



United Client Services

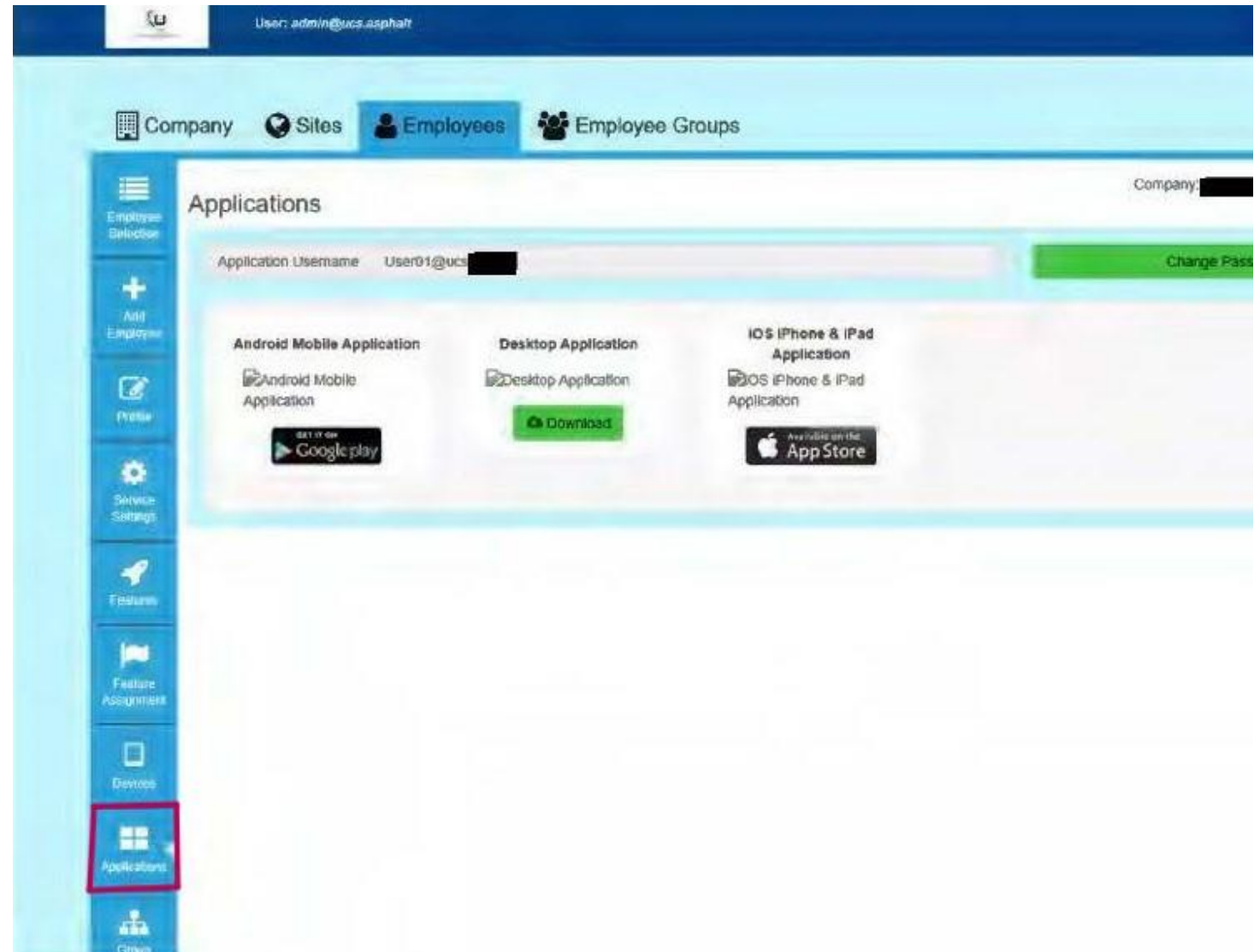
Cisco Webex Mobile App Setup

From United Client Services

Webex Mobile App Setup

• Step 1

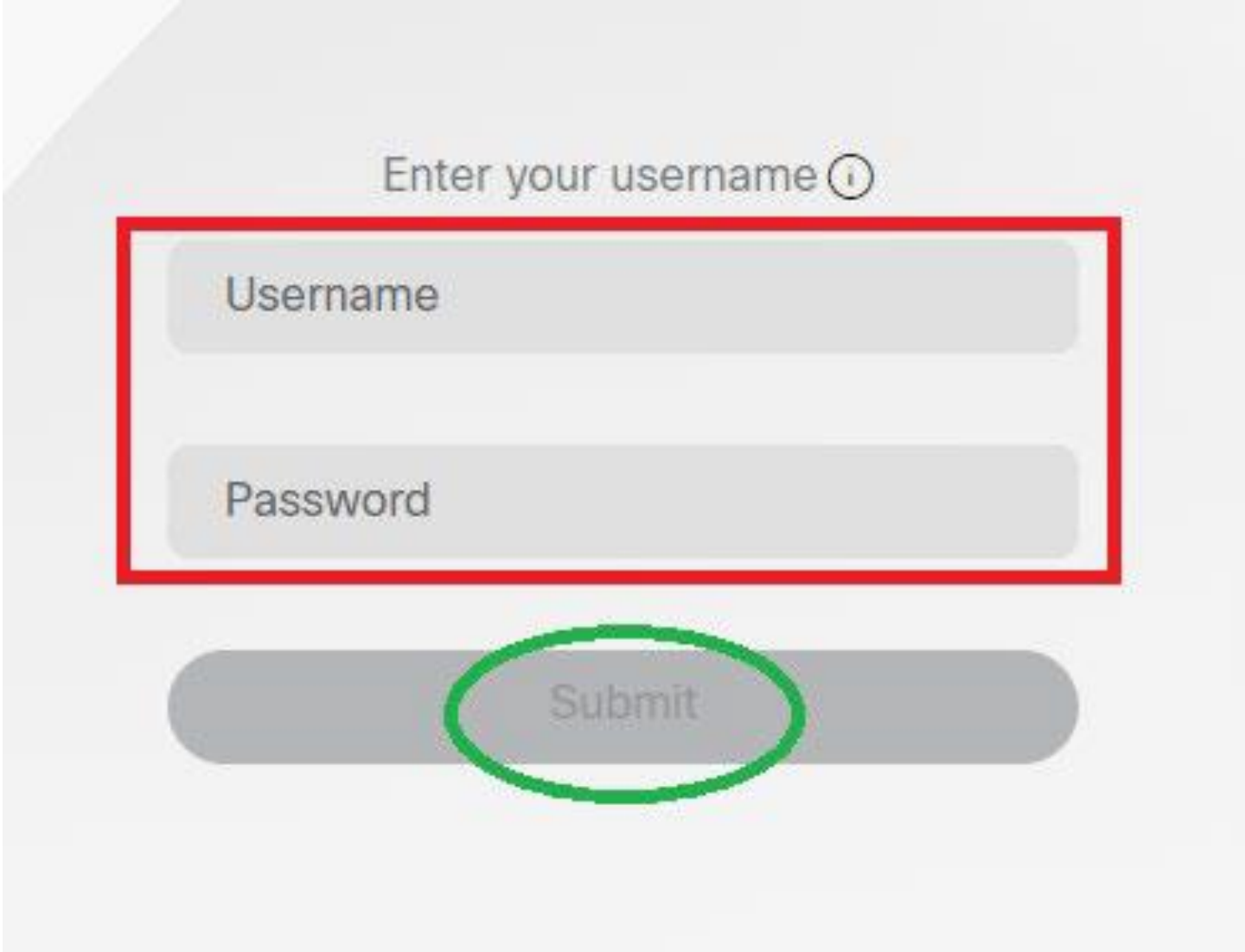
- Once you have logged into the online portal, click on Employees and select one of the active users.
- On the left click Applications.
- You will need to make a note of the username showing in the grey box and you will need to setup a password.
- Once you have changed your password, click on **Setup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



Webex Mobile App Setup

- **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)



Enter your username ⓘ

Username

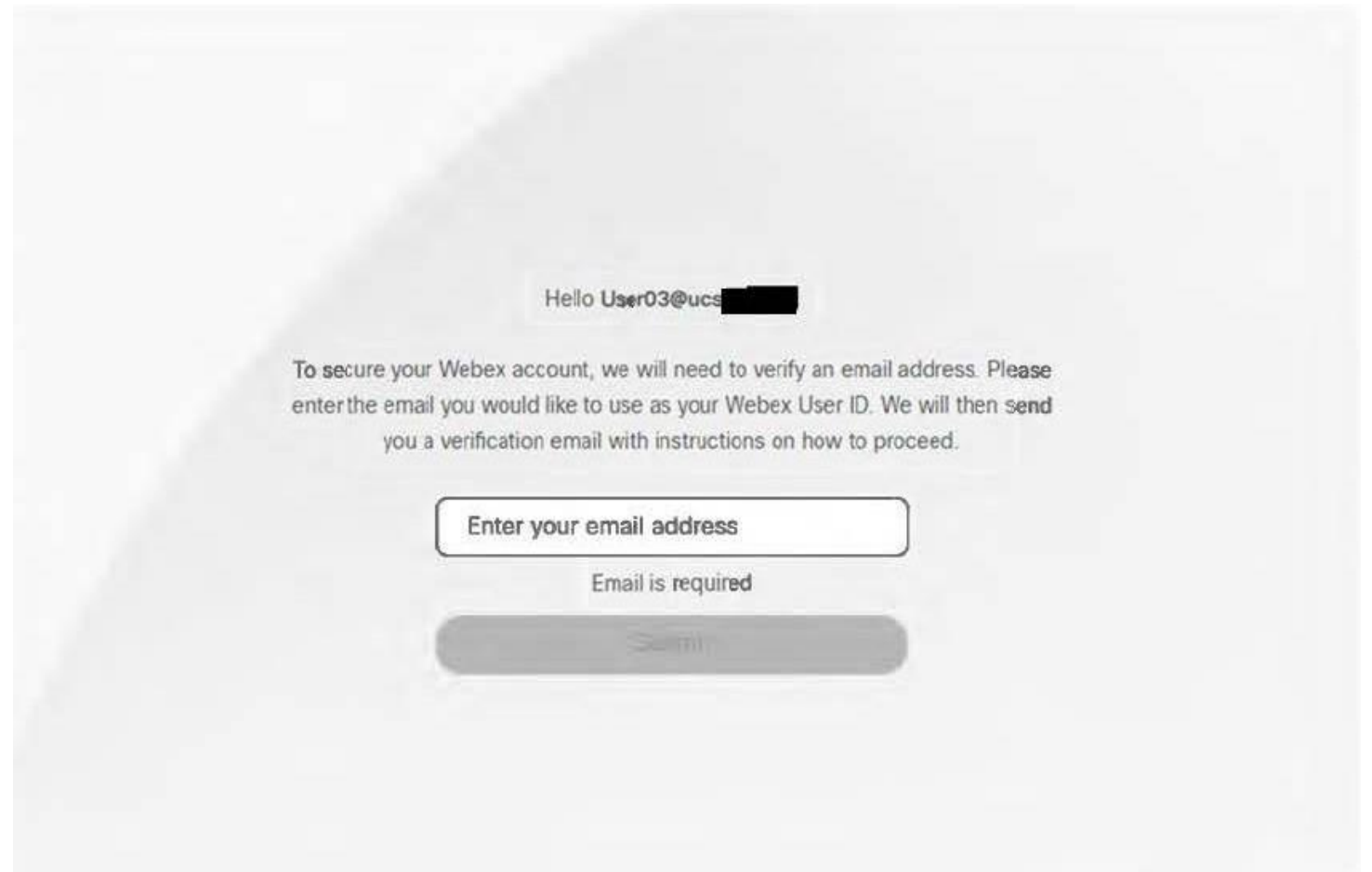
Password

Submit

Webex Mobile App Setup

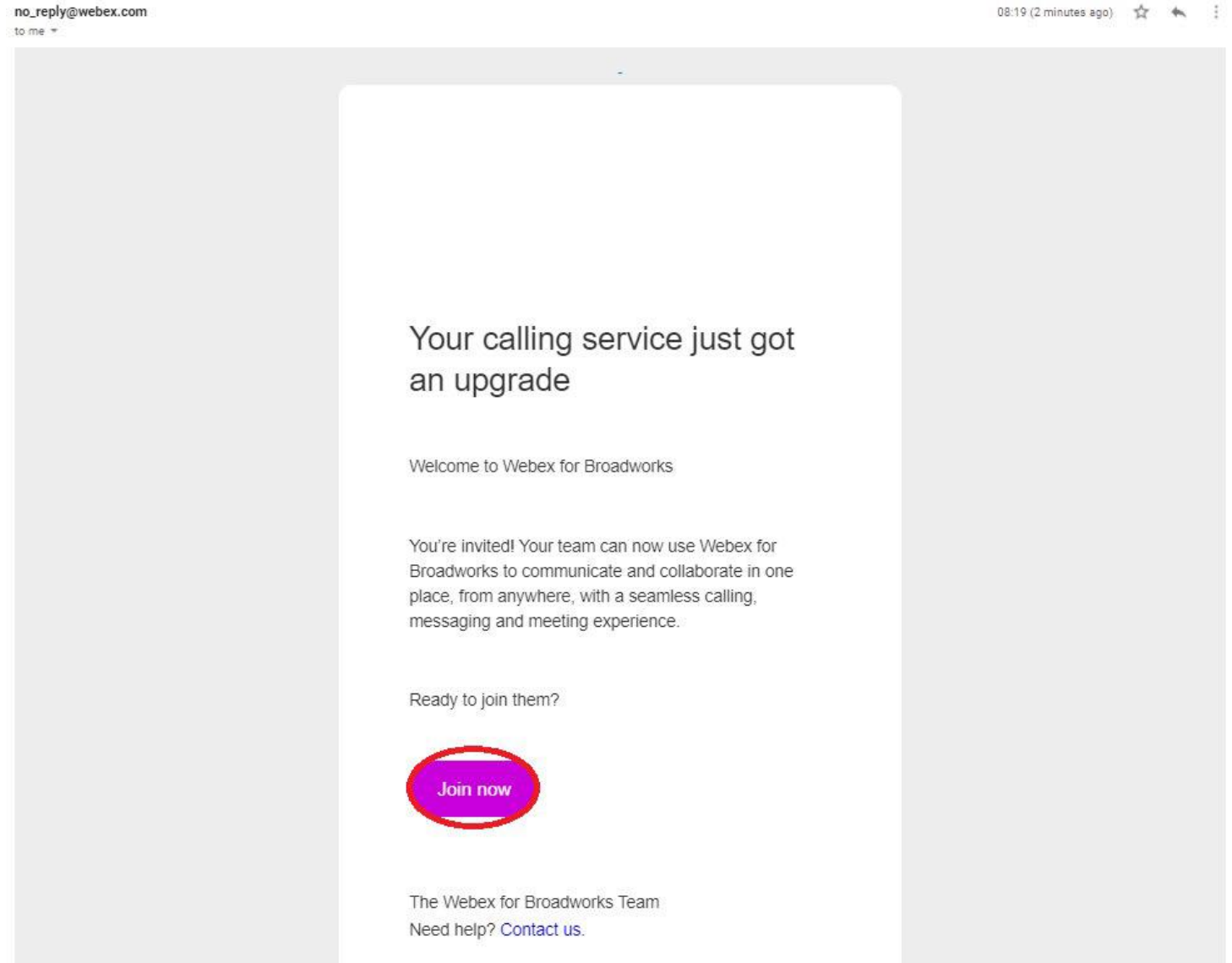
- **Step 3**

- 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 de-register your previous email.
- The email is needed to validate the activation of the service.



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- **Step 4**
- You will get an email confirming your access to Webex, click on the Join Now button.



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- **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.)

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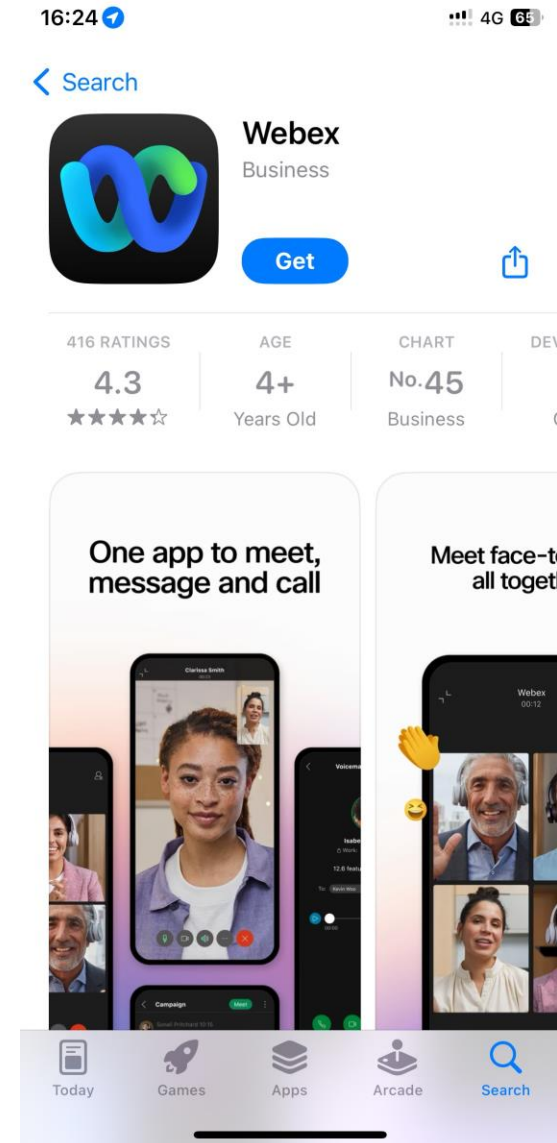
- **Step 6**

- 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.



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- **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.



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- **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.

