

Setting up your new Cisco Webex Meetings Account!

Step #1 - Watch for the email below within the next 24 hours

Subject: Important: Your Cisco Webex account information
From: messenger@webex.com

Hello Webex New User,

Your Cisco Webex account user name is yourname@domain.com
To enjoy the benefits and convenience of online meetings, create a new password.

<https://meetingsamer.webex.com/meetingsamer/changePassword.php?USID=abcdefghijklmnp1234567890>

(The link will be available for only 24 hours after the time this email was sent.)
If necessary, you may need to update your contact information.

Regards,
Cisco Webex Customer Services

Click link to
create your
new
password

Step #2 – Create your new password

Hi Webex New User

Create a password for your account so you can sign in to your Webex site and to the Cisco Webex Meetings desktop app and mobile app.

User name: newuser@email.com

Continue

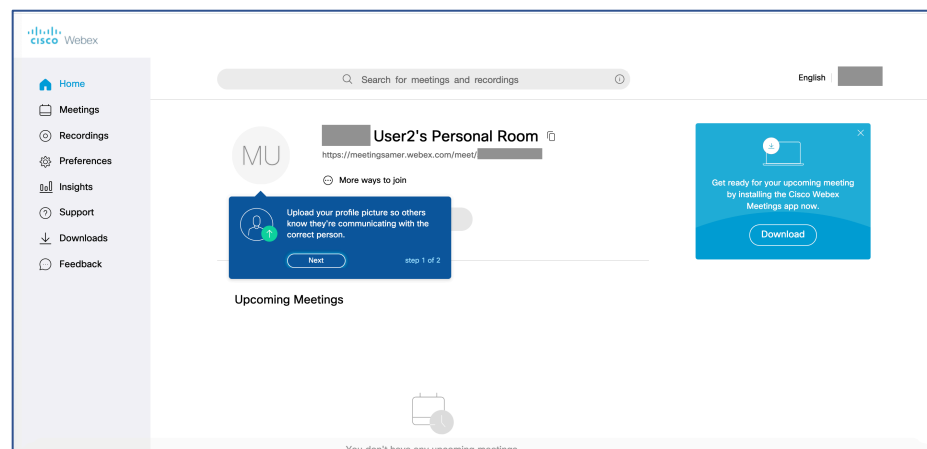
Must contain

- ✓ At least 8 characters
- ✓ At least 2 letters (a, A, b, B, c, C...)
- ✓ A mix of uppercase and lowercase letters
- ✓ At least 1 number (1, 2, 3...)

Must not contain

- ✓ Your name, username, or company name
- ✓ Your last 3 passwords
- ✓ Easy-to-guess words
- ✓ Any character repeated 3 or more times

Step #3 – Congratulations and welcome to your new Webex Meetings home page!



The screenshot shows the Cisco Webex Meetings home page. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area features a search bar at the top, a language selector set to English, and a central section for "User2's Personal Room" with a "More ways to join" link. Below this is a "Upcoming Meetings" section with a "Next" button and "step 1 of 2" indicator. A blue notification box prompts the user to "Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now." with a "Download" button. At the bottom, it states "You don't have any upcoming meetings."