

Cisco Webex Mobile App Setup

From United Client Services



- Step 1
- Once you have logged into the online portal, click on Employees and select one of the active users.
- On the left click Applications.
- You will need to make a note of the username showing in the grey box and you will need to setup a password.

• Once you have changed your password, click on **Setup Cisco Webex.**





• Step 2

 On the screen you see, click Continue and you will be asked to enter the username and password (this is the one you made a note of previously)





• Step 3

• Enter a valid email address to use the service.

• Please note, if you have previously used Cisco Webex, you will need to either use a different email address or deregister your previous email.

• The email is needed to validate the activation of the service.

Hello User03@ucs

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.





• Step 4

 You will get an email confirming your access to Webex, click on the Join Now button. no_reply@webex.com to me * 08:19 (2 minutes ago) 🙀 🔦 🚦

Your calling service just got an upgrade

Welcome to Webex for Broadworks

You're invited! Your team can now use Webex for Broadworks to communicate and collaborate in one place, from anywhere, with a seamless calling, messaging and meeting experience.

Ready to join them?



The Webex for Broadworks Team Need help? Contact us.



• Step 5

• Once you click on the Join Now button, the service will start to be activated fully for you. Email Validated

Provisioning (This may take a while, please let this continue to finish.)



• Step 6

- After the service is fully activated, you will be able to download the application on to your computer.
- After you have installed the application, you will be asked to enter the email address that you used to validate the account and then your username and password.





• Step 7

• You can use the link from the sign-up screen, or alternatively, you can search for Webex in the app store and install.





- Step 8
- On the sign-in / sign up screen, enter the email that you used to register for the service.
- Enter the application username and password created from the Cloud Voice portal.



