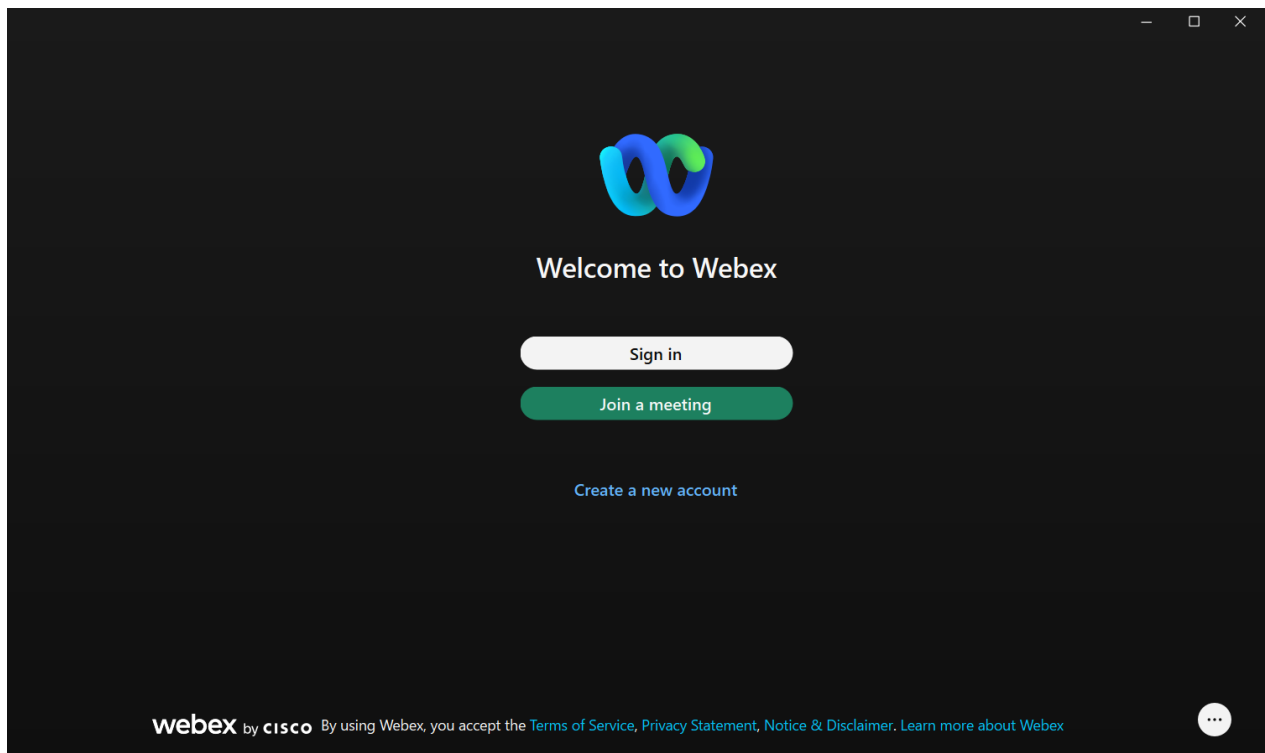


## Sign into Webex

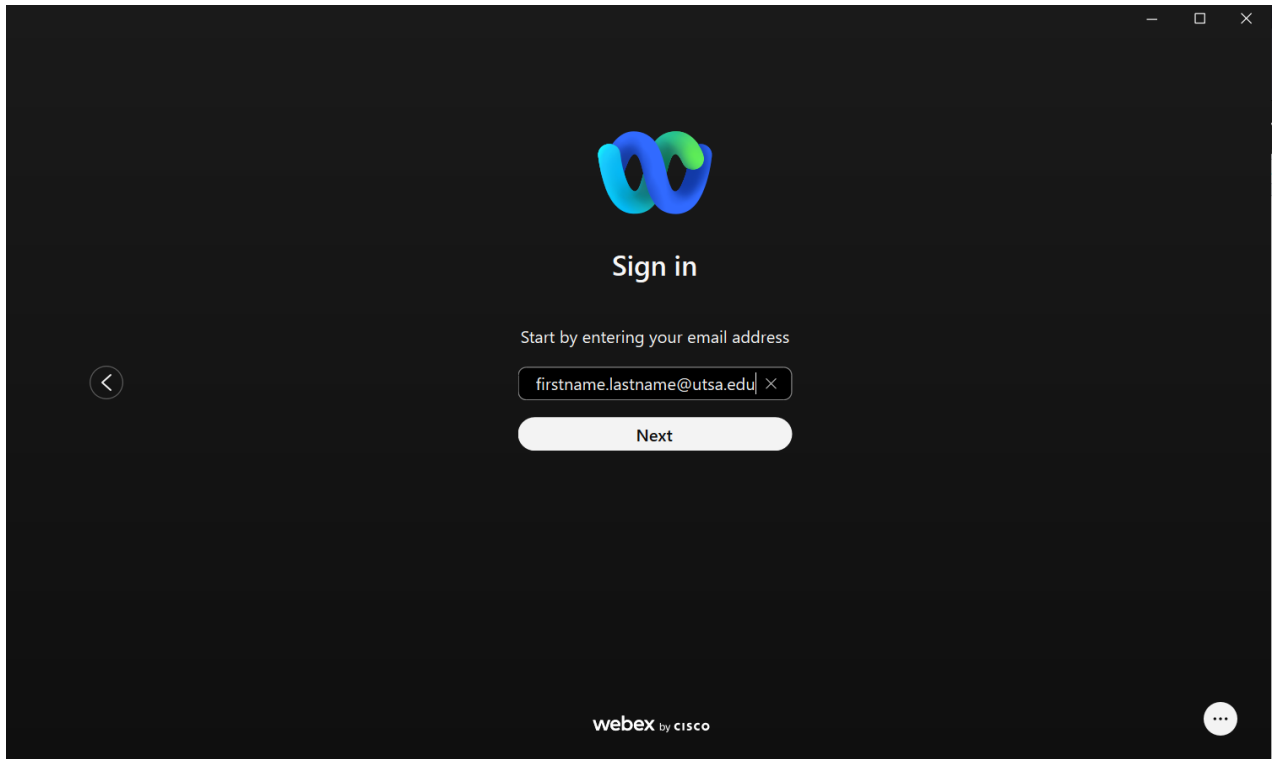
1. If not already installed on your device, download Webex from the Software Center on your UTSA asset or from the following webpage on your personal device:  
<http://www.webex.com/downloads>.

2. Open the Webex application.

3. On the Webex login screen, click on the Sign In button.



4. Enter your UTSA work email address and click on the Next button.



5. Sign in to the UTSA Single Sign-On page.



# UTSA®

Sign in with your organizational account

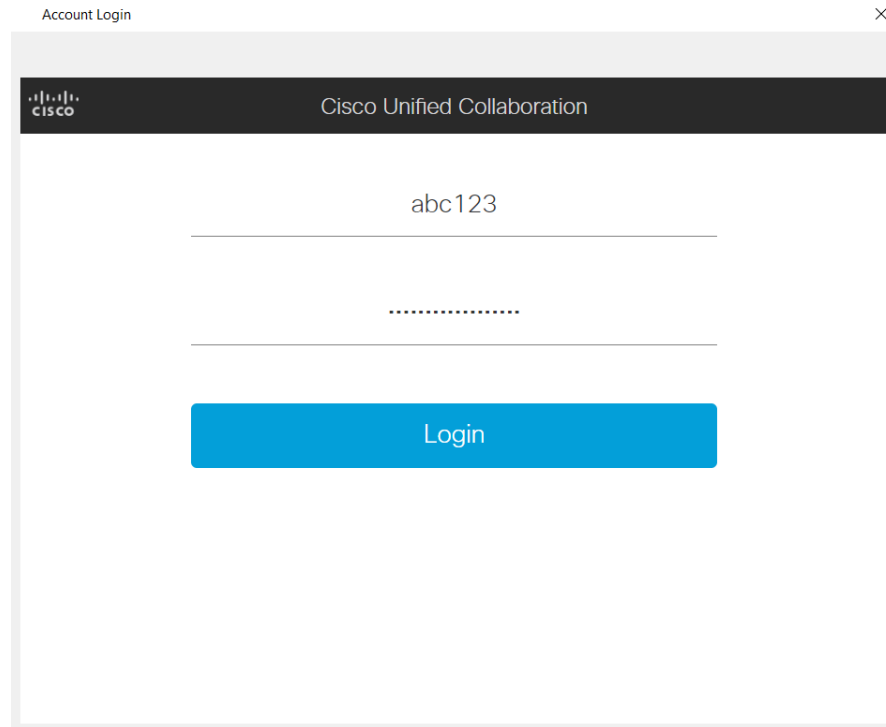
  

Sign in

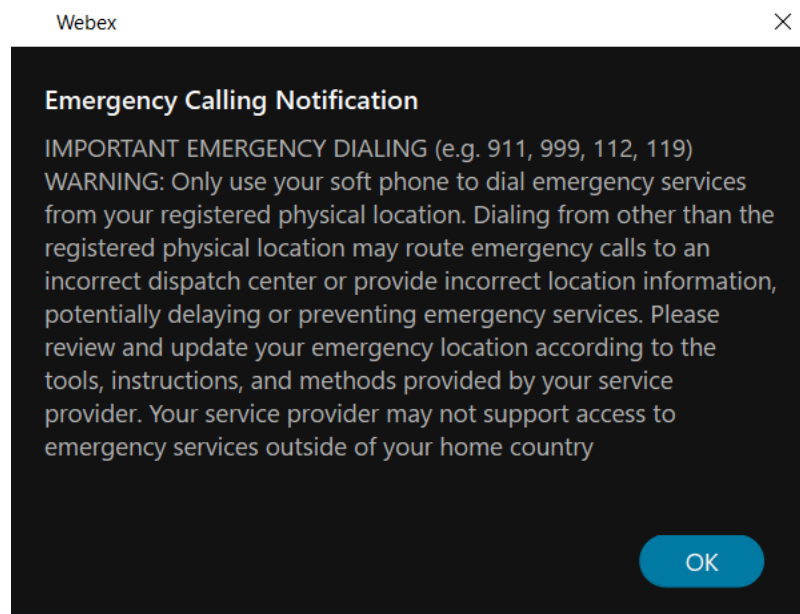
[Acceptable Use Policy](#)

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.

6. If you have been assigned a UTSA telephone extension and have been provisioned for Webex Phone Service, you will receive a secondary login pop-up screen. On this screen, enter your myUTSA ID for your Username and your UTSA Passphrase for your Password. You may need to enter your credentials a second time if you receive an invalid password error.



7. You will receive an Emergency Calling Notification pop-up. Click on the OK button.



8. You are now connected to Phone Service and should see the Call Settings option in the bottom left corner of the application.

