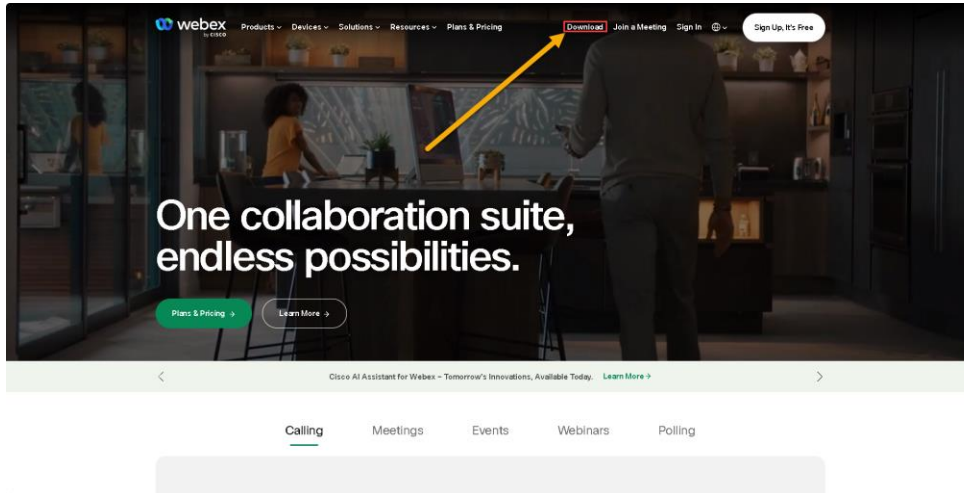
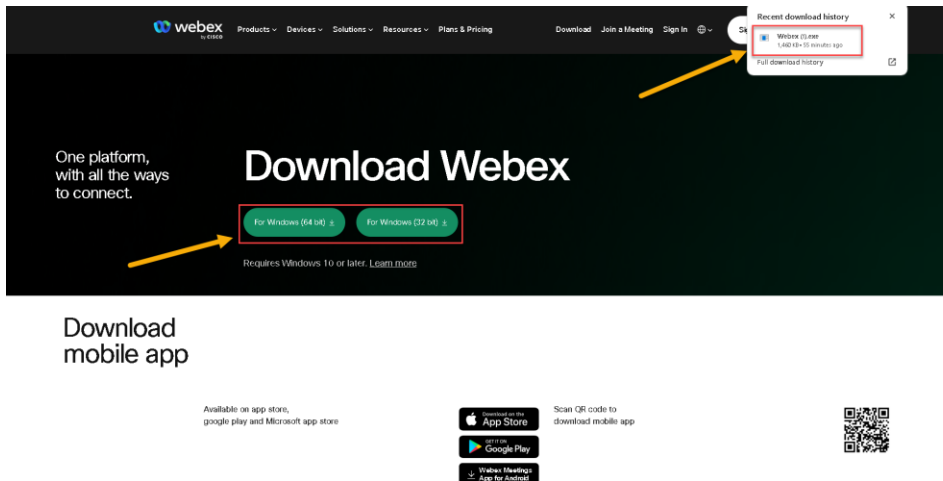




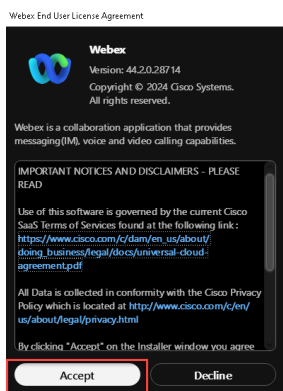
1. Open web browser and go to <https://www.webex.com/downloads>.
2. Click “Download” in the upper right of screen.



1. Click on “Windows (64 bit) or Windows (32 bit)” based on your machine type.
2. Click on “Webex.exe” to install



Click “Accept” to start installation.



Webex Sign in and Quick Start Guide

Sign into Webex Account

1. Open the Webex app and sign in with your 3CC email address.



2. Webex sign-on appears, click on 3CC



Need Help?



Webex:

<https://help.webex.com/>

3CC Help Desk:

Create Ticket: helpdesk@3rdcc.org

Phone: 313-224-0157

Monday – Friday 8:00am – 4:30pm

Webex Sign in and Quick Start Guide

Webex Phone App Settings

Within the Webex App the user can:

- Receive and Place Calls
- Set Status or Availability
- Message Others Directly

Phone-Video Calls & Settings

Make an audio or video call

> Find the person you want to call and click the audio or video icon

Note: voicemail will automatically delete after 180 days.



Change Status

> Click the Set a Status header to change your status and expiry time

Manage Voicemail

> Navigate to Voicemail, select the voice message & play/delete or return call (audio)

Set Availability or Change Settings

> Click on your Profile (Picture or Initials) and change availability (ie DND), set time Or choose Settings to modify audio/video settings, appearance, notifications, etc.

Call Forwarding

> Choose Calls Settings at bottom of navigation menu and choose number to forward to (numbers are added via Call Preferences:ListOfNumbersForForwarding)

Messaging & Meetings

Send a direct message

> Find the person you want to message directly and click the chat icon

