

WebEx Accounts for CCM Faculty and Staff

Cisco has made available to CCM Faculty and Staff a 90-day trial of their industry leading web conferencing product called WebEx to help us get us through this trying time.

You can access the system at <https://ccm.webex.com> to complete the setup of your account. You must use your full CCM e-mail address to sign into this system. Please note that as part of the account setup, the system will send a verification e-mail to your CCM e-mail account, and in some cases, that e-mail does not arrive right away. If you do not receive the message within 5 minutes, click the resend link on the setup page.

Once the setup process is complete, when you login to the site above, you will be placed into your “Personal Room”. From there you can start a new meeting, or download the WebEx app to your PC, and use that to access this system. If you are using a mobile device, the WebEx app can be downloaded from your provider’s web store.

Each meeting you setup can have up to 200 attendees, and can be recorded. A good You Tube tutorial to get started with WebEx can be found at: https://youtu.be/60IX_A3Inqo

NOTES:

1. When prompted for a password, please use your CCM password, as the WebEx system is authenticating back to our system.
2. If you have not done so already, this system requires Multi-Factor Authentication, and the sign up process will walk you through the steps necessary to complete that setup (see instructions below)

STEP 1: SETUP MULTIFACTOR AUTHENTICATION (REQUIRED ONCE):

In order to access our system, you need to setup Multi Factor Authentication. This is a secondary authentication method that ensures you are the person accessing our system. The easiest and best way is to use the Microsoft Authenticator app on your mobile phone, which will prompt you to approve the access attempt. There are other options such as receiving a phone call or text message, which then requires you to enter the code you are given. Some of you may already have set this up. For those users, you do not need to do this step again.

1. Visit <https://aka.ms/mfasetup> to setup MFA options by using the wizard depicted below:

