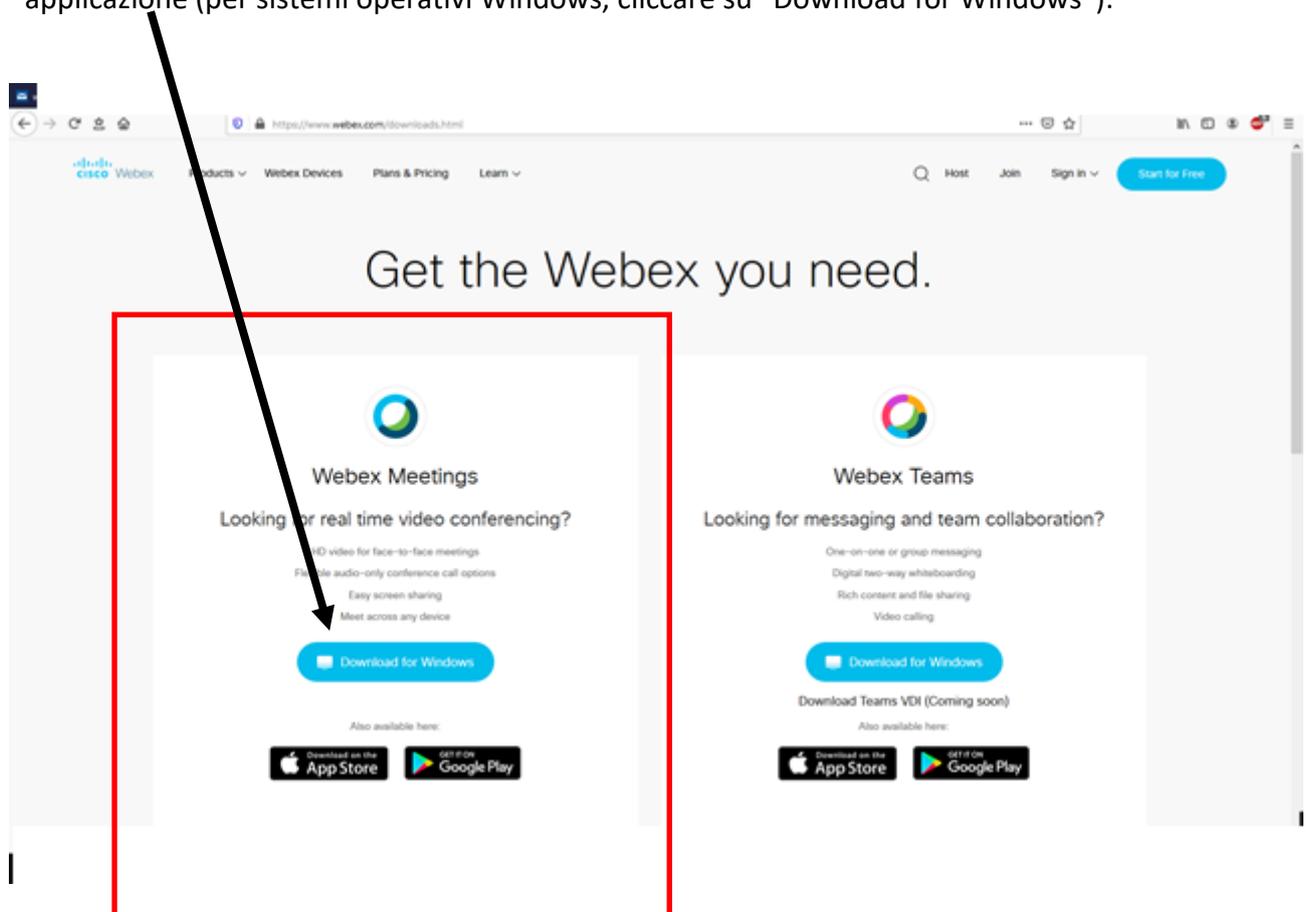
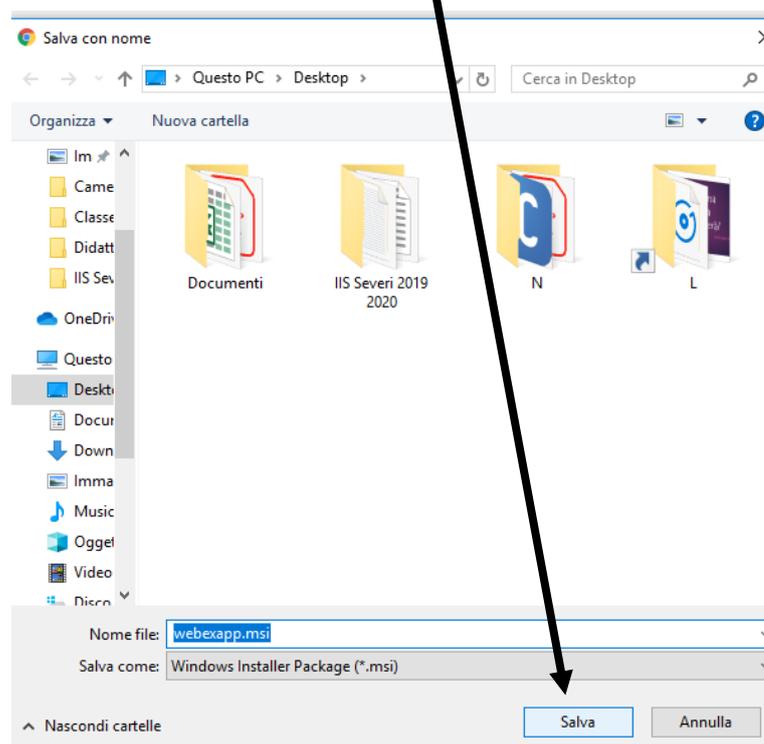


REGISTRAZIONE e INSTALLAZIONE DI CISCO **WEBEX MEETINGS** SUL PC

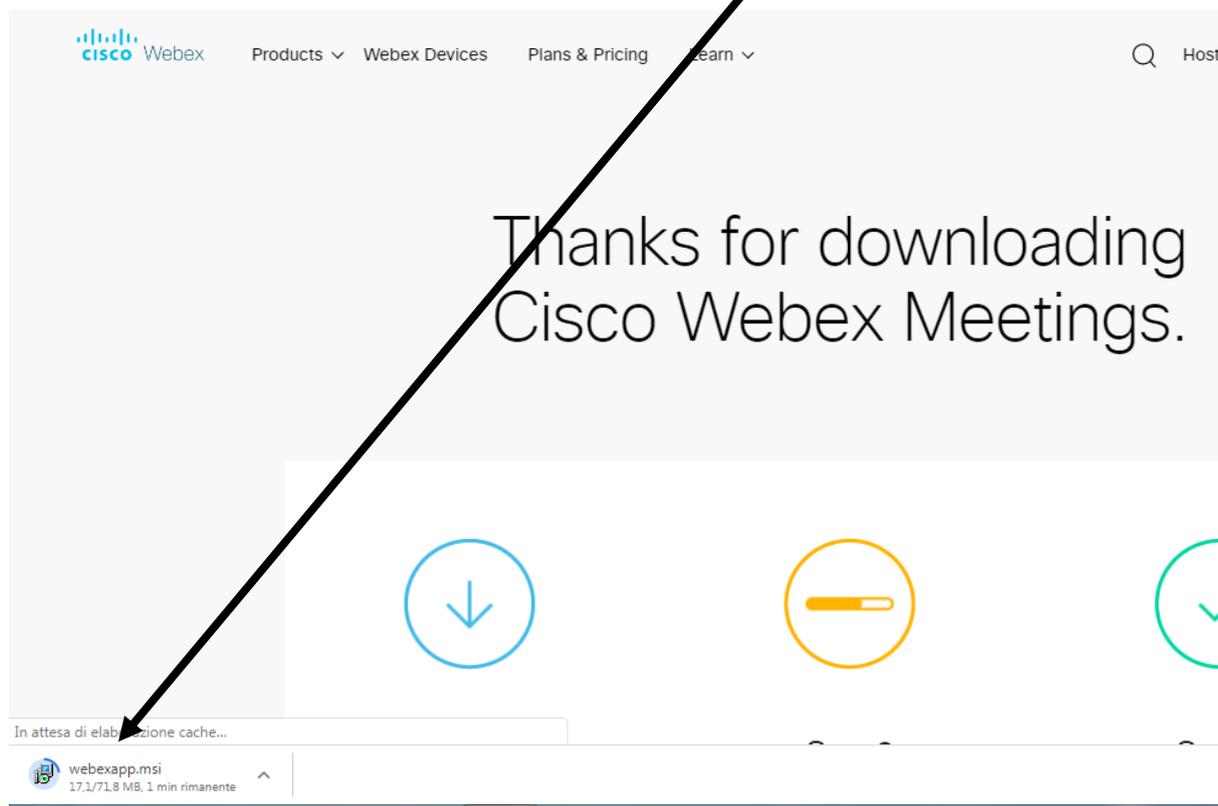
1. Collegarsi al sito web: <https://www.webex.com/downloads.html> e scaricare la seguente applicazione (per sistemi operativi Windows, cliccare su “Download for Windows”):



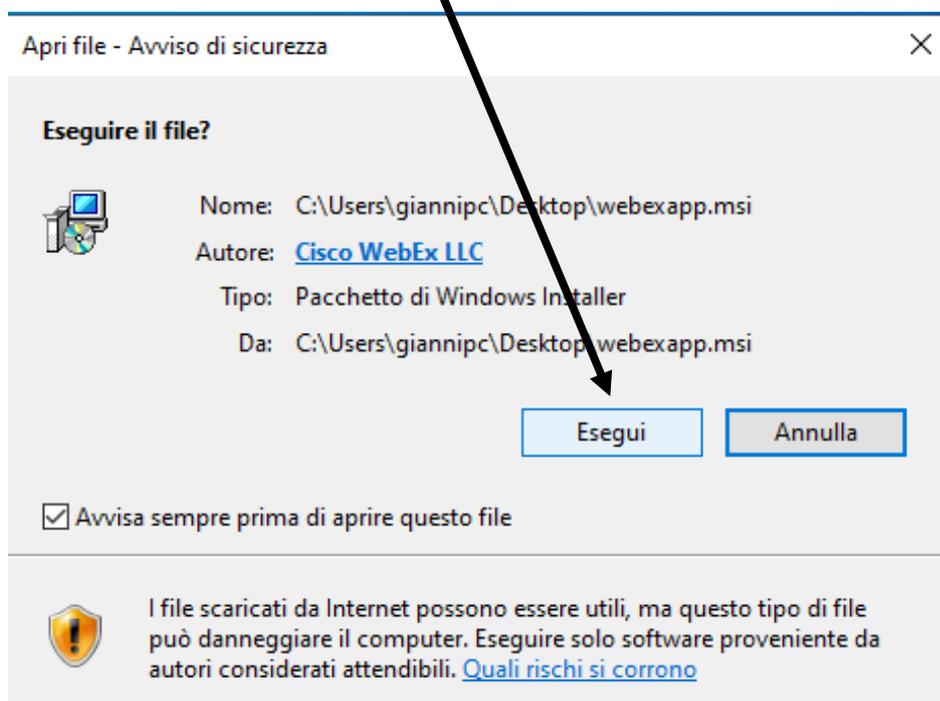
2. Si aprirà una finestra simile a quella sottostante. Cliccare su “Salva”



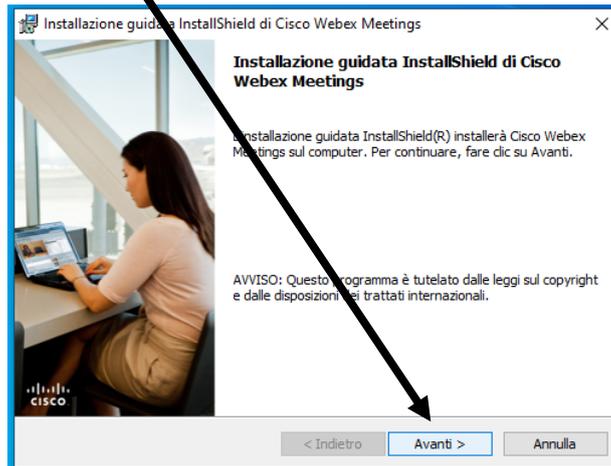
3. Attendere che il programma venga scaricato e poi cliccare su



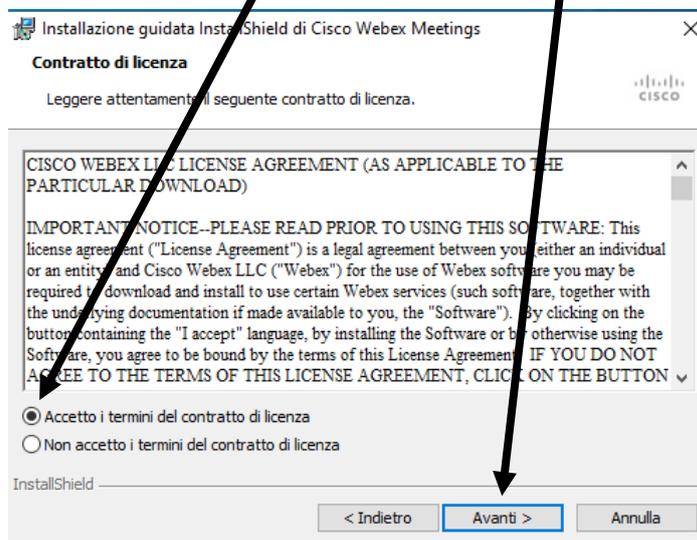
4. Subito dopo, si aprirà la seguente finestra: cliccare su "Esegui":



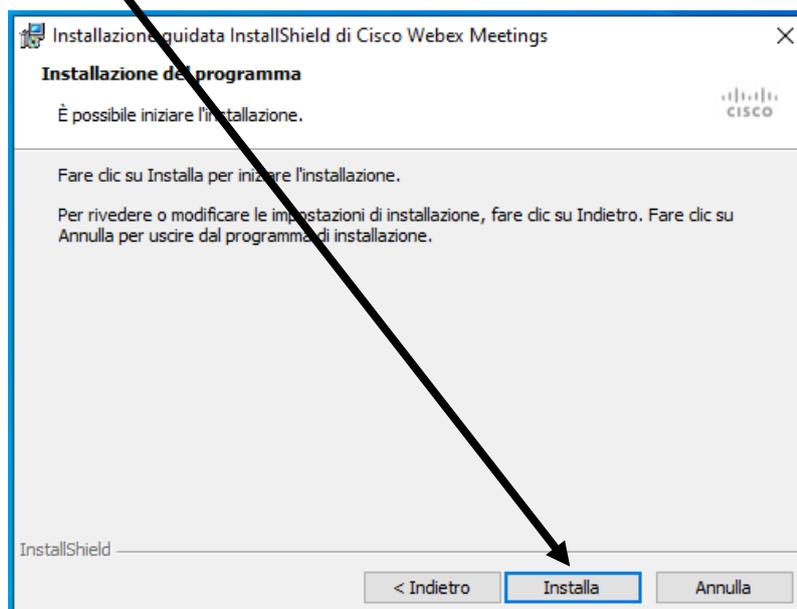
5. Successivamente, cliccare su Avanti



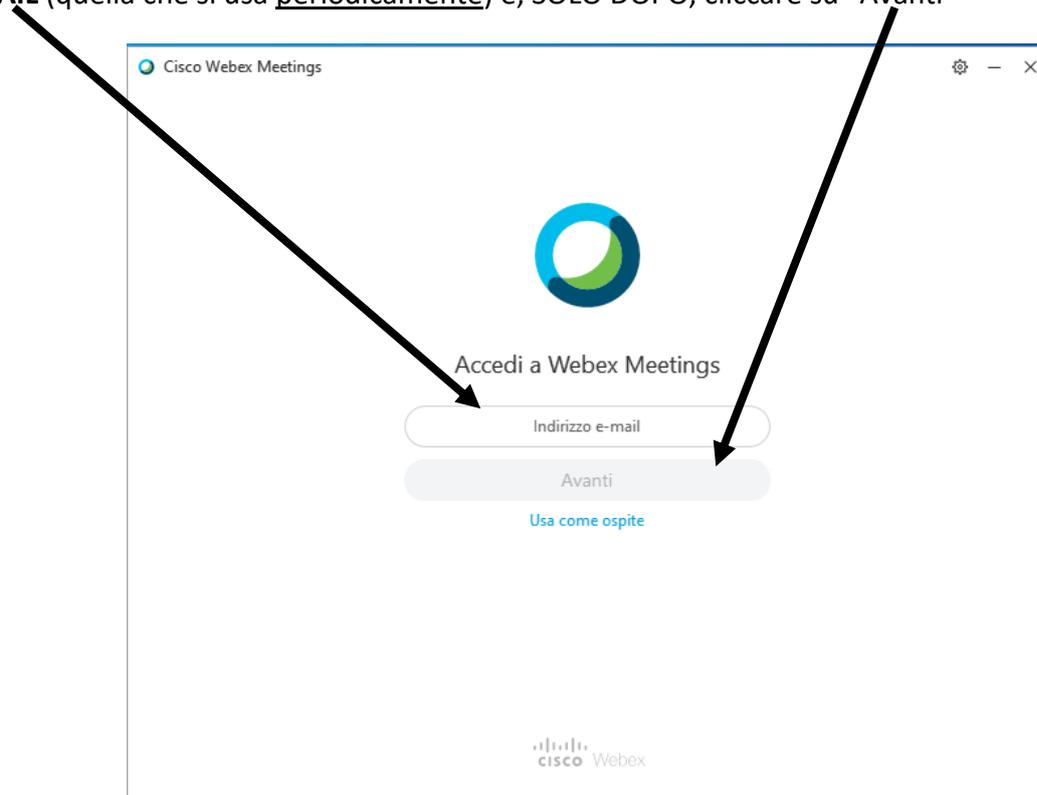
6. Accettare i termini del contratto di licenza e poi cliccare su Avanti



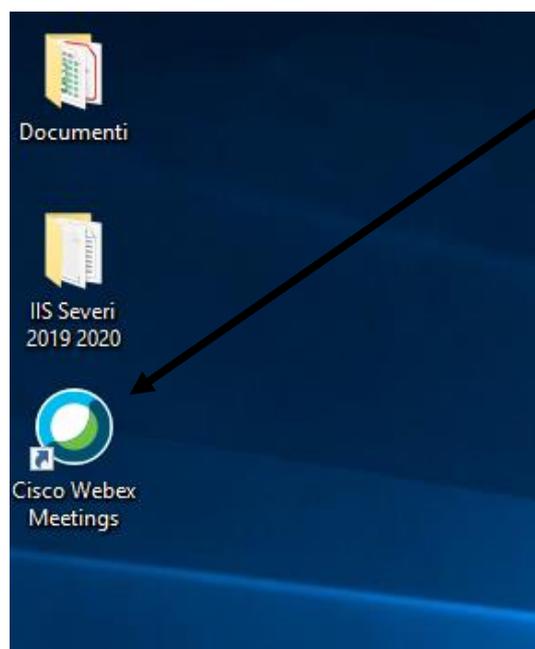
7. Far partire l'installazione



8. Al termine dell'installazione comparirà questa finestra, dove si dovrà inserire **LA PROPRIA EMAIL** (quella che si usa periodicamente) e, SOLO DOPO, cliccare su "Avanti"



9. Nel caso in cui questa finestra non dovesse aprirsi automaticamente, cliccare su questa icona che nel frattempo è comparsa sul Desktop del PC e poi inserire la propria email



10. In tempi brevi arriverà un'email simile a questa, in cui si avverte dell'enorme carico di richieste pervenute in questo periodo e della necessità di attendere:



Your Webex Account is Coming

Thank you for registering to get your free Webex account. Our team has begun to get your video conferencing account set up. Please bear with us as there might be a delay due to the increased demand being created by the impact of COVID-19. Our team will respond to you shortly as soon as they have it set up.

In the interim, please check out these resources to help you as you prepare for working from home and practicing social distancing. If we all do our part and work together, we can help slow the spread of the virus.

- [Work From Home Resources](#)
- [Working Remotely](#)

We will have you working with video soon. Stay tuned.

Thank you,
Webex Online Team

11. Successivamente (entro 24/48 h) arriverà una seconda email in cui si fa presente che la richiesta è in corso di elaborazione. **CONTROLLARE PERIODICAMENTE (almeno una volta al giorno) LA PROPRIA EMAIL!**



Your Webex Account is on the way!

Your Cisco Webex Meetings account is almost complete. Thanks for being so patient. These are unprecedented times and we're all in this together. Please follow the 2 steps to success below to complete your set-up.

#1 - LOOK FOR CONFIRMATION EMAIL

You'll be receiving a final confirmation email within 24 hours. Be sure to look for an email with the following information:

From: messenger@webex.com

Subject line: "IMPORTANT: Your Cisco Webex account information"

If you don't find it in your Inbox, be sure to check your Spam folder.

This email will contain your Webex account user name, which is the email you used during sign up. You'll be directed to create a new password by clicking on the provided link.

IMPORTANT: You must click on that link within 24 hours of receiving the email or you'll have to sign-up again and go through this entire process from the beginning.

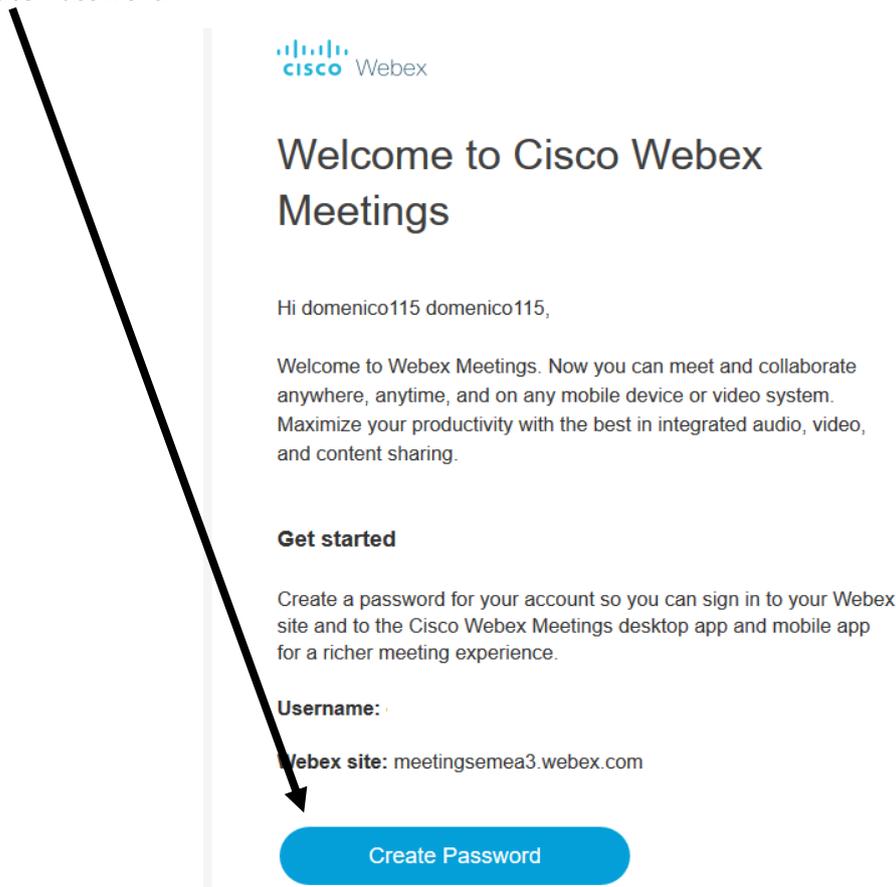
#2 - CREATE YOUR PASSWORD

Upon clicking the link, you will be directed to a CREATE PASSWORD web page. Simply enter your new password, confirm it and click continue.

After completing the steps above, you will be ready to meet and start collaborating with Webex!

Thanks,
Webex Online Team

12. Arriverà una terza email (ultima) e per terminare il processo di registrazione si dovrà cliccare su "Create Password"



13. Si sceglie una password (almeno 8 caratteri di cui almeno uno maiuscolo e almeno un numero), si riscrive e dopo si conferma

Create a password for your account so you can sign in to your Webex site and to the Cisco Webex Meetings desktop app and mobile app.

User name: _____

Invalid password

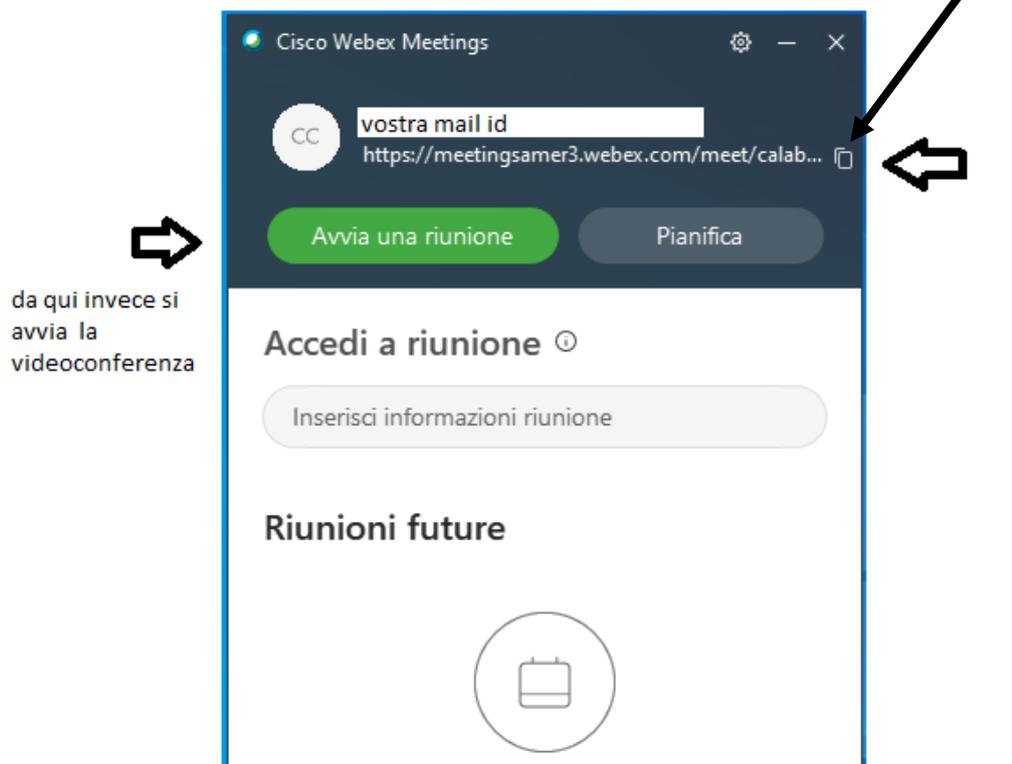
Must contain

- At least 8 characters
- At least 2 letters (a, A, b, B, c, C...)
- A mix of uppercase and lowercase letters
- At least 1 number (1, 2, 3...)

Must not contain

- Your name, username, or company name
- Your last 3 passwords
- Easy-to-guess words
- Any character repeated 3 or more times

14. Cliccando sull'icona creata sul desktop "Cisco Webex Meetings", comparirà la seguente finestra: per avviare una video conferenza, cliccare su "Avvia una riunione", mentre per copiare il link da inviare a coloro che devono assistere alla video conferenza (alumni e/o docenti) basta cliccare qui



15. Per condividere il proprio schermo durante una video conferenza, cliccare su questo pulsante

