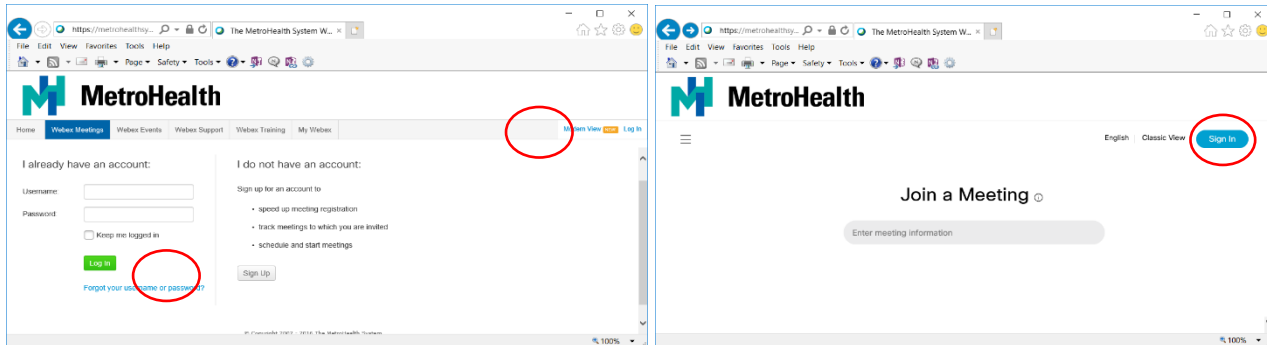


# How to create and set up your MetroHealth WebEx account

Here's how to create a WebEx host account at <http://metrohealthsystem.webex.com>. A host account allows you to schedule and hold conference call meetings (audio only, fully functional video and/or screen-sharing meetings). WebEx meetings allow between 2 and 1,000 users to join the conference call.

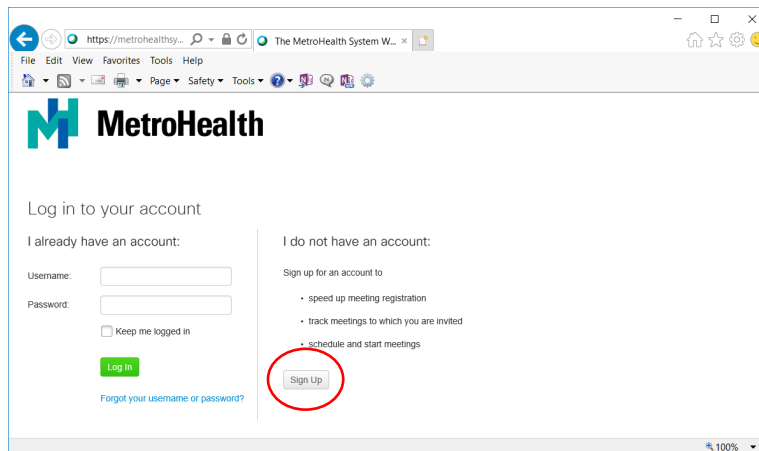
Here are the steps:

1. Go to <https://metrohealthsystem.webex.com>, you should see one of the two screens below

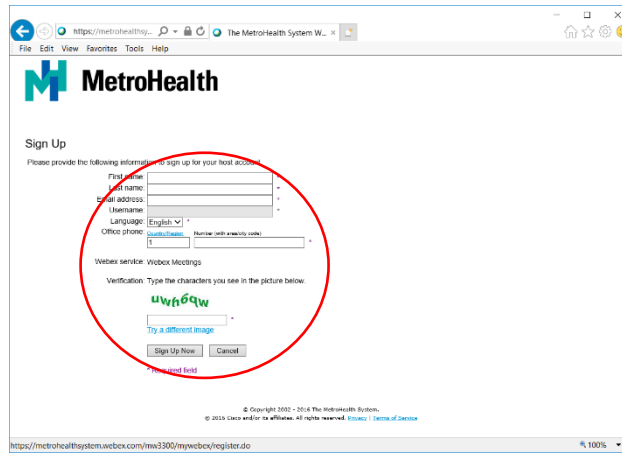


2. Click "Log In" or "Sign In" in the upper right corner of the page.

3. Click the "Sign Up" button as shown below:

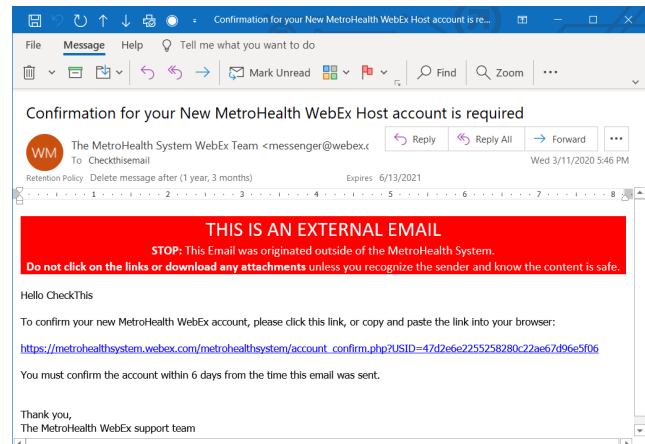
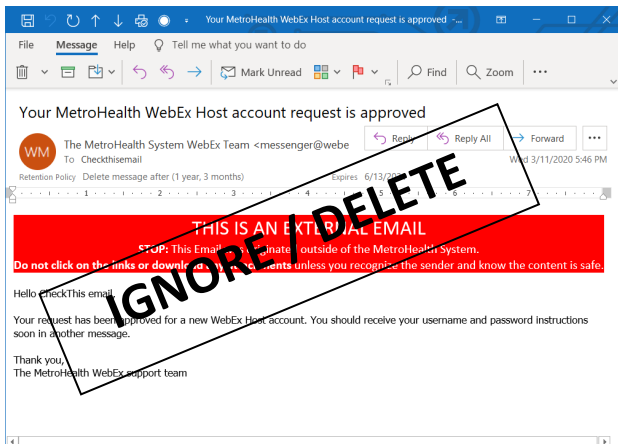
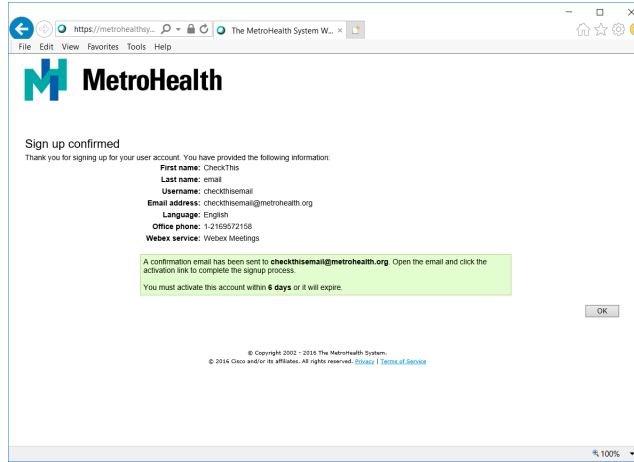


- Fill in the form as shown (all fields are required) and then click the “Sign Up Now” (you must use your @metrohealth.org email):

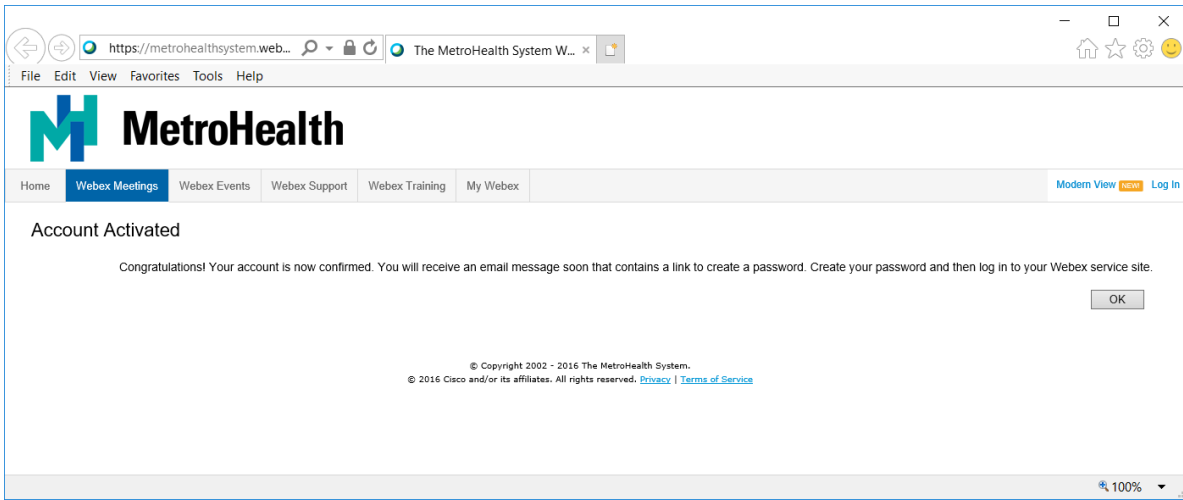


5. Once you submit the form, you should see a “Sign up confirmed” screen (below) and receive two emails from the **The MetroHealth System WebEx Team** within a few minutes (also shown below).

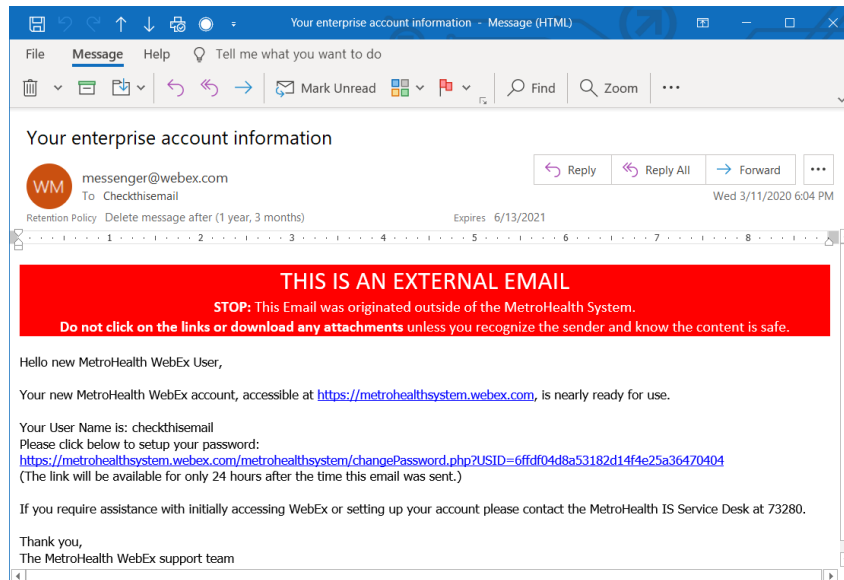
- The first email is an automated email that will inform you that your account has been approved. This can be ignored/deleted.
- The second email will ask you to confirm your account, which you will need to act on.



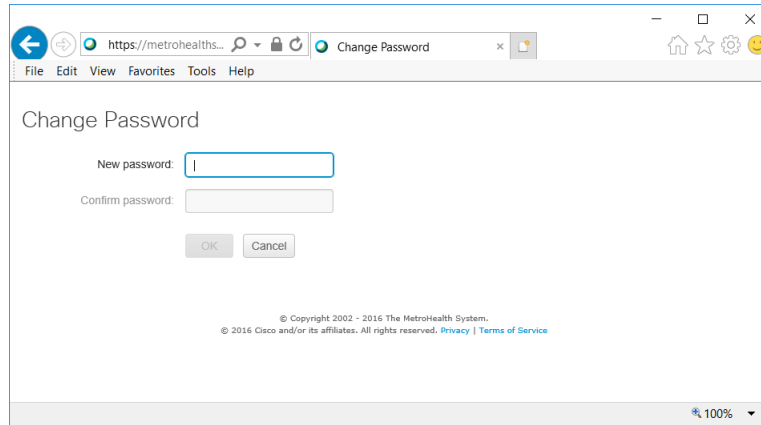
6. Click the link in the “**Confirmation for your New MetroHealth WebEx Host account is required**” email. This is safe link that will direct you to the below WebEx page, which is the **ONLY** way to activate your account:



7. Once activated via the link, you should receive another system generated email – this one from [messenger@webex.com](mailto:messenger@webex.com) with the subject of “**Your enterprise account information**” as shown below.



8. This email contains two links, the first is simply a link to the WebEx portal site. The second is more important, you will need to click this link to establish a password for your new WebEx Host account. The link should open the below webpage where you should create your WebEx host password:



Change Password

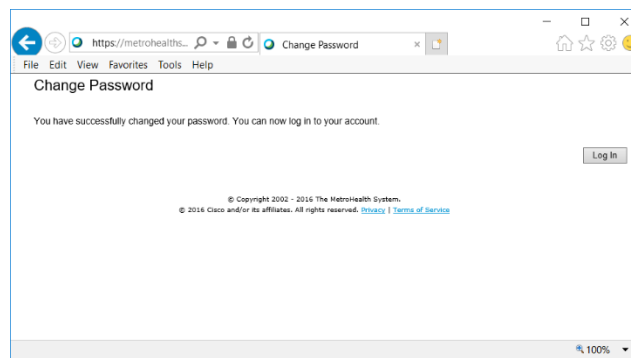
New password:

Confirm password:

OK Cancel

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Step 9. After setting your password, either click the “Log In” button on the password confirmation screen (shown below) OR navigate back to <https://metrohealthsystem.webex.com> (see images from Step 1) to sign in and begin using WebEx (via the Log In link or Sign In button).



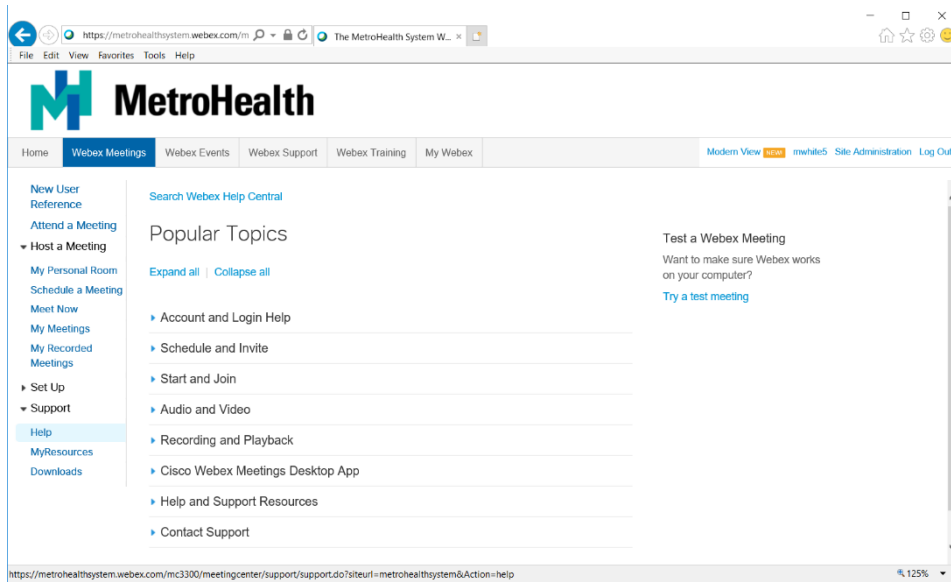
Change Password

You have successfully changed your password. You can now log in to your account.

Log In

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9. Use your email address and newly established password to login to the WebEx system. If you are not familiar with WebEx, navigate to the Support menu on the left, expand it and under Help you will find a multitude of “How To” tutorials with information for beginners and experts alike.



NOTE: Other quick start “tip sheet” guides developed at MetroHealth, accompany this one and include:

- How to schedule an audio-only / dial-in meeting for telephone users.
- How to schedule and host a full WebEx meeting (to permit screen sharing and WebCam video of attendees).
- How to activate and use WebEx productivity tools (includes Outlook buttons for scheduling and starting ad-hoc meetings as well as a desktop app to use in lieu of the web portal).