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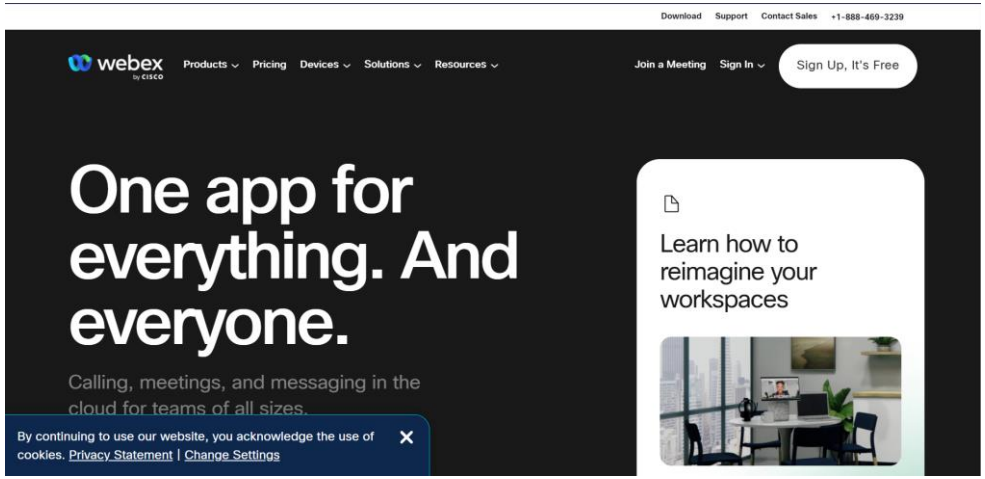
Installation of Webex - Windows

| | | |
|---|---|---|
| 1. | Go to https://www.webex.com/ and click on Download (on the top right side) |  |

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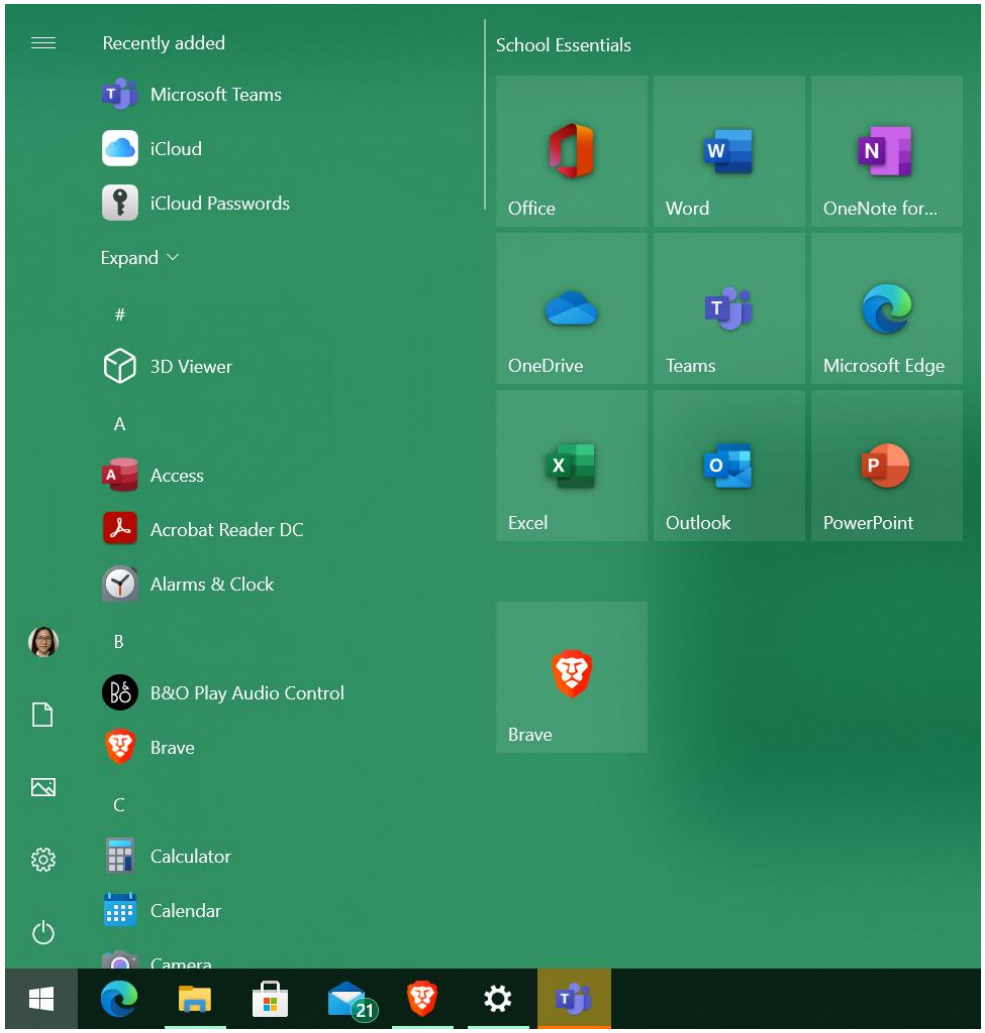
| 2. | Download the 32-bit or 64-bit program, depending on your laptop's system type<br>a. To find out whether your laptop is 32-bit or 64-bit, click on Windows |  |

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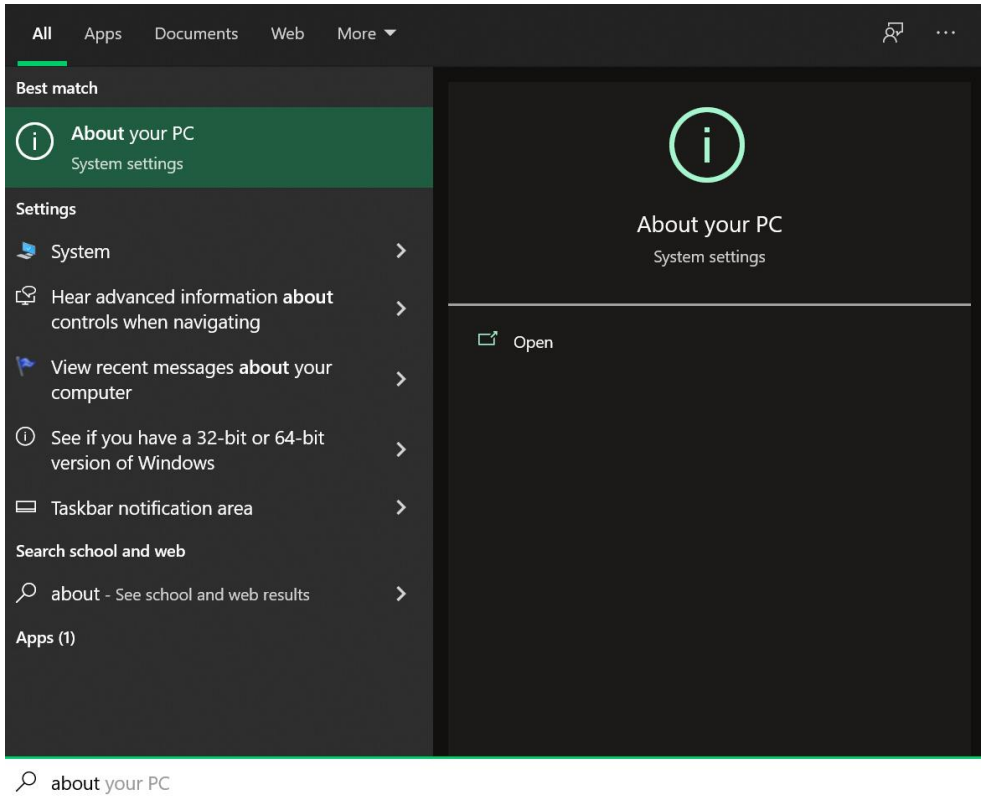
| | b. Type ‘About’ & click enter (you’ll see About PC) |  |

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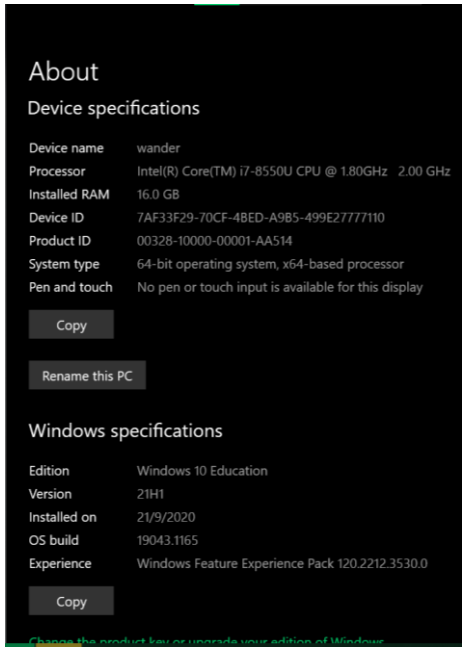
| | c. You'll be able to see it under System Type in Device Specifications |  |

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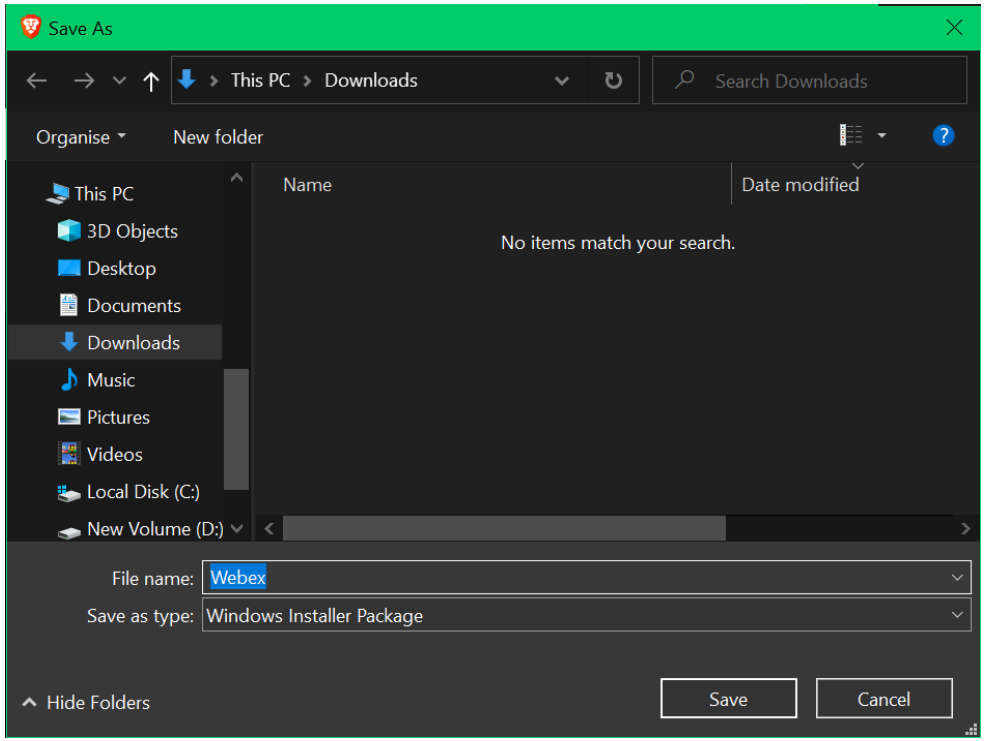
| 3. | Download the version suitable for your device & save it under the Downloads folder |  |

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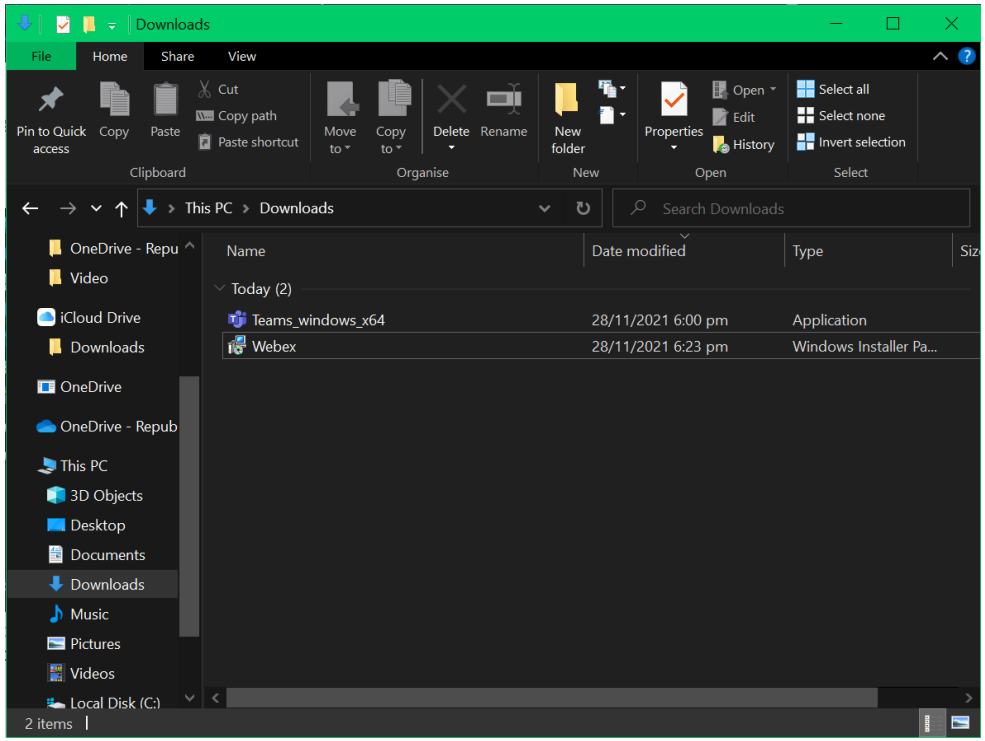
| 4. | Once the download is completed, go to File Explorer > Downloads to find the download program & double click it to begin the installation |  |

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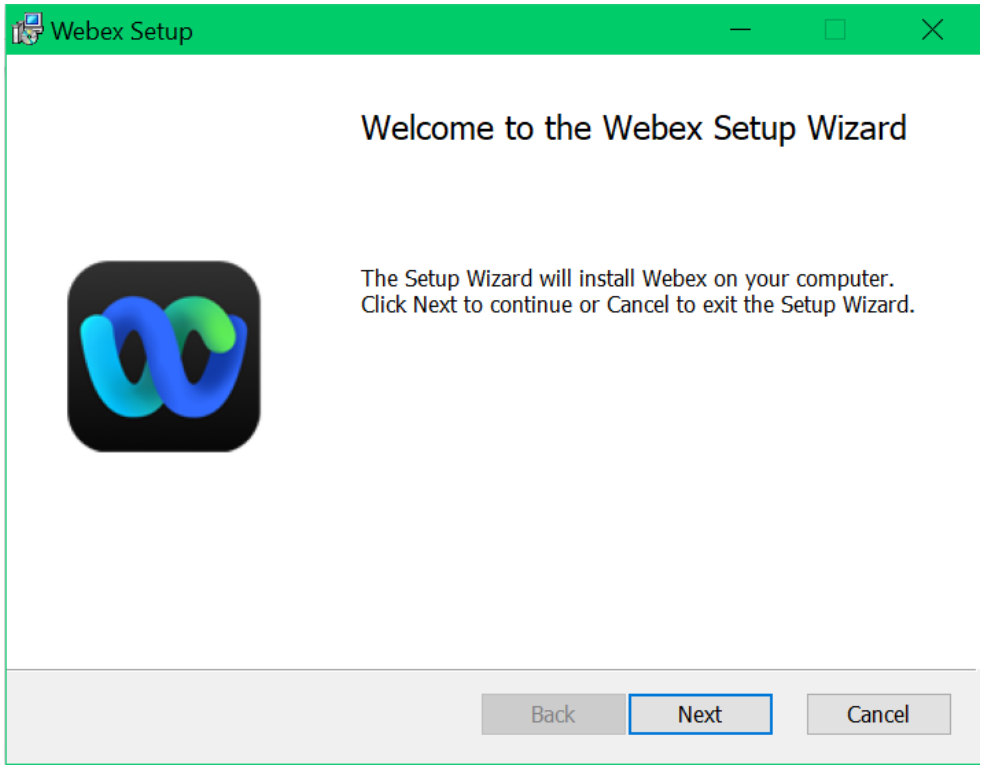
|---|---|---|
| 5. | Complete the Webex Setup Wizard (click on Next) |  |

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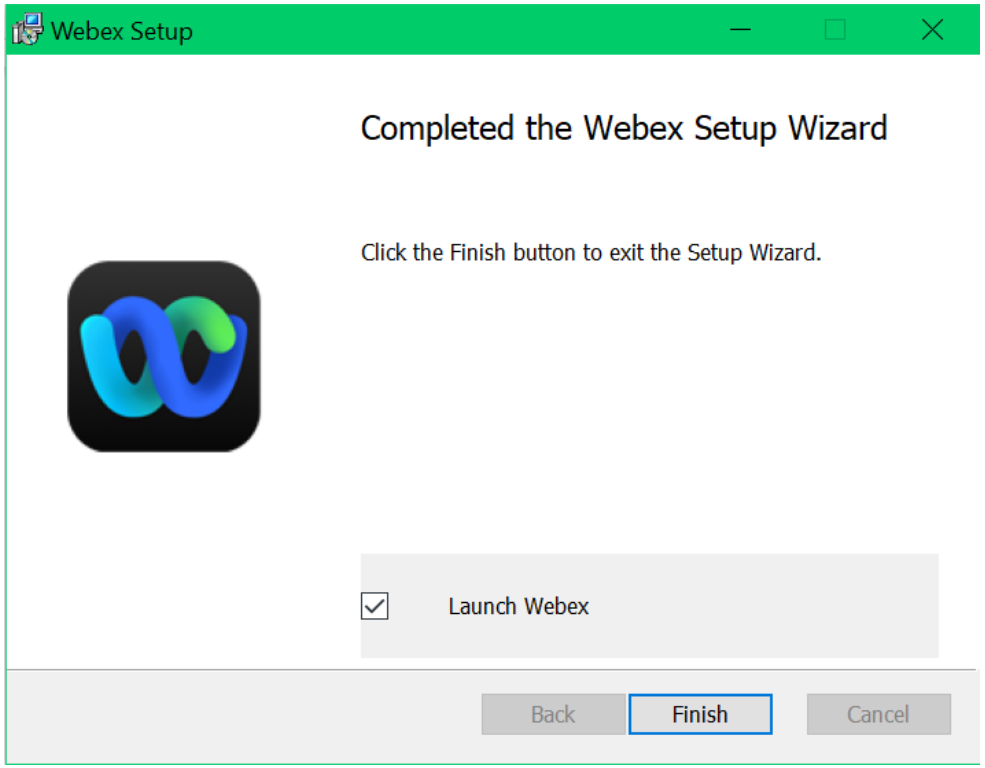
| 6. | Click Finish |  |

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| 7. | Read the Webex End User License Agreement & Click Agree | |

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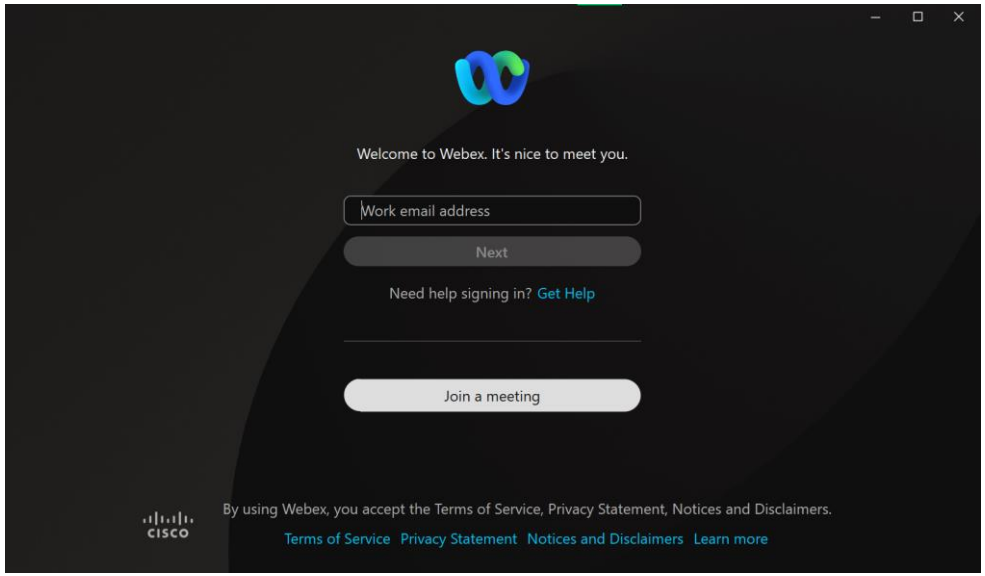
| 8. | Once you have agreed, you should be able to see this page |  |

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Installation of Webex - macOS

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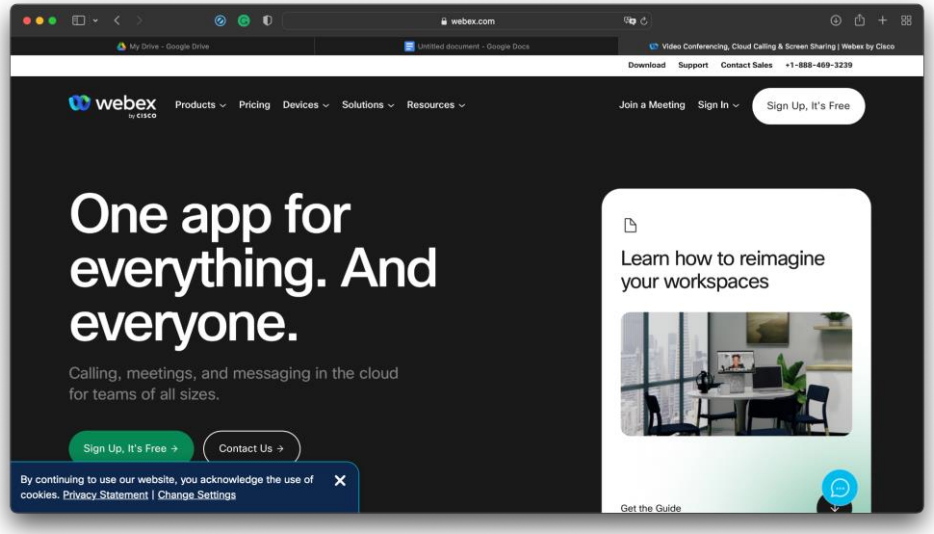
|---|---|---|
| 1. | Navigate to https://www.webex.com and click on Download on the top right corner of page |  |

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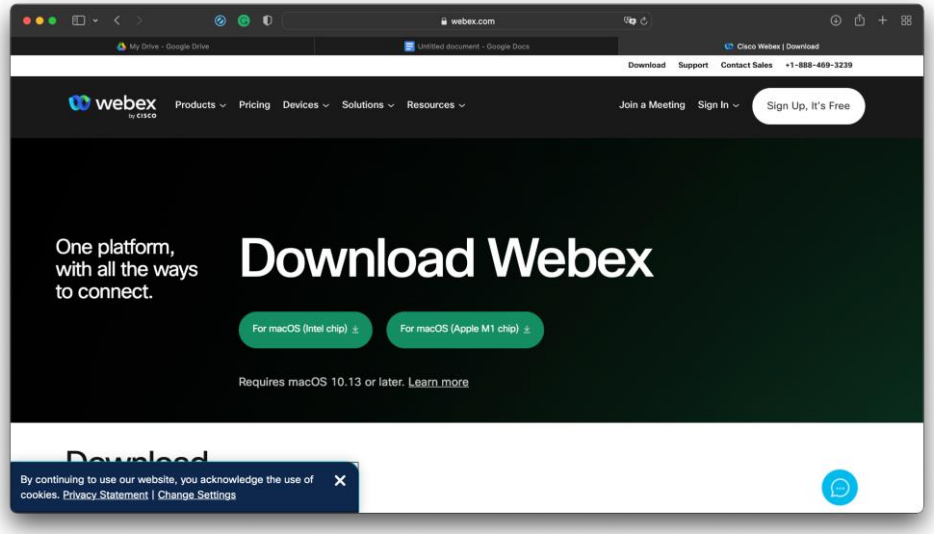
| 2. | Download the suitable software for your mac device (to check if you have an Intel or Apple M1 chip, click on the Apple logo on the top left side of your screen > About this Mac & you'll see in under the Processor in the overview) |  |

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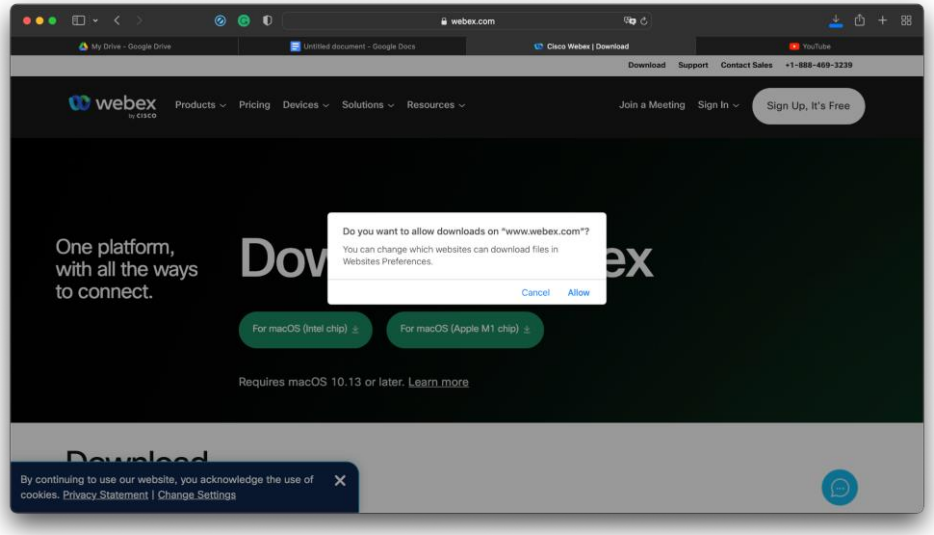
| 3. | Allow Download if there is a prompt |  |

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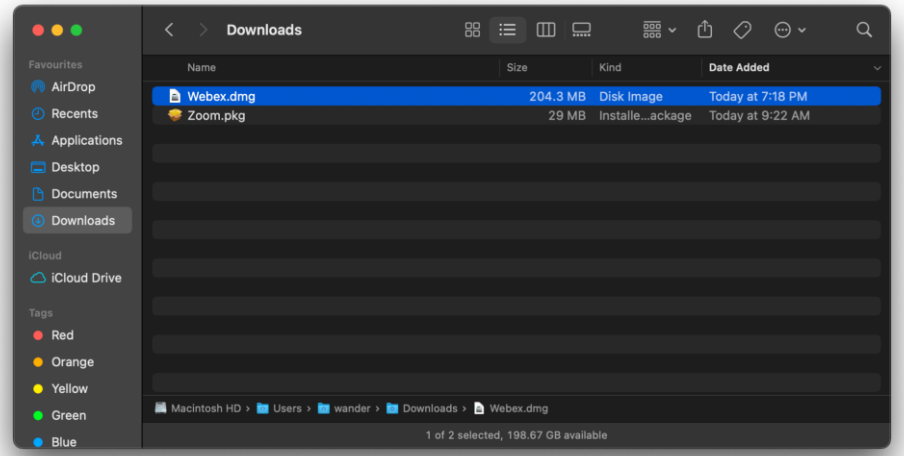
| 4. | Go to your Downloads folder & double-click on the file to begin installation |  |

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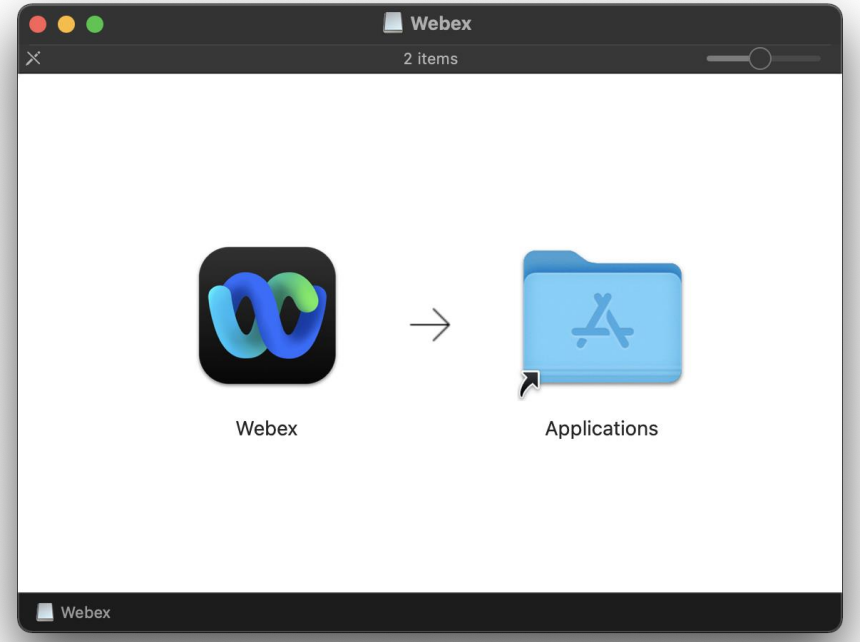
| 5. | Drag the file into the Applications folder |  |

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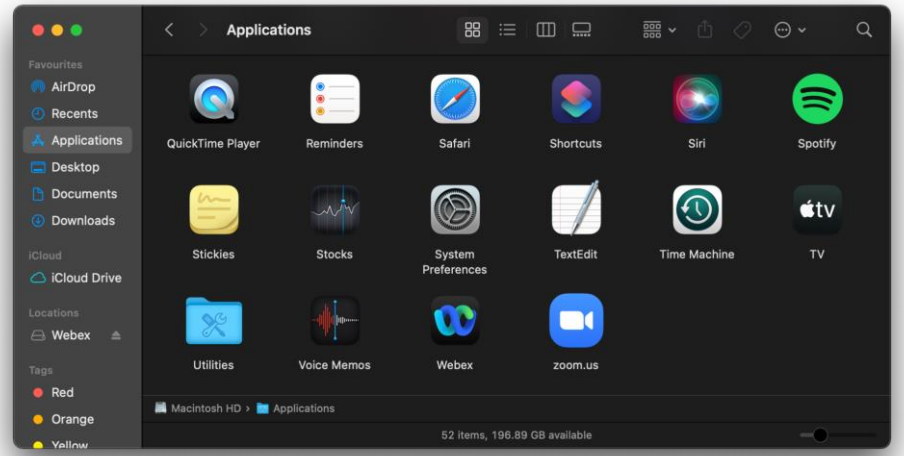
| 6. | Once the installation is done, you will see the application in the Application folder in Finder & double-click on application |  |

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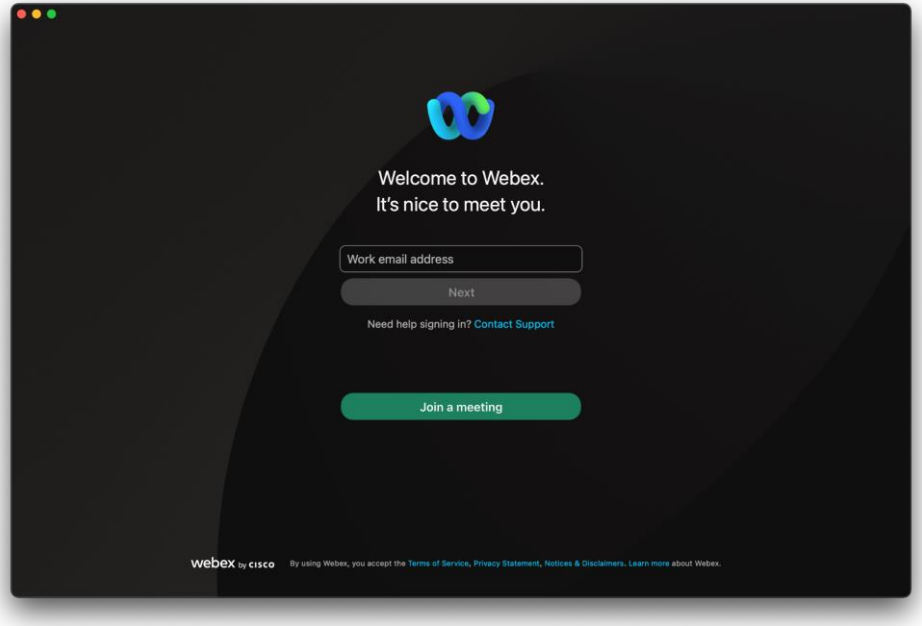
| 7. | You’re all set when you see this page after clicking the application in the Finder |  |

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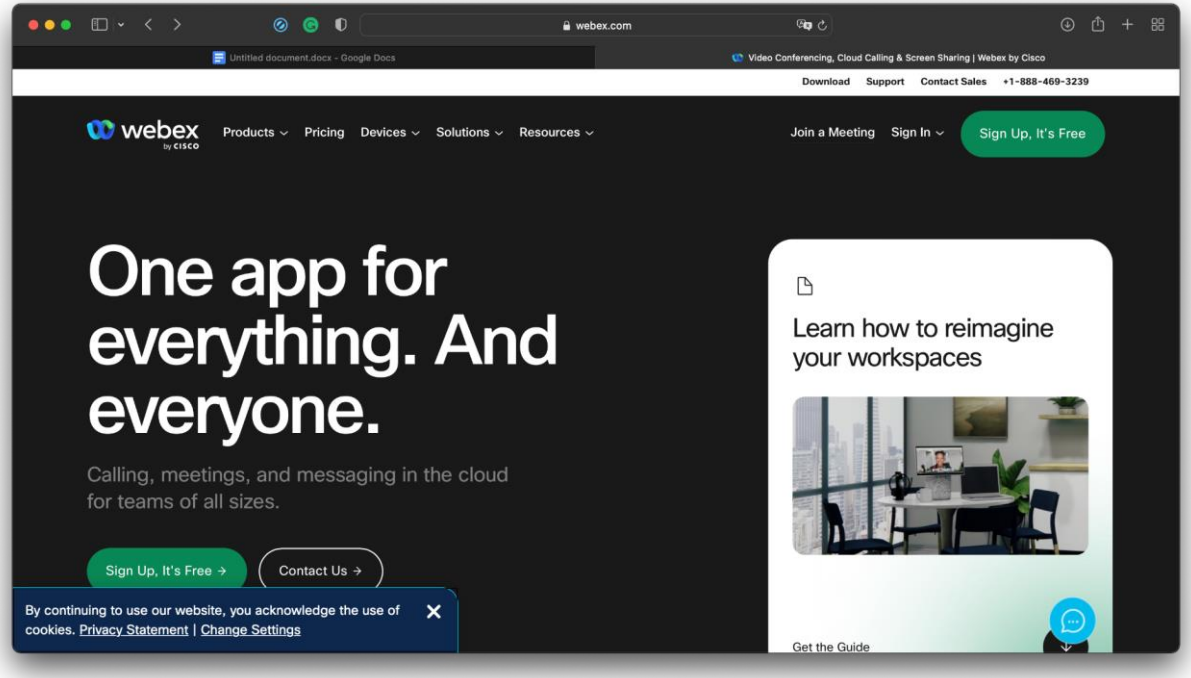
# Creating Webex Account

| | | |
|---|---|---|
| 1. | Navigate to https://www.webex.com & click on the Sign-Up button at the top right corner of page |  |

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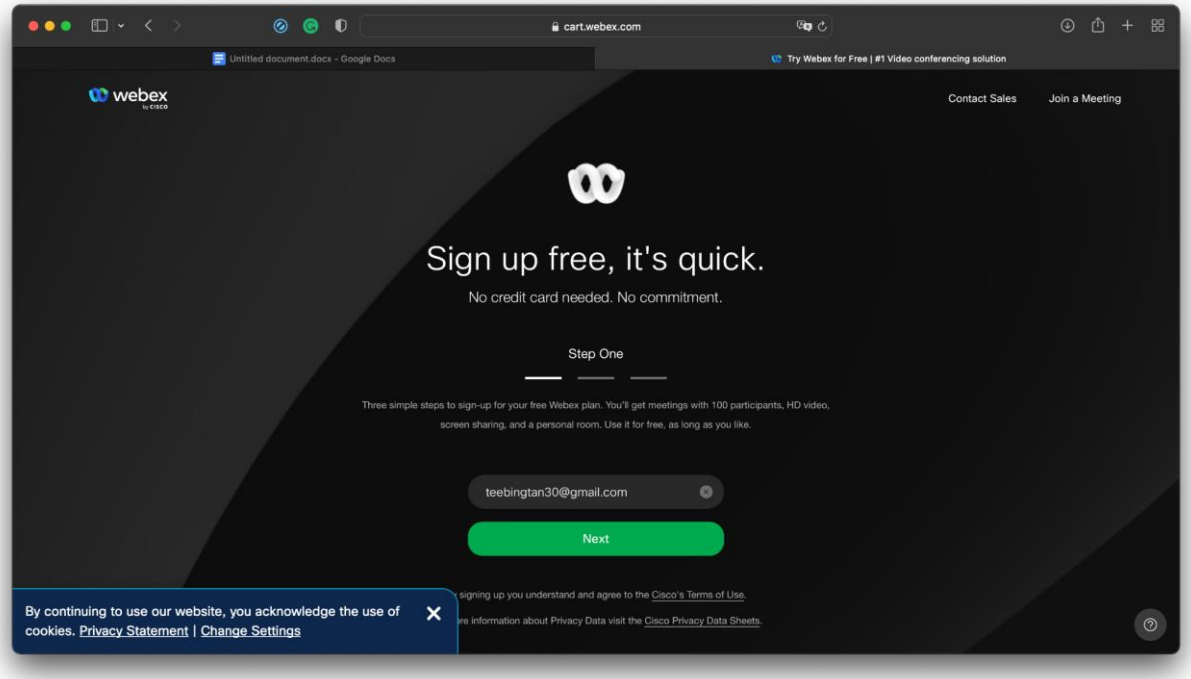
|---|---|---|
| 2. | Enter the email you want to register with Webex and click Next |  |

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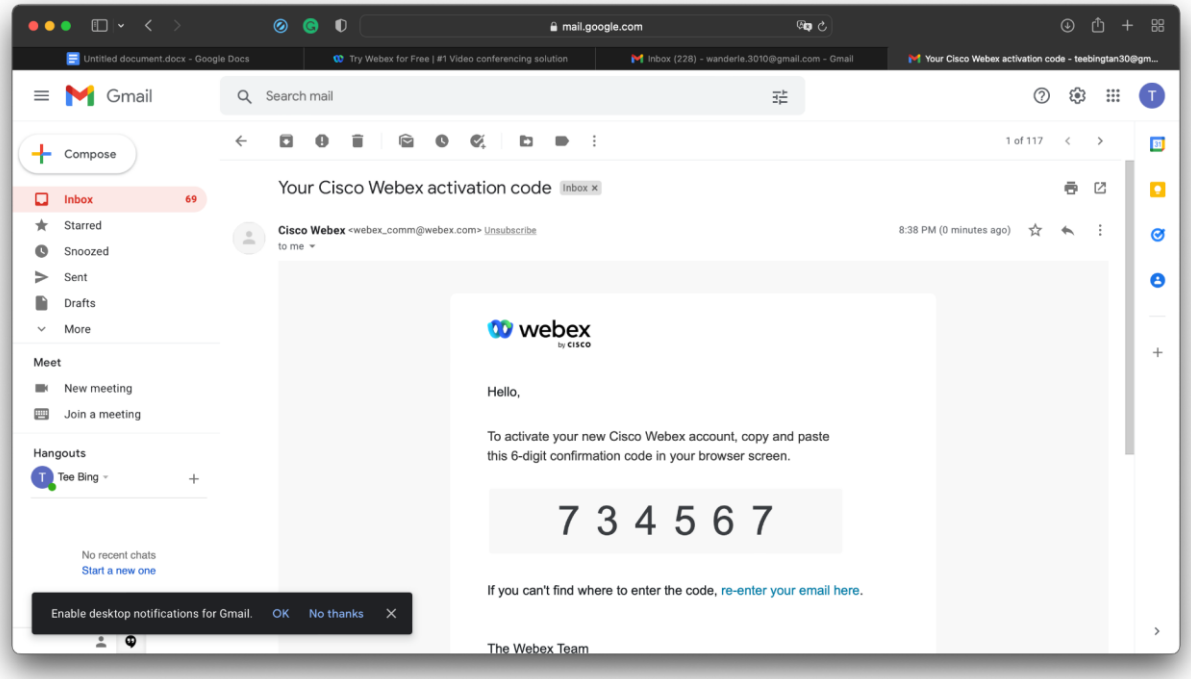
| 3. | Go to your email & retrieve the 6-digit confirmation code |  |

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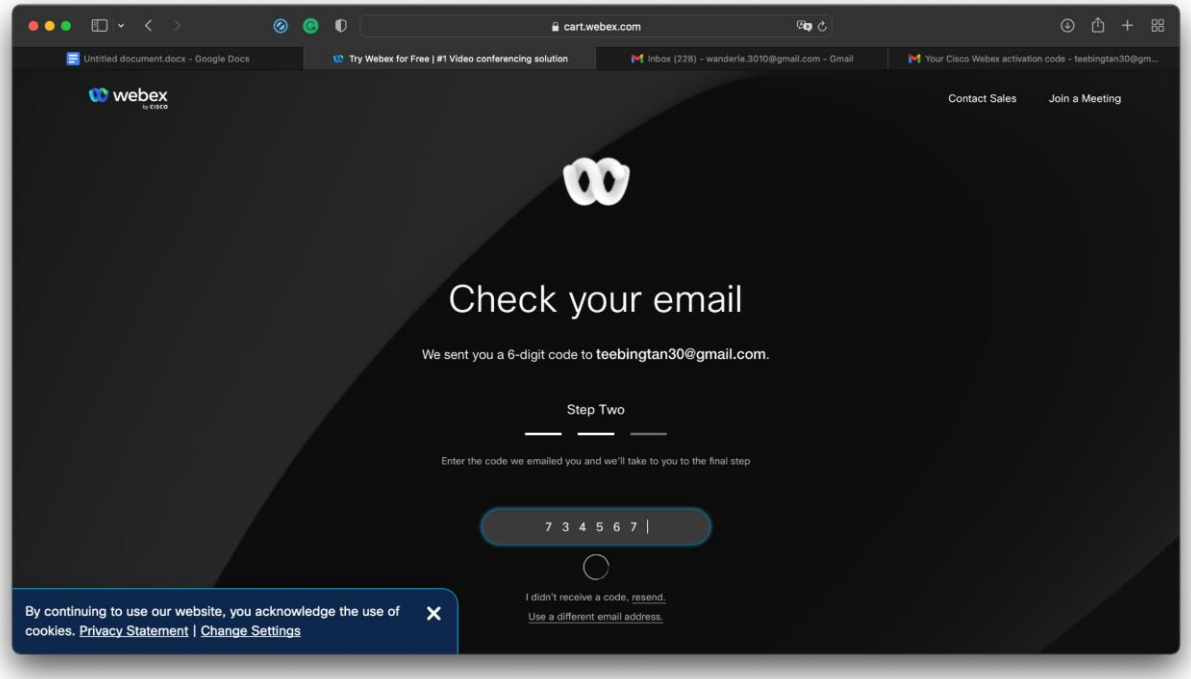
| 4. | Paste the confirmation code back to the website |  |

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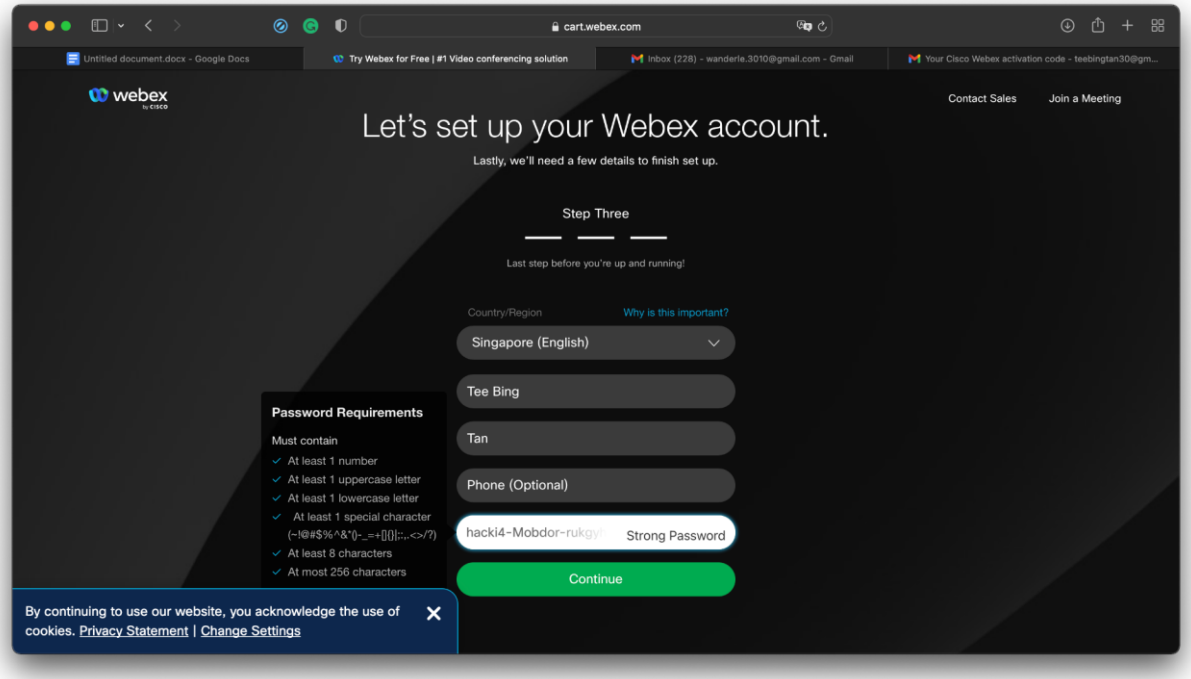
| 5. | After the successful verification of the confirmation code, set up your Webex account by entering your details (First & Last Name & Password) and click Continue |  |

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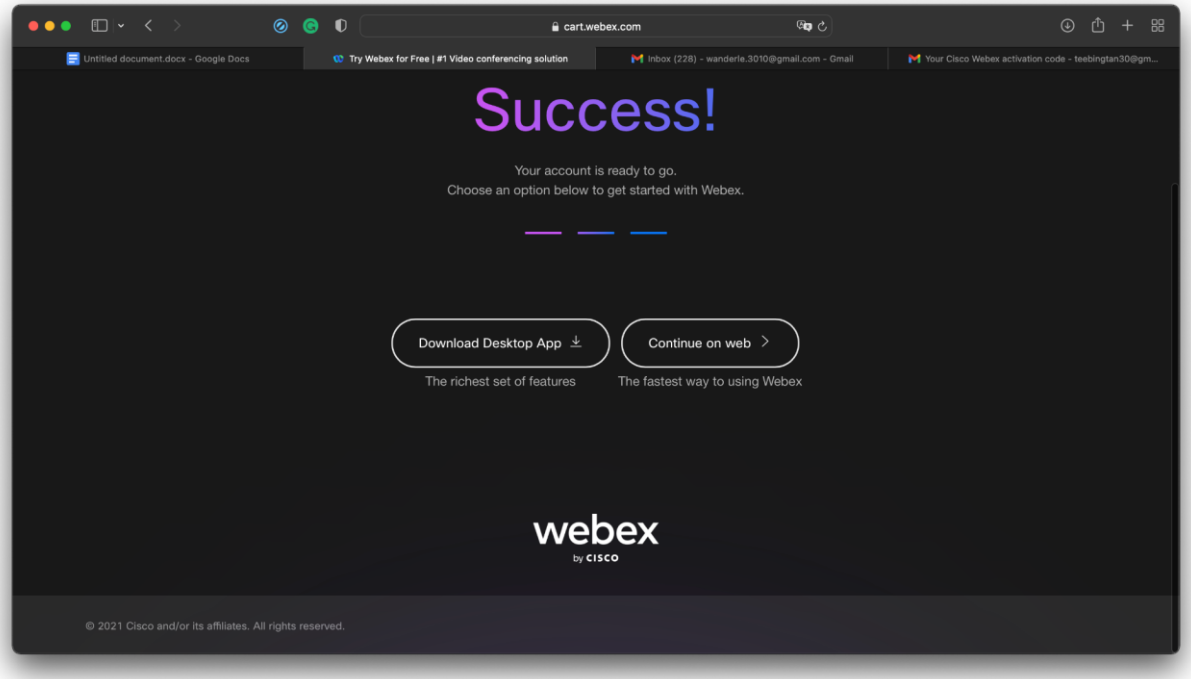
| 6. | Once the account has been set up, it will show that your account is successfully set up. Click |  |

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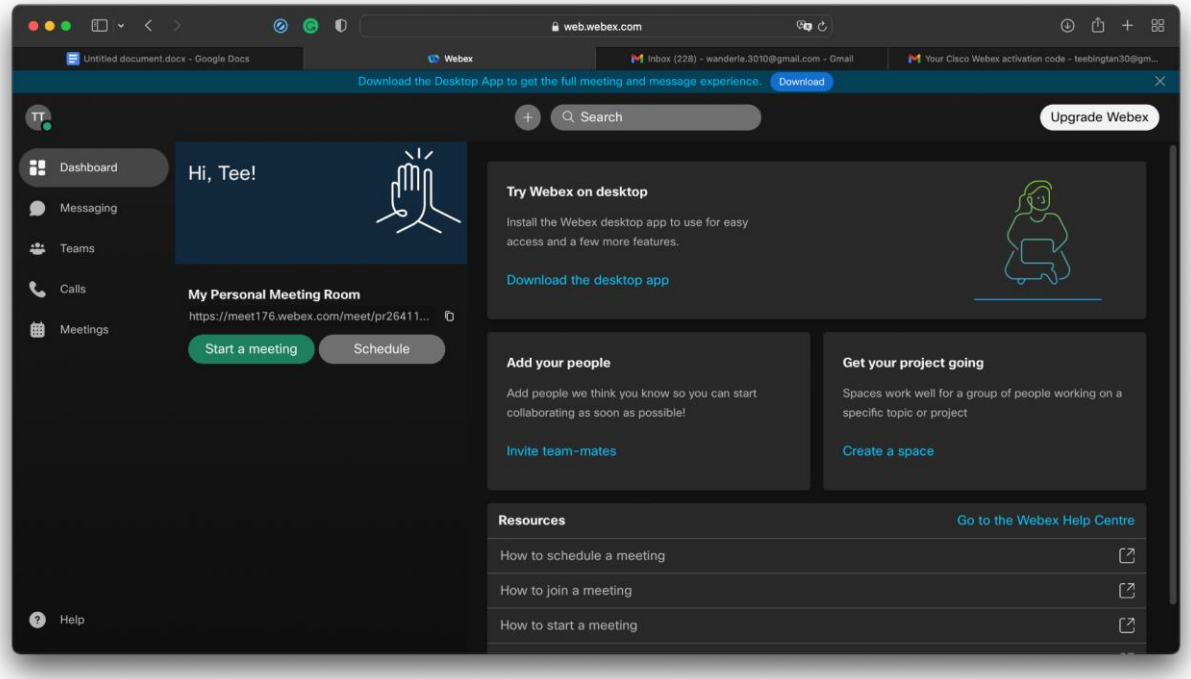
|---|---|---|
| 7. | Click on Continue on Web in Step 6 to view the homepage of your account |  |