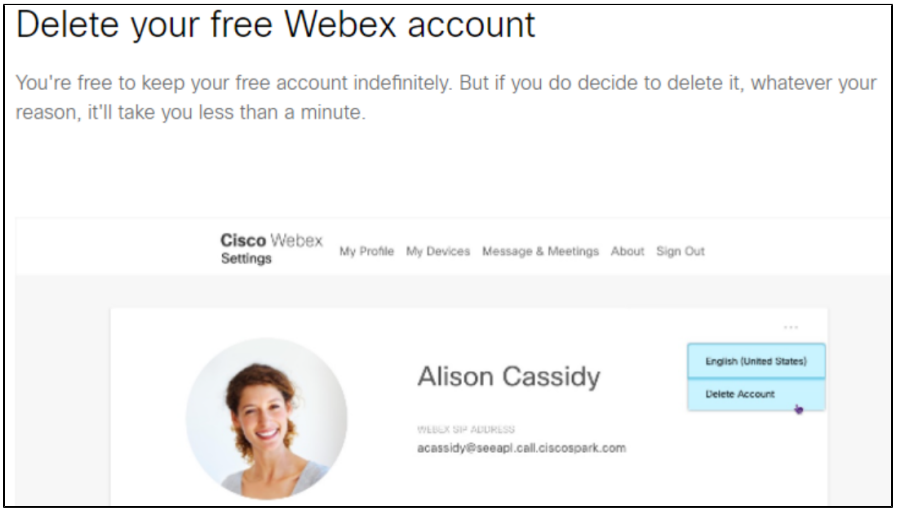
MN ENT (Legacy Aitech) Webex End User - U Flow Steps

MN This Page is for existing UC One Communicator end users migrating to Webex (Non Admin)

This page is for the MN (Legacy Aitech) MN customers only. ENT enterprises only - NOT SP

*** If you already had a Webex account and used your company email address to open it, you must delete the old account first before proceeding below. For instructions on how to delete your other account **click here**



Verification Link : HERE

Webex Admin Portal (Control HUB) - HERE

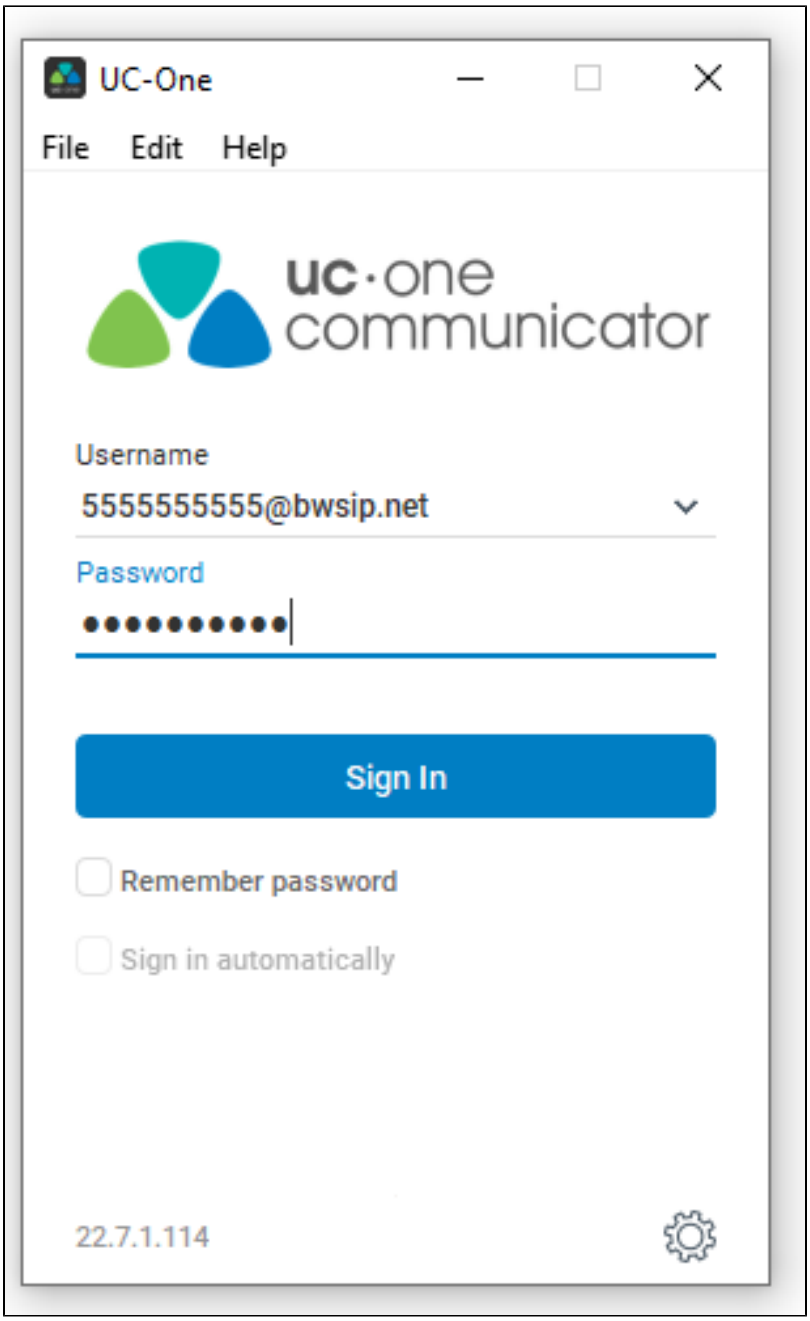
We advise the admin to be the first to comeplet these steps. The first Person to complete Verification becomes the Control Hub Admin. This can be changed if needed.

Step 1:

You will be required to add your company email address and verify it before using Evolve Anywhere with Webex. To set up your company email address **cli ck here!** and follow the below steps. This link will direct you to the email verification page.

On this Page please enter your **ODIN USER ID, This Must include "@bwsip.net"**

****This is the same log in Information you currently use to log into your UC One Communicator application and your application password.* This can be reset in Odin by your admin.



Step 2:

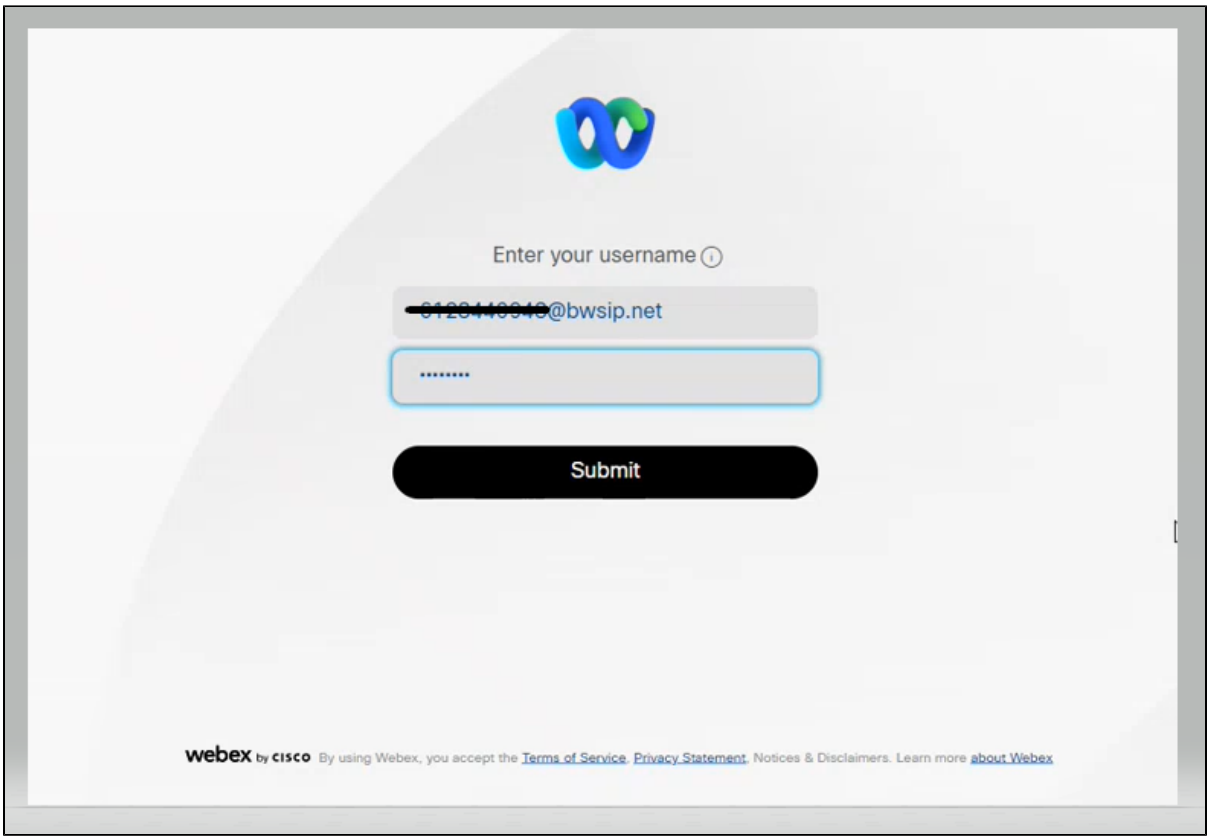
now that you have your ODIN User ID, you will need to enter it here.

Sample User IDs below

5555555555@@bwsip.net Direct Dial user ID

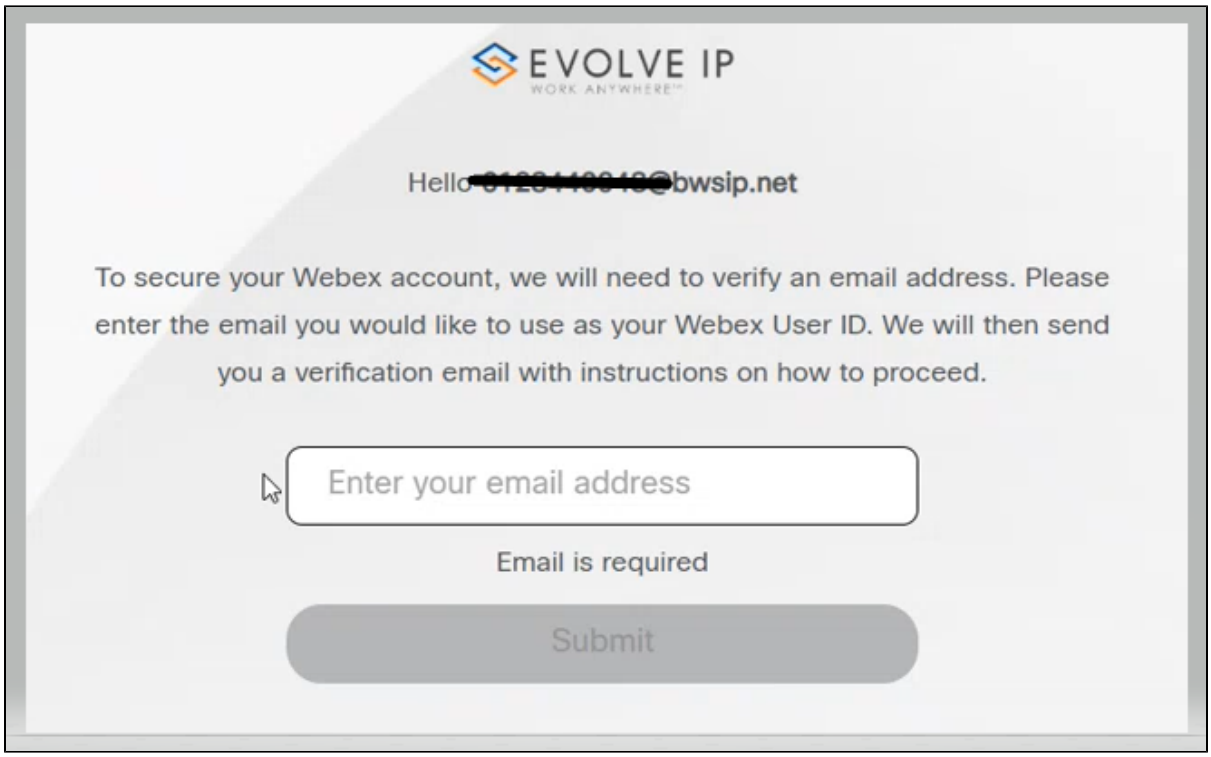
5555555555-555@bwsip.net Extension User ID

ENT0056@@bwsip.net ENT User ID



Step 3:

Once you enter your ODIN User ID you will be redirected to enter your company email

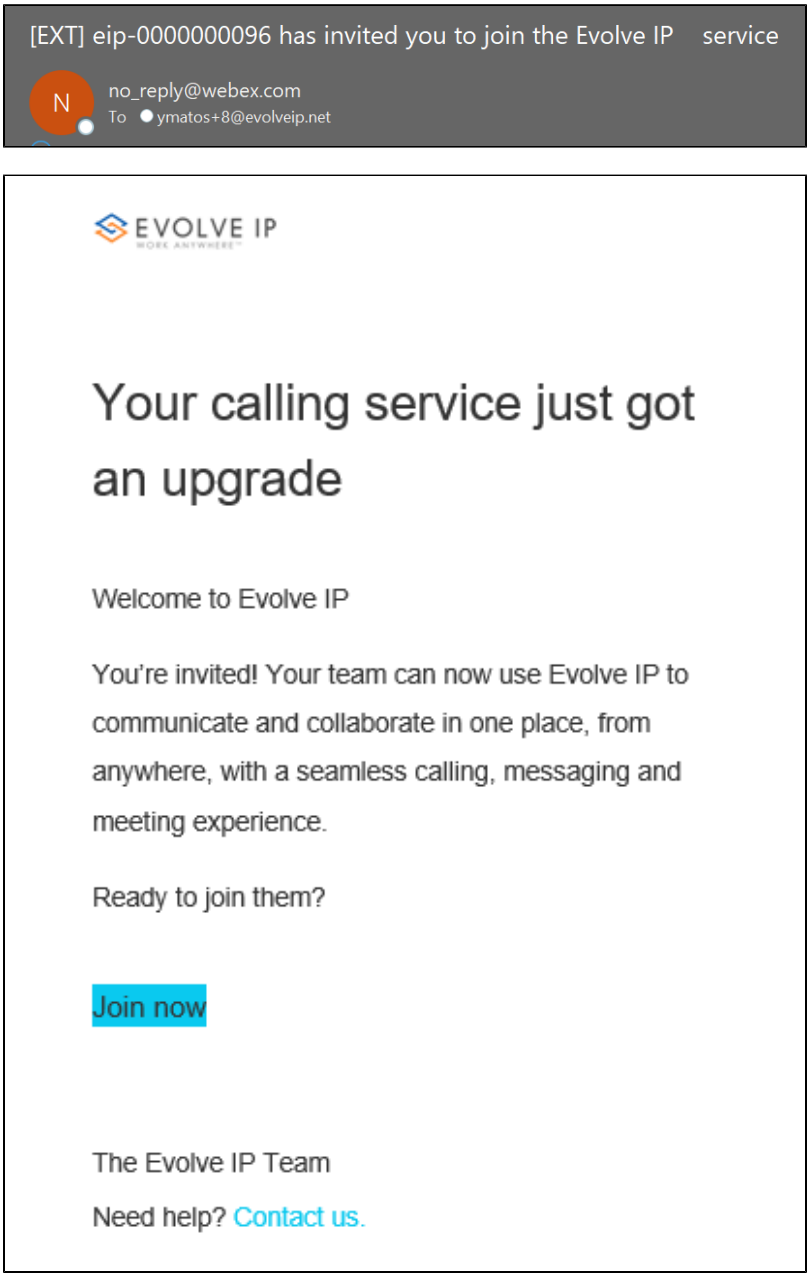

EVOLVE IP
WORK ANYWHERE
Hello [redacted]@bwsip.net
To secure your Webex account, we will need to verify an email address. Please enter the email you would like to use as your Webex User ID. We will then send you a verification email with instructions on how to proceed.
Enter your email address
Email is required
Submit

EVOLVE IP
WORK ANYWHERE
Hello [redacted]@bwsip.net
To secure your Webex account, we will need to verify an email address. Please enter the email you would like to use as your Webex User ID. We will then send you a verification email with instructions on how to proceed.
[redacted]gmail.com
Submit

Step 4:

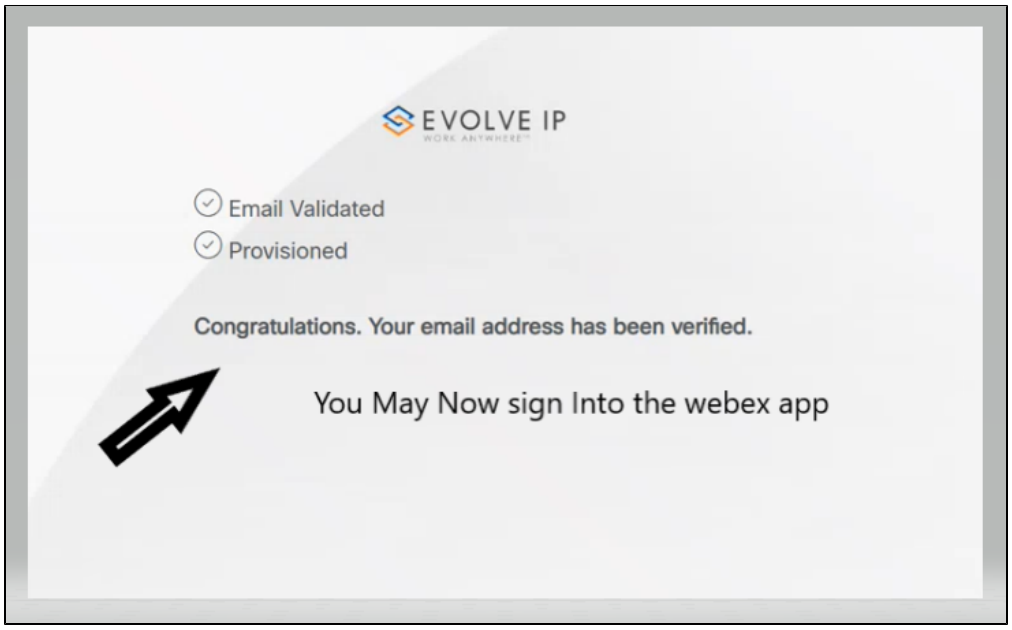
Once you enter your email address you will receive an email from no_Reply@webex.com

Here you can click on Join now where you will get email and user ID Validation.



Step 5:

Once you verify both you can sign into your downloaded Webex application.

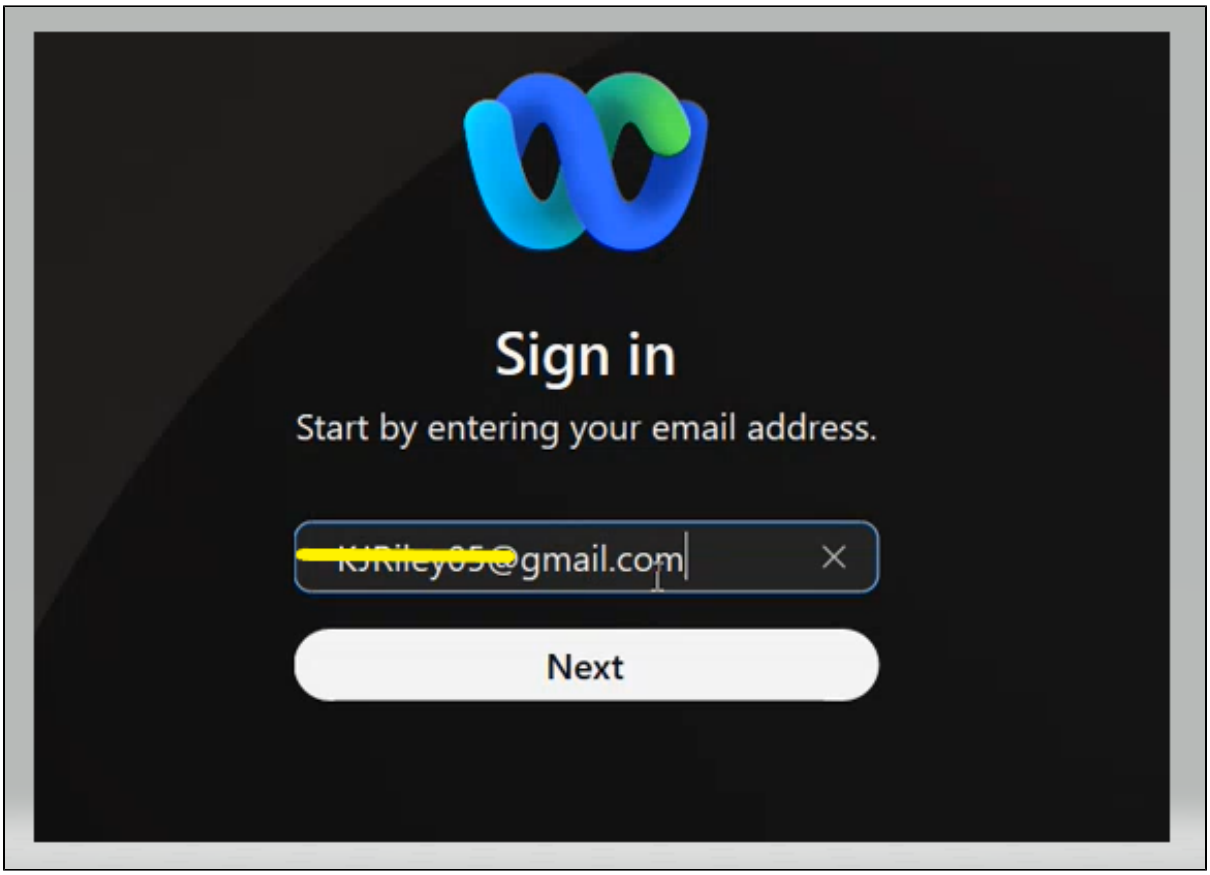


Step 6:

If you have not downloaded Webex before the email verification, you will need to download it now. If you do not have admin access to your PC please contact your IT administrator.

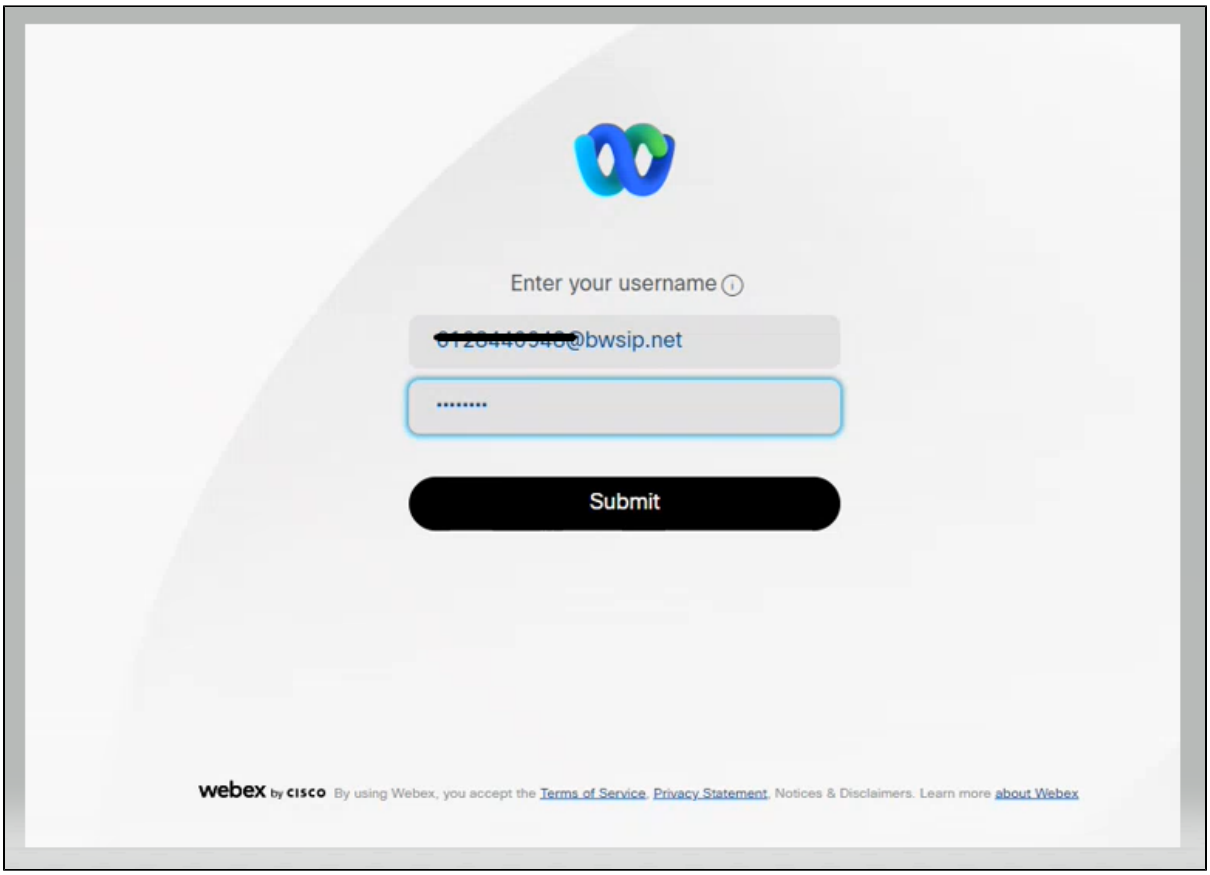
Step 7:

After confirming download enter your company **email address.** Since you have already verified the email you will be prompted for your OSSmosis User ID and application password after.



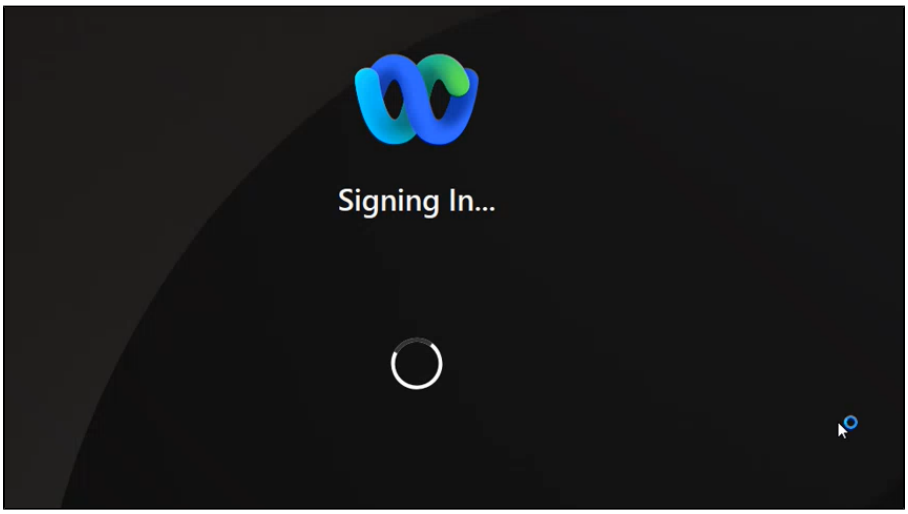
Step 8:

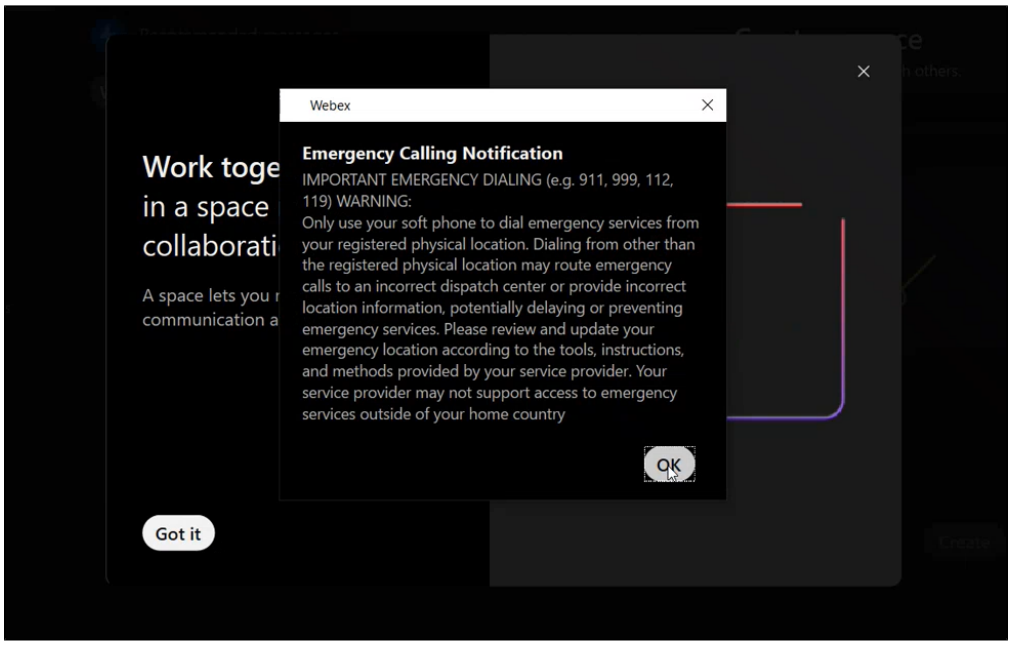
Enter your ODIN User ID and application password

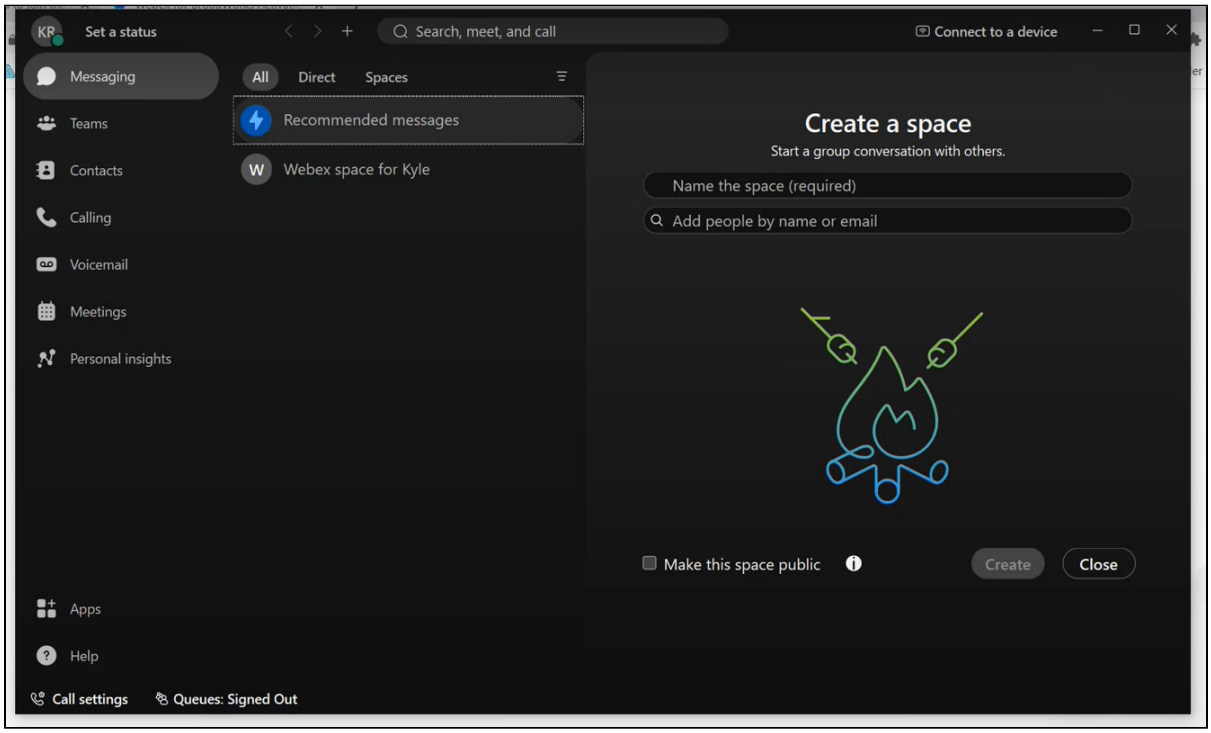


Step 9:

You are now signed in to your Evolve Anywhere with Webex application!!!




Webex
Emergency Calling Notification
IMPORTANT EMERGENCY DIALING (e.g. 911, 999, 112, 119) WARNING:
Only use your soft phone to dial emergency services from your registered physical location. Dialing from other than the registered physical location may route emergency calls to an incorrect dispatch center or provide incorrect location information, potentially delaying or preventing emergency services. Please review and update your emergency location according to the tools, instructions, and methods provided by your service provider. Your service provider may not support access to emergency services outside of your home country
OK
Work toge
in a space
collaborati
A space lets you
communication a
Got it


KR
Set a status
Search, meet, and call
Connect to a device
Messaging
Teams
Contacts
Calling
Voicemail
Meetings
Personal insights
Apps
Help
Call settings
Queues: Signed Out
All
Direct
Spaces
Recommended messages
Webex space for Kyle
Create a space
Start a group conversation with others.
Name the space (required)
Add people by name or email
Make this space public
Create
Close