

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

A screenshot of the Webex FIBER login page. At the top is the VEXUS FIBER logo. Below it is a text input field labeled "Enter your username" with a dropdown arrow. Underneath are two more input fields labeled "Username" and "Password". At the bottom is a grey "Submit" button.

Enter your complete work
email address when prompted

A screenshot of the Webex FIBER email verification page. At the top is the VEXUS FIBER logo. Below it is the text "Hello 2059782461@mymtm.us". A paragraph of text explains that an email address needs to be verified. Below this is a text input field labeled "Enter your email address" and a grey "Submit" button. A note below the input field says "Email is required".

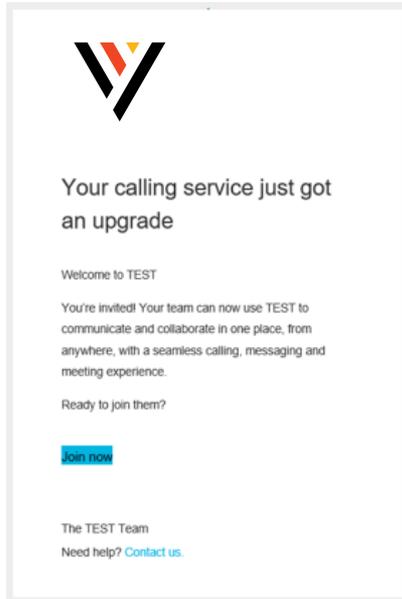
A verification link is sent to the
email address you just entered

A screenshot of the Webex FIBER verification confirmation page. At the top is the VEXUS FIBER logo. Below it is the text "We sent the verification link to katie.may@momentumtelecom.com". At the bottom is a paragraph of text: "Please check your email and follow the instruction to complete the process".

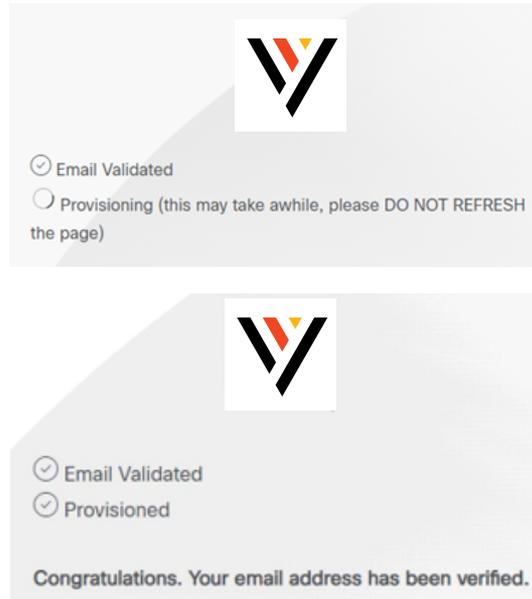
Step 3: Complete Email Verification by clicking the **Join Now** link you received

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

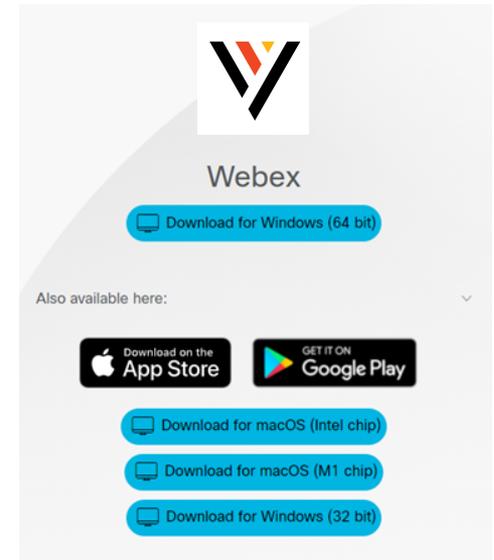
Click **Join Now** in the email.



Wait while validation and provisioning complete.

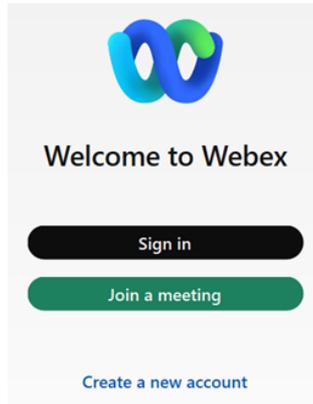


Click **Download for Windows 64 bit** and follow prompts to install on your desktop

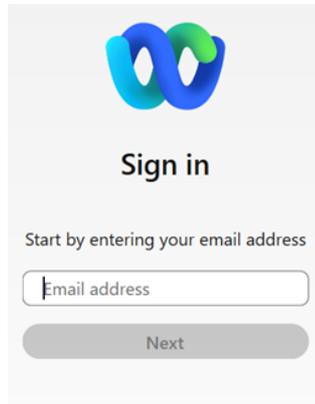


Step 4: Launch the new **Connect with Webex** Application, click **Sign In**, and enter your email address, and then your Username/Password credentials when prompted.

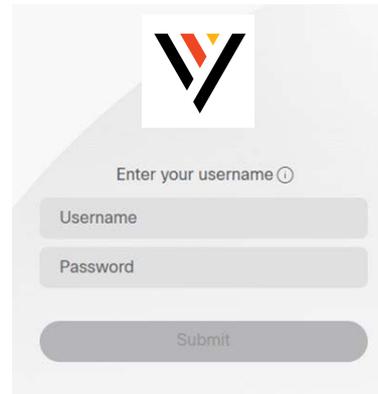
Click Sign In



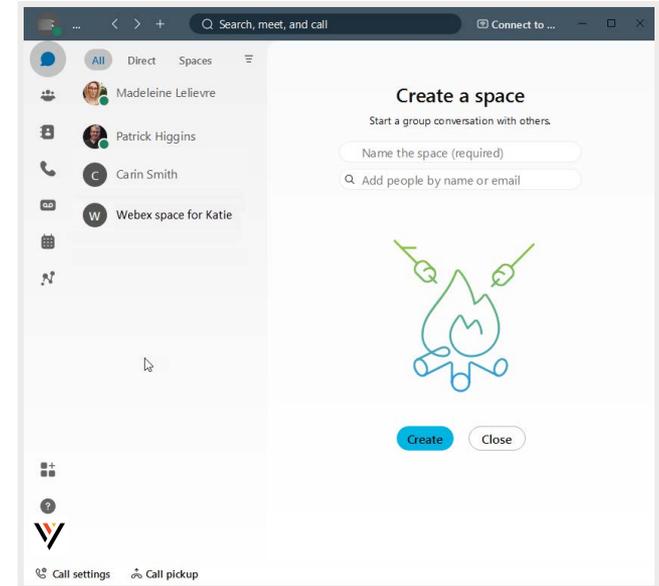
Enter your email address



Enter your Username and Password

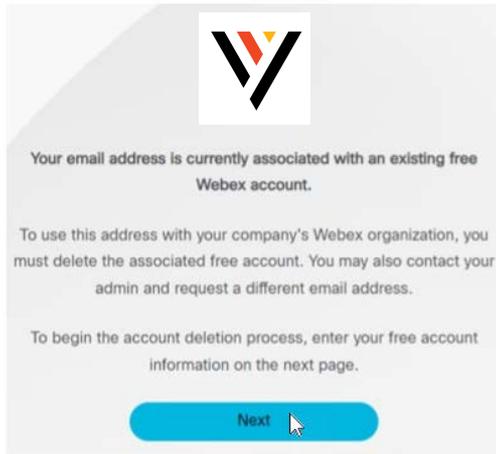


Welcome to Connect with Webex!



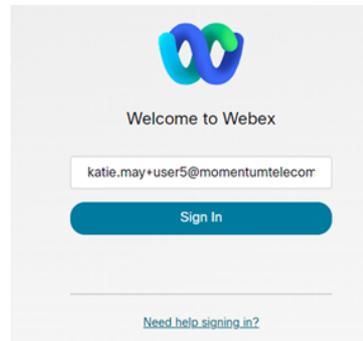
IMPORTANT: If you receive a notification during Step 3 that you have an existing *Free Webex Account*, you must delete it. Note: You will need to know the Username and Password credentials for your free Webex account.

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

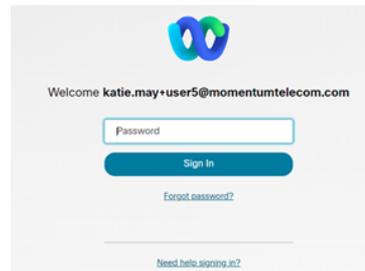


The screenshot shows a notification email from Webex. At the top is the Webex logo. Below it, the text reads: "Your email address is currently associated with an existing free Webex account." It then explains that to use the address with a company's Webex organization, the user must delete the associated free account. A blue button labeled "Next" is at the bottom, with a mouse cursor hovering over it.

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

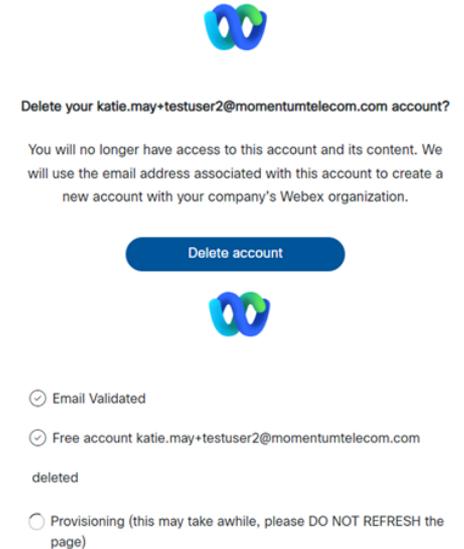


The screenshot shows the Webex sign-in page. It features the Webex logo and the text "Welcome to Webex". Below this is a text input field containing the email address "katie.may+user5@momentumtelecom". A blue "Sign In" button is positioned below the input field. At the bottom, there is a link that says "Need help signing in?".



This screenshot shows the Webex sign-in page with the password field filled in. The text "Welcome katie.may+user5@momentumtelecom.com" is displayed above the password input field. Below the password field is a blue "Sign In" button. A link "Forgot password?" is located below the button. At the bottom, there is a link "Need help signing in?".

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



The screenshot shows the Webex account deletion confirmation page. It features the Webex logo and the text "Delete your katie.may+testuser2@momentumtelecom.com account?". Below this is a message: "You will no longer have access to this account and its content. We will use the email address associated with this account to create a new account with your company's Webex organization." A blue button labeled "Delete account" is centered on the page. Below the button is another Webex logo. At the bottom, there are three status items: "Email Validated" (checked), "Free account katie.may+testuser2@momentumtelecom.com deleted" (checked), and "Provisioning (this may take awhile, please DO NOT REFRESH the page)" (unchecked).