

# VEXUS Mettings Webex App User Guide

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## Connect with Webex

**Activation | Installation**

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## Activate Connect with Webex

### Step 1: PREP:

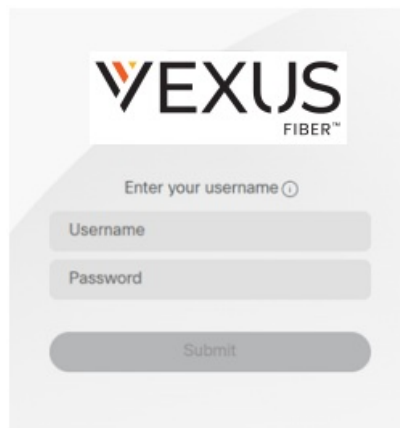
1. Have the username and password credentials you received on hand. These will be your sign in credentials for Webex
2. Please also ensure that you manually sign out of any other free or in use Webex accounts you may have before starting

### Step 2: Click [HERE](#) to Access the Connect with Webex User Activation Portal



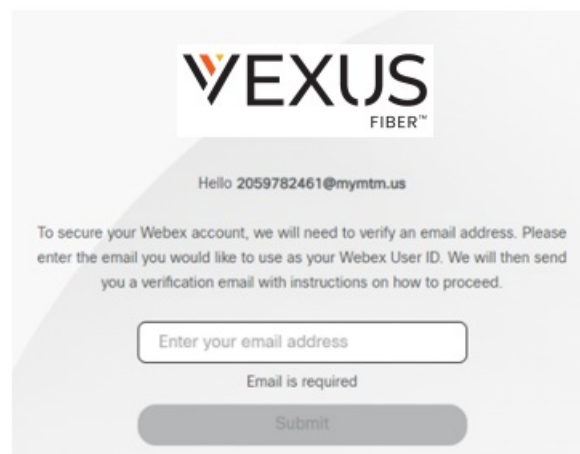
If you received an Activation link in the **email** communication from the Admin with your UN/PW credentials, you may also click it to get started.

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



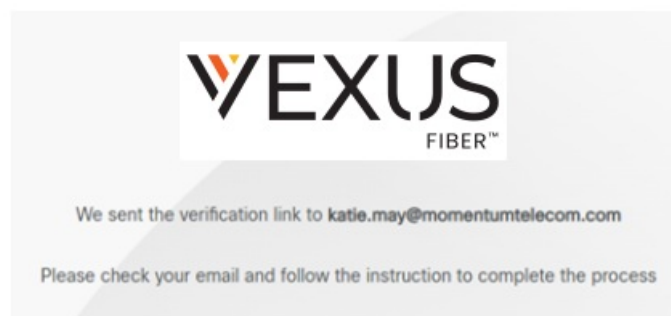
The image shows a login interface for VEXUS FIBER. At the top is the VEXUS FIBER logo. Below it is a prompt "Enter your username" with a help icon. There are two input fields: "Username" and "Password". At the bottom is a "Submit" button.

Enter your complete work email address when prompted



The image shows an email verification screen for VEXUS FIBER. It displays the VEXUS FIBER logo and a greeting "Hello 2059782461@mymtm.us". Below this is a message: "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." There is an input field labeled "Enter your email address" and a "Submit" button. A message "Email is required" is displayed below the input field.

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



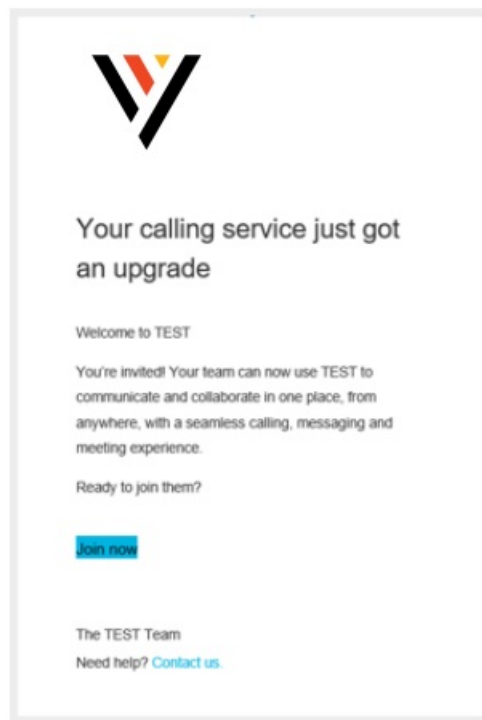
The image shows a confirmation screen for VEXUS FIBER. It displays the VEXUS FIBER logo and a message: "We sent the verification link to katie.may@momentumtelecom.com". Below this is another message: "Please check your email and follow the instruction to complete the process".

**Step 3:**

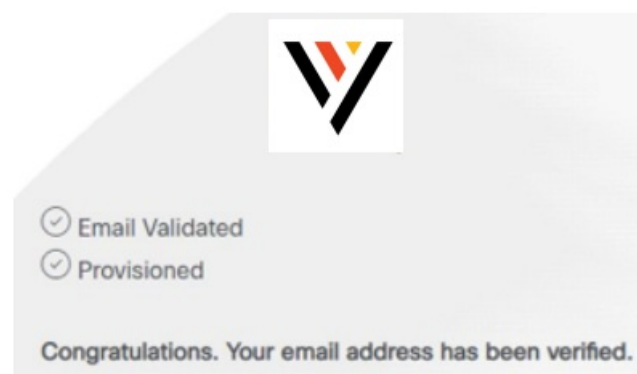
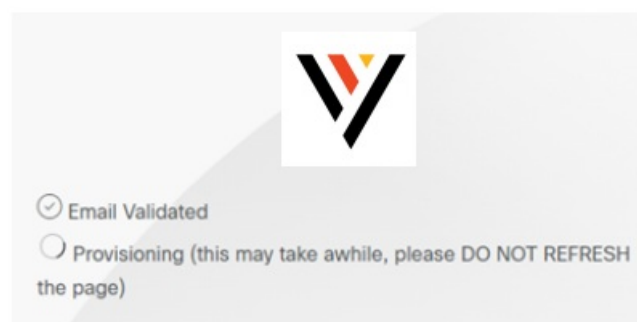
Complete Email Verification by clicking the **Join Now** link you received

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

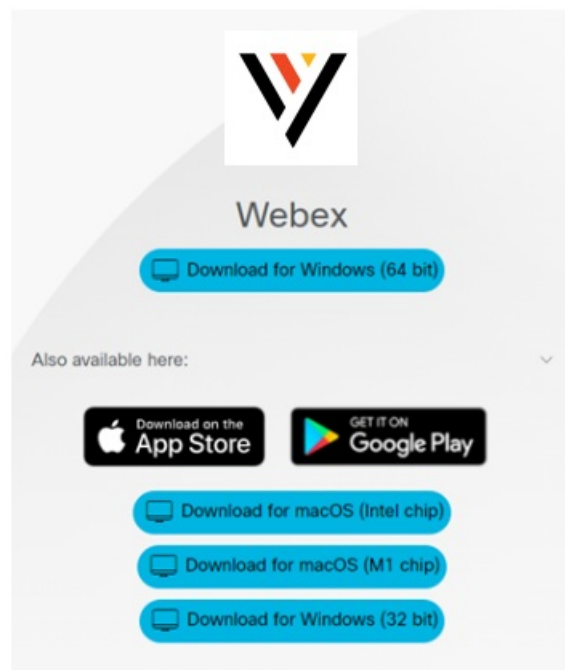
Click **Join Now** in the email.



Wait while validation and provisioning complete.



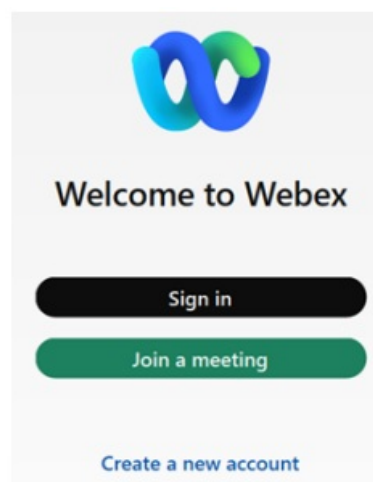
Click **Download for Windows 64 bit** and follow prompts to install on your desktop




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




## Sign in

Start by entering your email address

Next

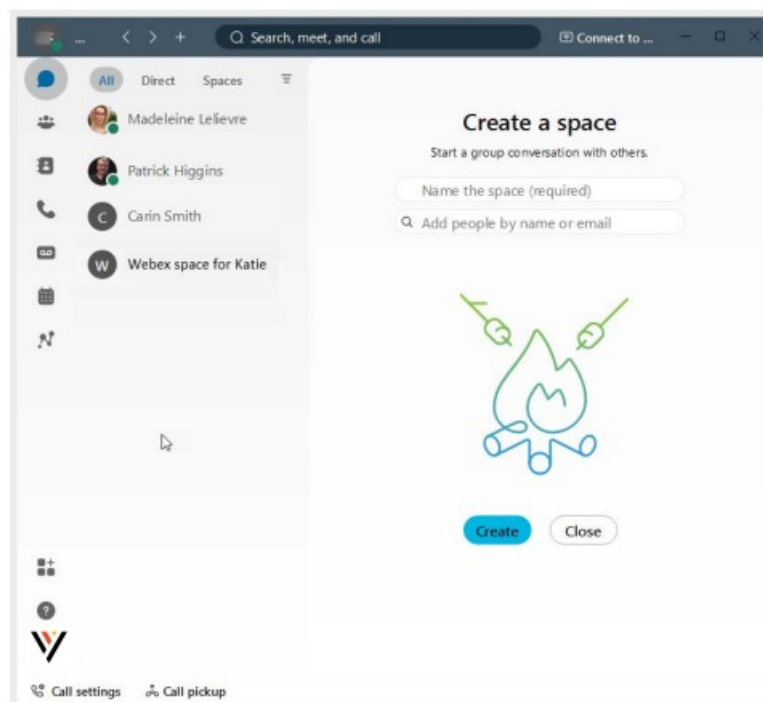
Enter your Username and Password



Enter your username ⓘ

Submit

Welcome to Connect with Webex!



Search, meet, and call

Connect to ...

All Direct Spaces

Madeleine Lelievre


Patrick Higgins

Carin Smith

Webex space for Katie

### Create a space

Start a group conversation with others.



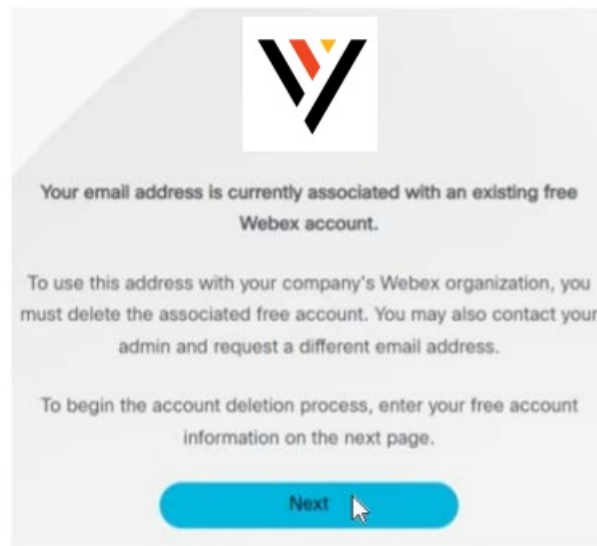
Create Close

Call settings Call pickup

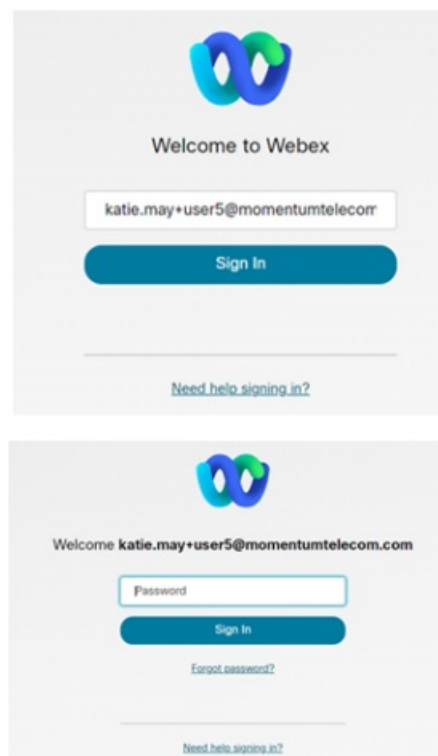
**IMPORTANT:** If you receive a notification during Step 3 that you have an existing Free Webex Account, you must delete it. Note: You will need to know the Username and Password credentials for your free Webex

account.

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



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



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



Delete your katie.may+testuser2@momentumtelecom.com account?

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.

Delete account



- ☒ Email Validated
- ☒ Free account katie.may+testuser2@momentumtelecom.com deleted
- ☐ Provisioning (this may take awhile, please DO NOT REFRESH the page)

## Documents / Resources



[VEXUS Mettings Webex App](#) [pdf] User Guide  
Mettings Webex App

[Manuals+](#)