

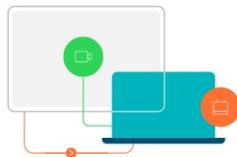
# WebEx Account Activation Guide

Cisco WebEx is a web and software platform used for communication by NCTC staff, students, and guests outside of the college. WebEx features include video conferencing, chat, webinars, online meetings, polling, Breakout Sessions and Live Streaming to social media platforms.

WebEx Licensing is provided free of charge for current faculty, staff, and students, at all NCTC campuses. Account registration is automatic, and a welcome email will be sent to your NCTC student email inbox requesting for you to activate your WebEx account.

To get started first download the WebEx Meetings client, from the link below.

<https://nctclions.webex.com/webappng/sites/nctclions/dashboard/download>



## Cisco Webex Meetings desktop app

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

 Download

 Download

Image 1

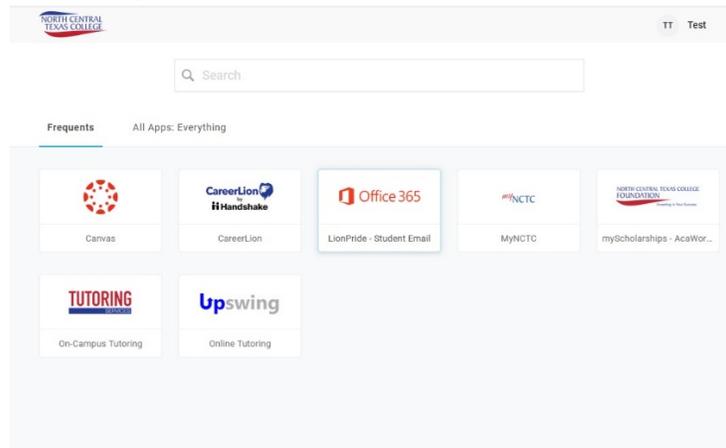
To access your WebEx account through the meeting client software, first open the software and enter your NCTC email address. You will be prompted to enter a password.

If you have forgotten the password, please click next, and select forgot password, and a 6-digit pin will be sent to your NCTC email inbox to start the process to reset your account.

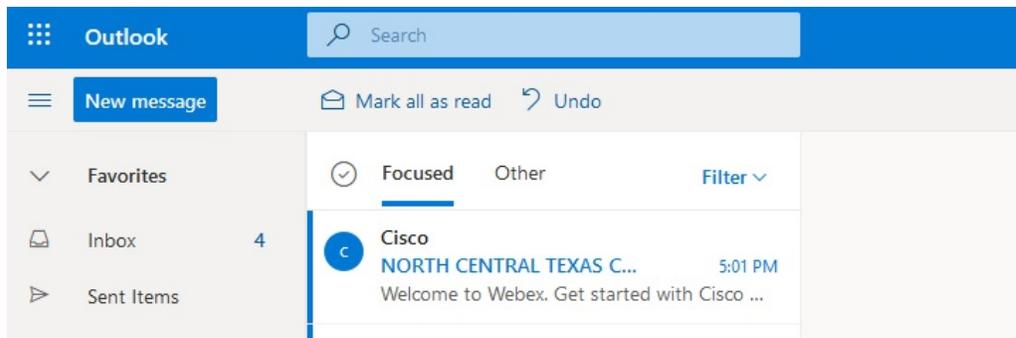
You will need to activate your account first, before these steps will work.

## Account Activation

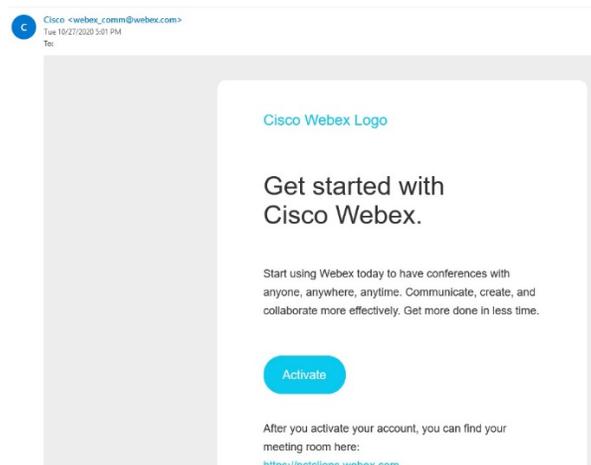
1. First log into your NCTC OneLogin portal and choose the application, Office 365.



2. In the next menu, on the left of the screen select **Outlook**.
3. From your email account, search for the Welcome email from Cisco WebEx.



4. The email will provide instructions to activate your account. Click the **Activate** button to start the activation process.



5. A new window will open redirecting you to create a new password for your WebEx Account.



Create a new password

6. Once you have entered a new password, your WebEx account is now active within the NCTC system and can be used to join classroom meetings and office hours within Canvas.

If you did not receive the activation email or have issues accessing or authorizing your account, please contact Information Technology Services by email at [itshelpdesk@nctc.edu](mailto:itshelpdesk@nctc.edu) or by phone at (940) 668 – 4284.