To download Webex, go to <u>webex.com/downloads</u>.
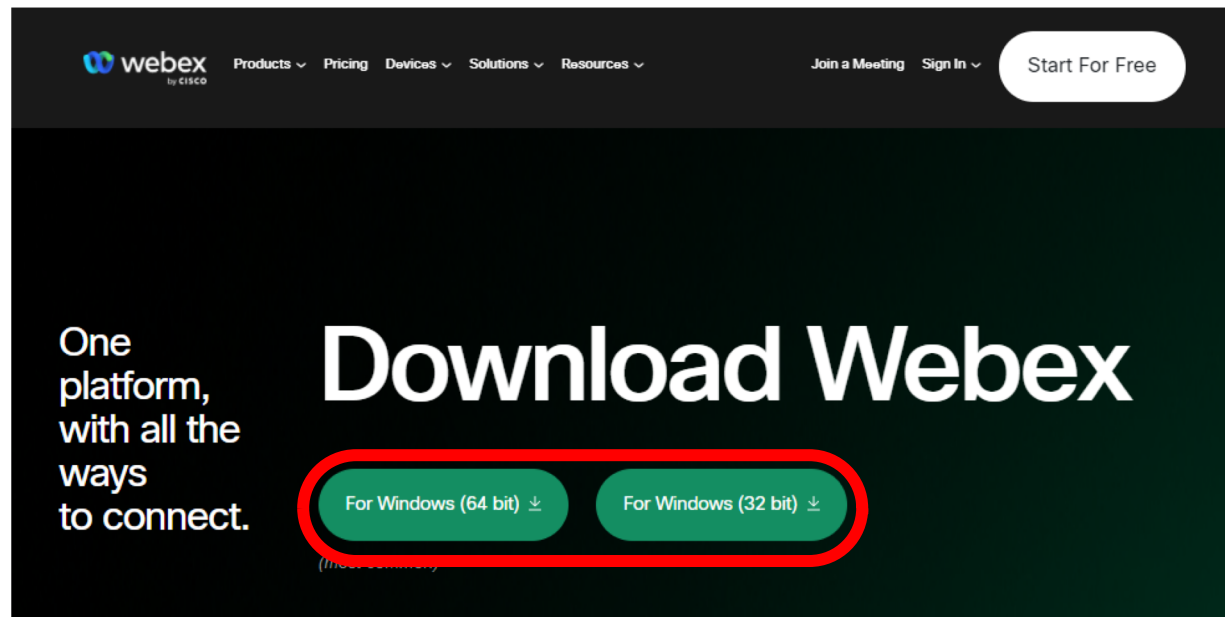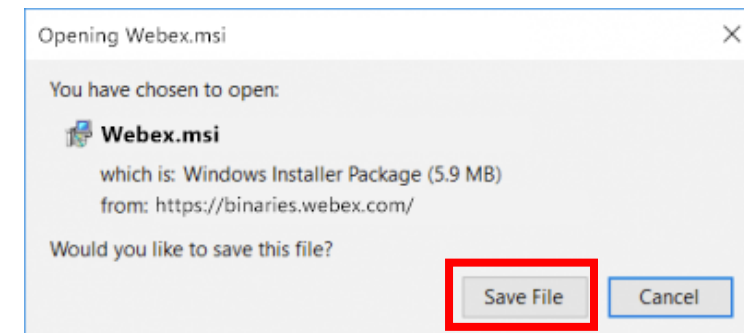
Click the green **For Windows** button. Please note if you are using a Mac the button will read **For Mac**.
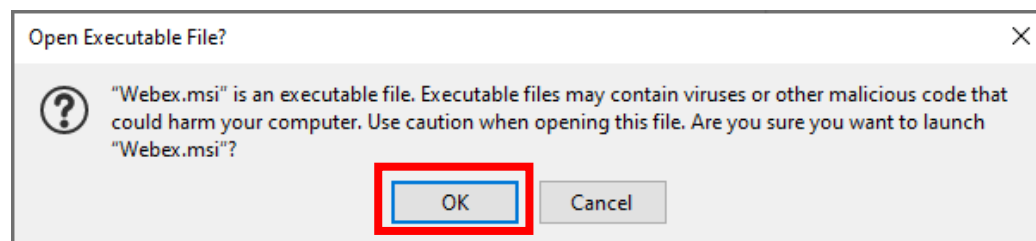

You will be prompted to save an installation file onto your computer. The type of file will depend on the type of laptop or PC you are using.

Click **Save File** to save the file.

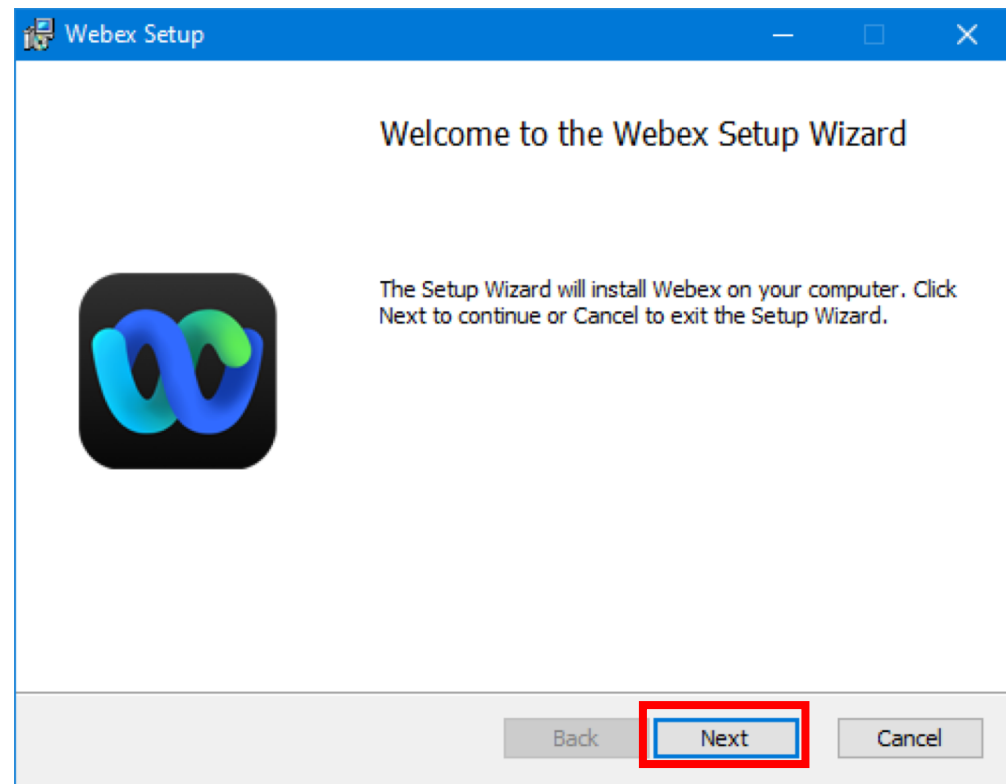Once downloaded, click the installation file to open it.

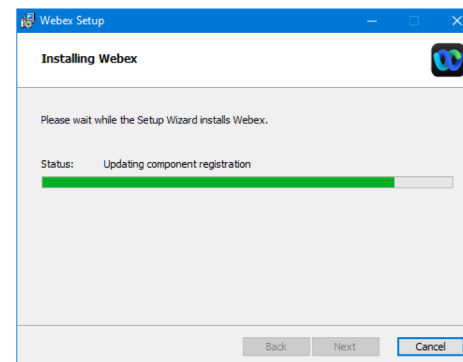You will be asked to confirm you wish to open the file, click **OK**.
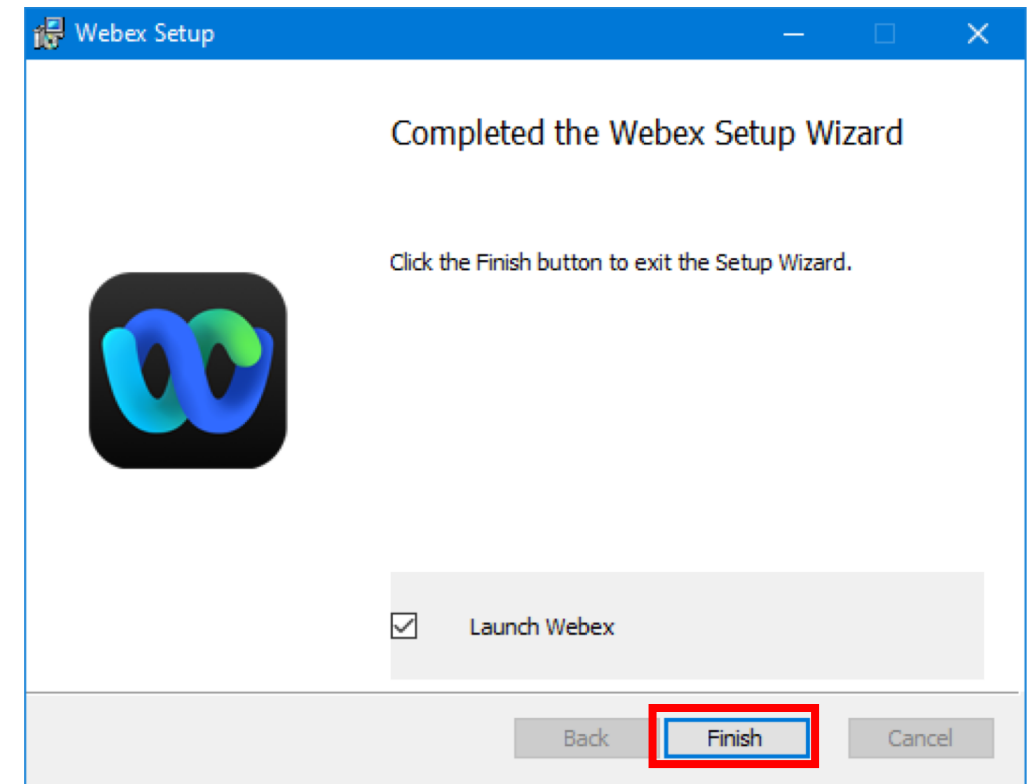
Installing Webex

Follow the steps to install the **Webex application**.
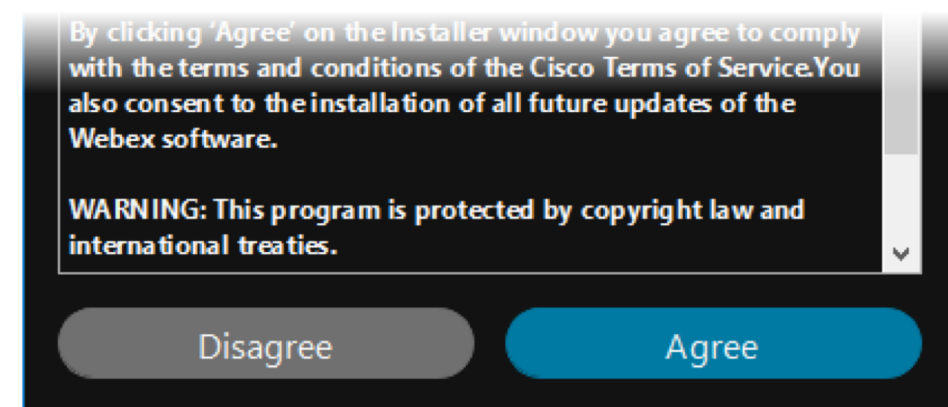

1. Click **Next**.

2. Webex will install.

3. Click **Finish** to finish the installation and open Webex.

4. You will then be asked to read through and accept the **Webex End User Licence Agreement**.

Downloading Webex and Signing In Guide (Desktop)

Signing In to Webex

The first time you sign into Webex, you will need to create your account.

1. Enter your email address and click **Next**.

Welcome to Webex. It's nice to meet you.

peterjones@hotmail.com

Next

Need help signing in? Get Help

2. You will receive an email with a six-digit confirmation code. Enter the code into the Webex application.

Check your email

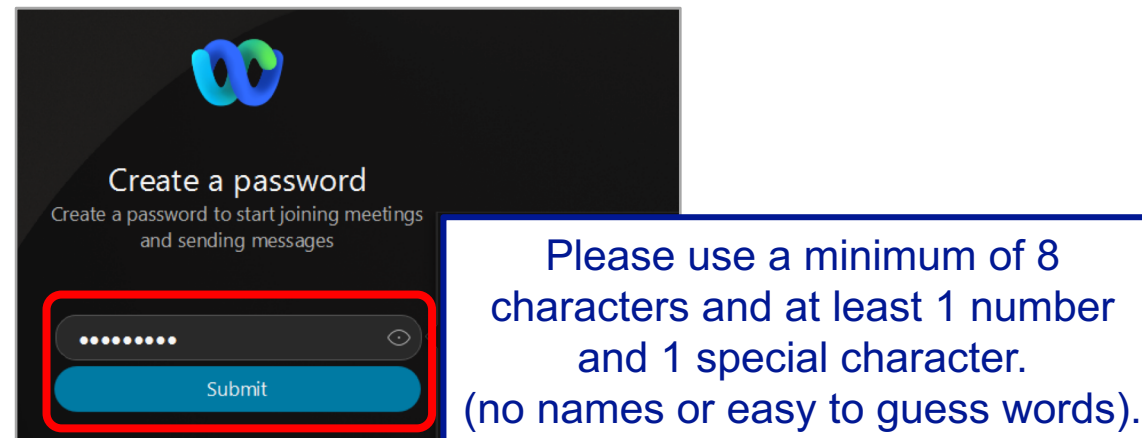We sent a six-digit confirmation code to
peterjones@hotmail.com.

8 7 5 2 5

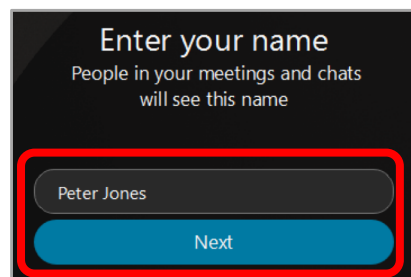3. Create a password and click **Submit**.

Create a password
Create a password to start joining meetings and sending messages

Submit

Please use a minimum of 8 characters and at least 1 number and 1 special character. (no names or easy to guess words).

4. Enter your first and last name and click **Next.**

Enter your name
People in your meetings and chats will see this name

Peter Jones

Next

You will now be signed in to Webex.

Downloading Webex and Signing In Guide (Desktop)