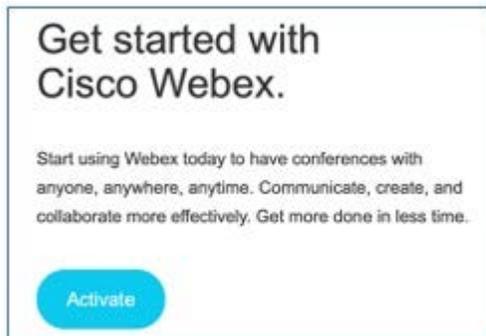




Cisco Webex Rollout - TID has activated individual Cisco Webex accounts for all City employees (except for those in Library and Water). This conferencing tool will enable improved team collaboration and workplace flexibility. You should have received an invitation to activate your individual City of Long Beach Webex account. Once activated, you may use the account to schedule audio and video conference calls to collaborate with your co-workers and external partners.

The invitation email is from the email address: Cisco <webex_comm@webex.com> so please don't delete it!

It will look like this.



While using your city computer, click on the **Activate** button and follow the steps on the screen to install the Webex application.

- Create a password as prompted.
- Once you're on the Webex page, select "Sign in".
- You will be taken to your "personal room"
- In your personal room, download the Cisco Webex app on your work computer. (You will not need Administrator permission for this.)
- Your desktop Webex app should show up on your computer's desktop.
- From there, you can join and schedule meetings.

We will have more detailed instructions about how to use Webex later today, but please feel free to try out the system or use it if you are already familiar with Webex.

