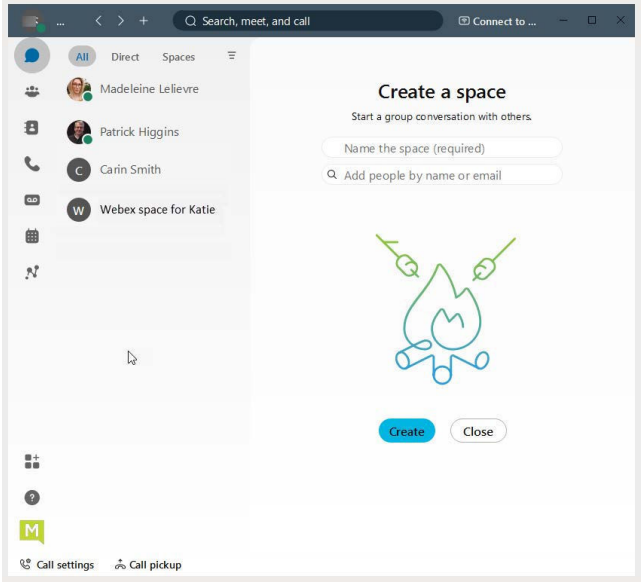
Enter your email address



Enter your Username and Password



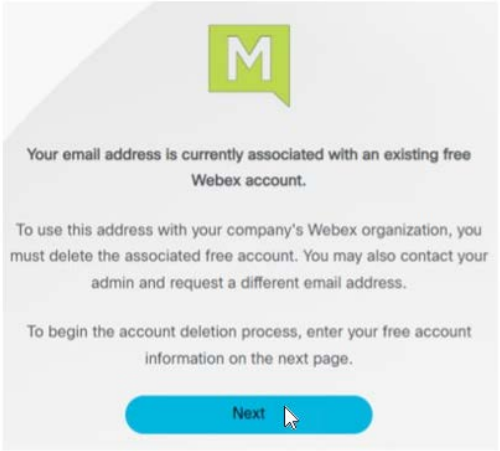
Welcome to Connect with Webex!



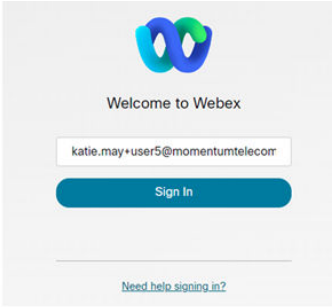
IMPORTANT: If you received a notification during Step 3 that you have an existing Webex Account attached to your email address, you must follow the steps to delete that old account before you can proceed with activation/installation.

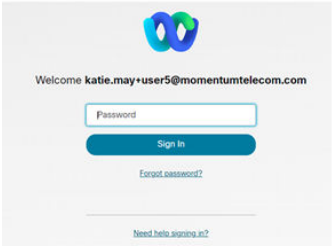
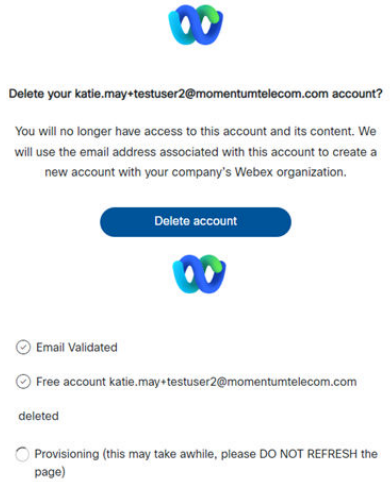
Note: You will need the sign in credentials (email and password) for your old/free Webex account to perform this task.

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.