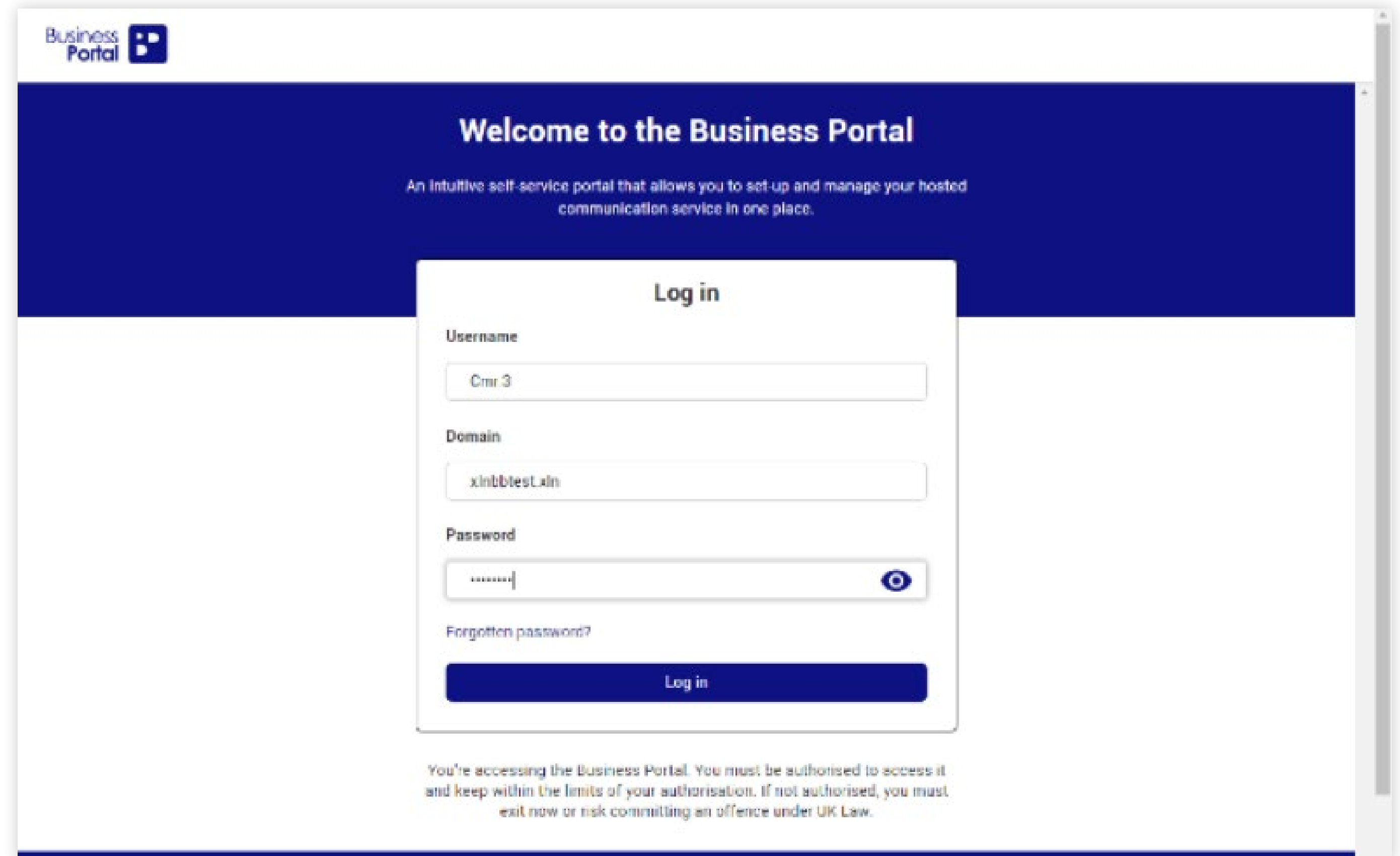


xln | cloud voice

How to set up your mobile app

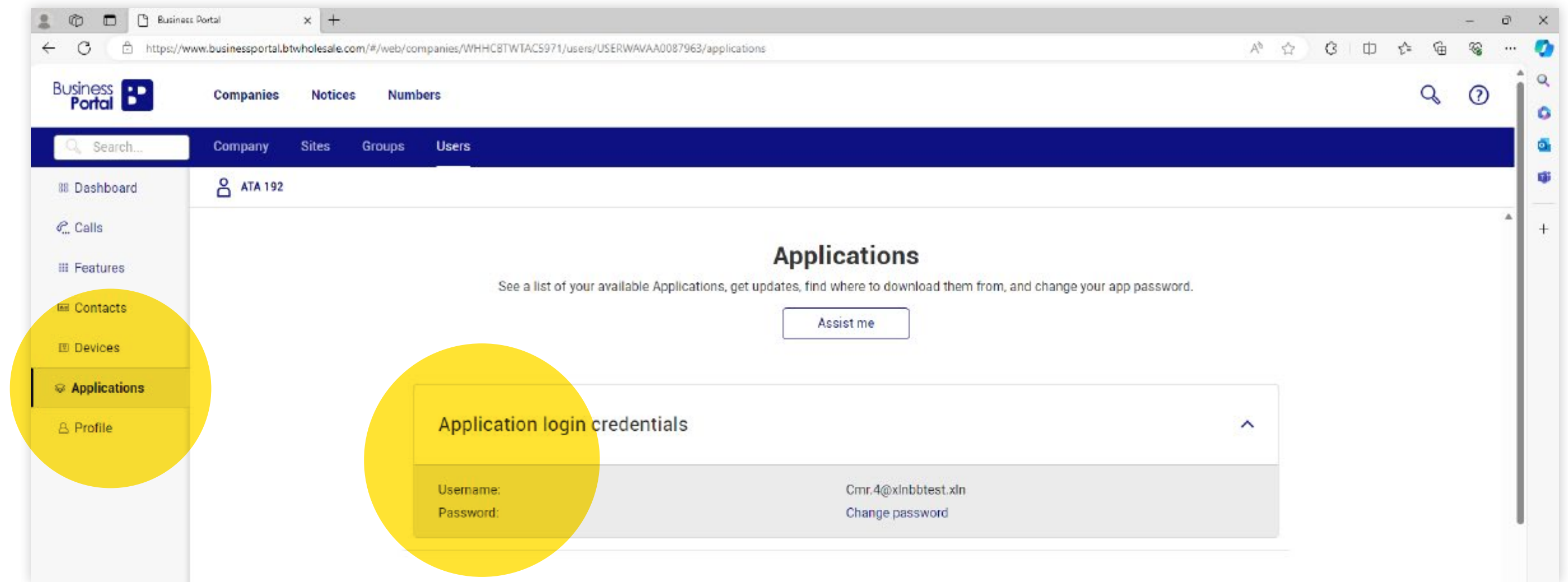
How to set up your mobile app

- You will configure your Mobile App using the 'Business Portal'.
- Prior to your go-live date, you will receive an email with your login details for the Business Portal.
- You will see this image (shown on the right) on the login page.



How to set up your mobile app

- Once logged in, the user dashboard/homepage will load.
- Select **'Applications'** on the left.
- Select the user.
- Click **'Change password'**.
- You must set a password for the Mobile App.
- This username and password will be used to login to the Mobile App.
- Save your password and move to the next steps to download the Mobile App.




How to set up your mobile app

- Scroll down the page and select **‘Set up Cisco Webex’**.
- Select the Mobile App for your device.

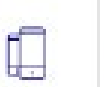
3 applications found.

Please note, if you have clicked the Activate button against any of the Cisco Webex packages, the registration process will take up to 1 minute to complete. Once this is finished, the button will no longer show Activate, allowing you to complete your set-up.

Mobile & tablet Apps


 **Cisco Webex for Android** ANDROID

Assist me > [Activate](#)

 **Cisco Webex for iPhone/iPad** IPHONE

Assist me > [Activate](#)

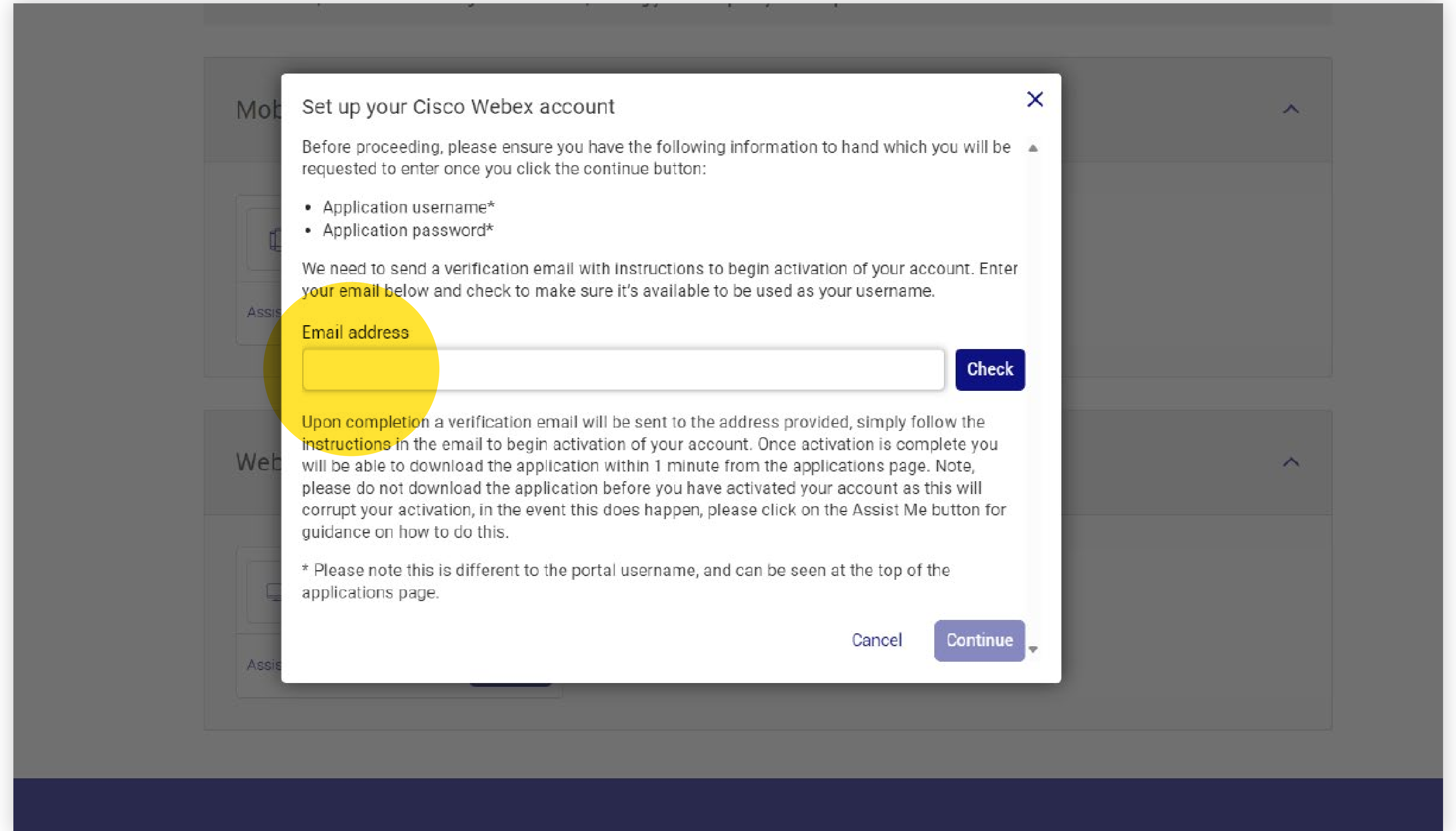
Web Apps

 **Cisco Webex for Desktop**

Assist me > [Activate](#)

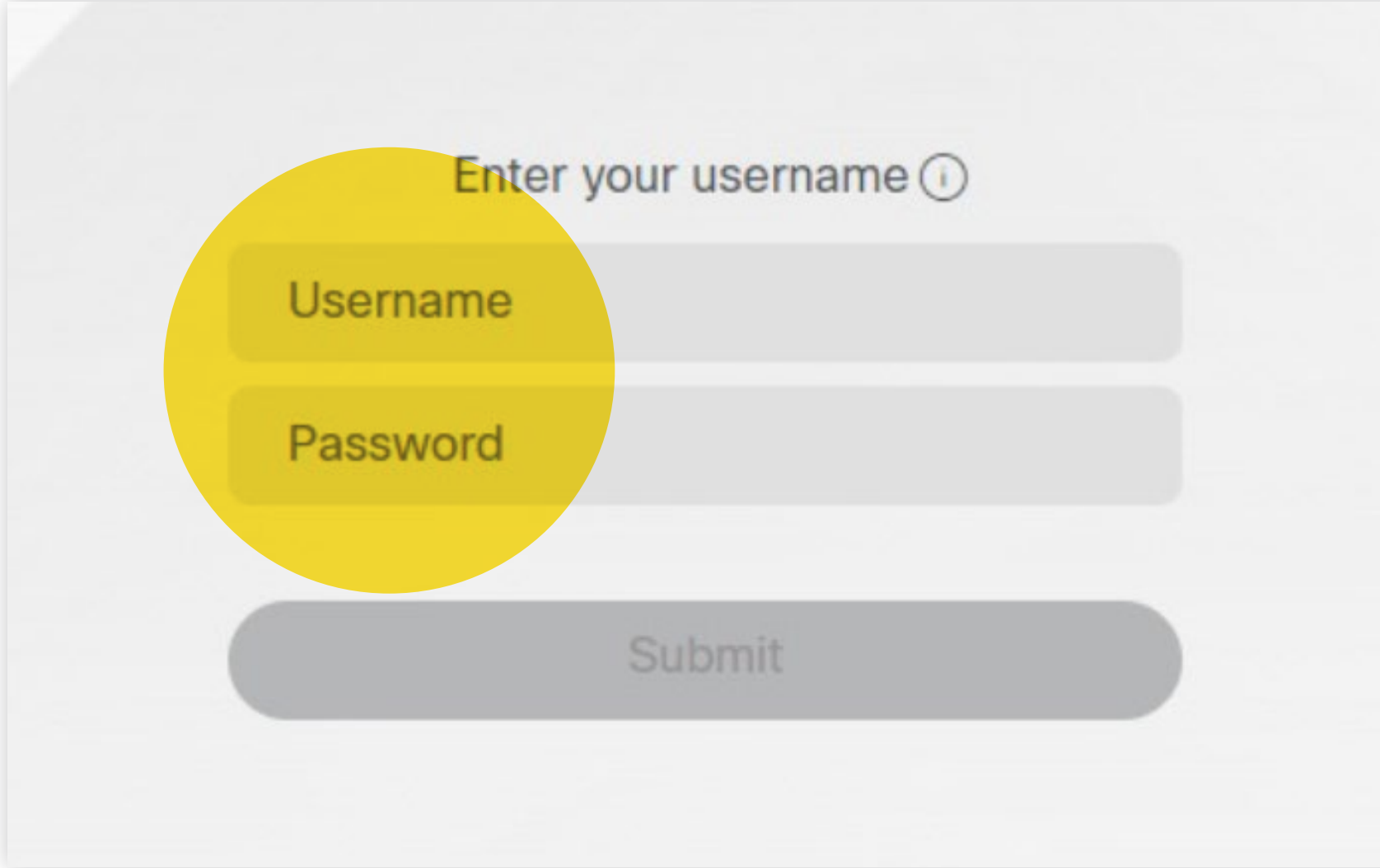
How to set up your mobile app

- You will be prompted to insert your email address as shown. **Make sure your email address is correct.**



How to set up your mobile app

- After inputting the information, select '**Check**' and then click '**Continue**' once it becomes clickable.
- Next, enter the username generated and the password that you chose and click submit.



Enter your username ⓘ

Username

Password

Submit

The image shows a mobile app login screen. At the top, it says "Enter your username ⓘ". Below this are two input fields: "Username" and "Password". A yellow circle highlights both the "Username" and "Password" fields. At the bottom of the form is a "Submit" button.

How to set up your mobile app

- Input your chosen email address and click **'Submit'**.
- You will be sent a verification email, open the email and click **'Join Now'**.

Hello Cmr.3@xlnbbtest.xln

To secure your Webex account, we will need to verify an email address. Please enter the email that you would like to use as your Webex User ID. We will then send you a verification email with instructions on how to proceed.

Enter your email address

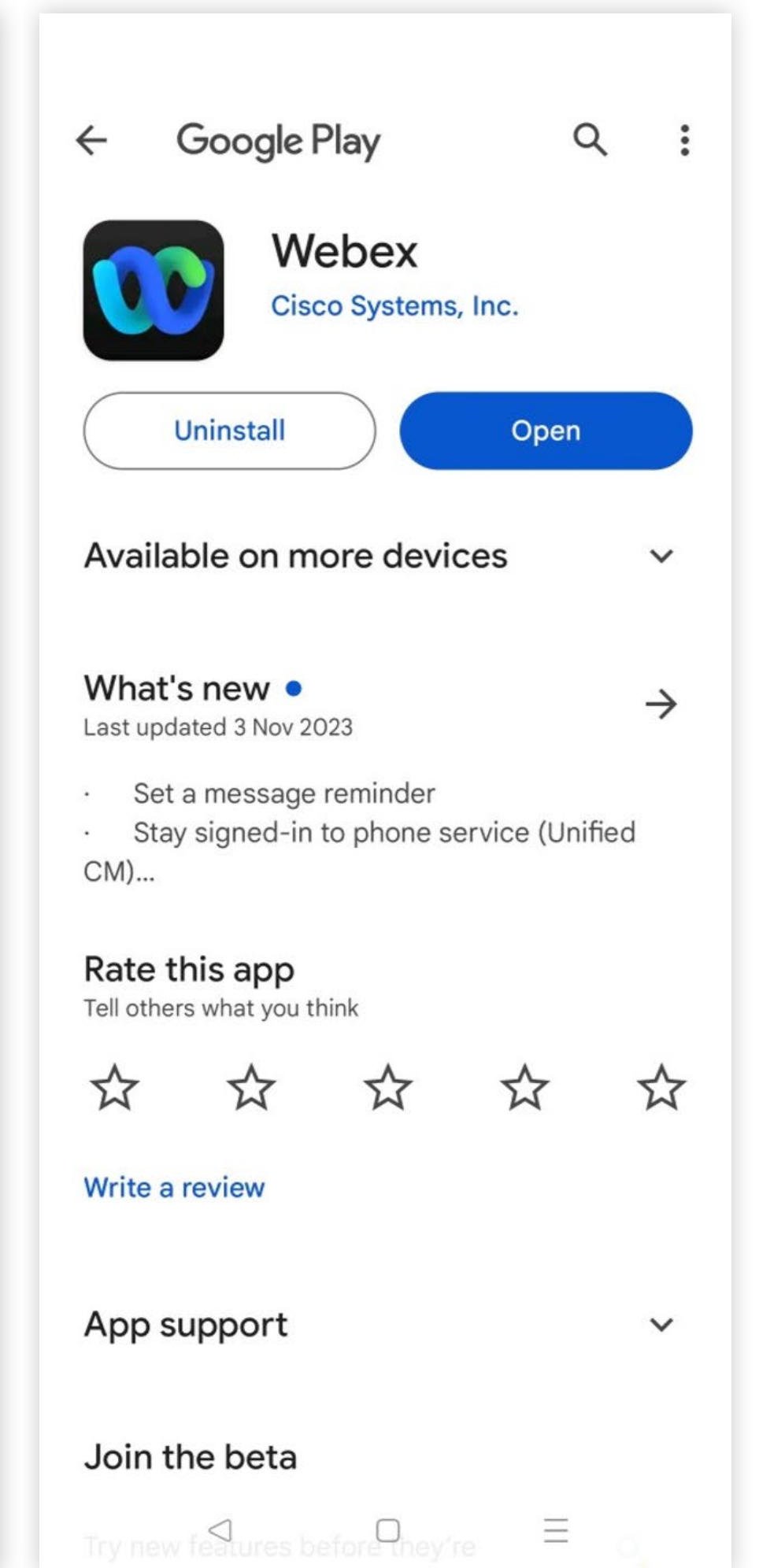
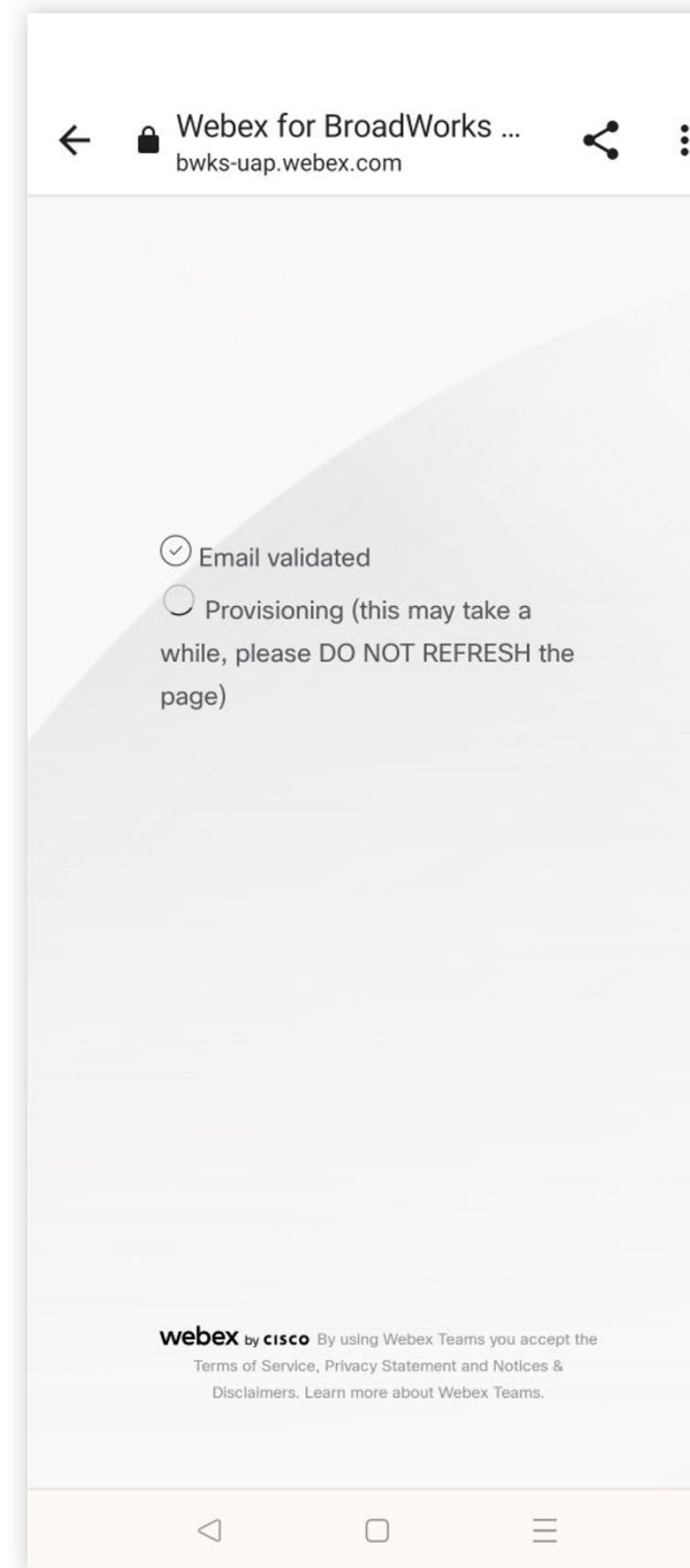
Email is required

Submit

The screenshot shows a verification form with a text input field containing the placeholder text "Enter your email address" and a "Submit" button. A yellow circle highlights the input field, and another yellow circle highlights the "Submit" button. Below the input field, the text "Email is required" is displayed. The form is set against a light gray background with a white diagonal stripe.

How to set up your mobile app

- Wait approximately three minutes until the screen directs you to the download page.
- Choose the right app store (App Store/Google Play Store/Microsoft Store) for your mobile device.
- Download the app.
- Then, log in to Webex with your email address, username, and password.



How to set up your mobile app

If you're using a PC or laptop, there's a slightly different process.

- Open your internet browser window and type in **web.webex.com/sign-in**
- Log in to Webex with your email address, using the username and password you have created.

