1. Student will go to gcsustudent.webex.com.

2. Student will click on Request a Host Account on the left side of the page.

3. Student will then select to Sign Up for an account.

4. Once the student has filled in the necessary information he/she will receive three emails one to activate their account and another to setup their password and one more to confirm your login information.

First email

-------- Forwarded message --------
From: <messenger@webex.com>
Date: Fri, May 15, 2015 at 8:59 AM
Subject: Confirmation of WebEx account required
To: sample.person@bobcats.gcsu.edu
Hello Sample
To confirm your https://gcsustudent.webex.com/gcsustudent account, please click this link, or copy and paste the link into your browser:
https://gcsustudent.webex.com/gcsustudent/account_confirm.php?USID=16678cba2f58eb884fcf1b2e8ffe0f15

You must confirm the account within 3 days from the time this email was sent.

http://www.webex.com

Next email:

-------- Forwarded message --------
From: <messenger@webex.com>
Date: Fri, May 15, 2015 at 8:59 AM
Subject: Your Enterprise Edition account request is approved
To: sample.person@bobcats.gcsu.edu

Hello Sample Person,

Your site administrator approved your request for a new Enterprise Edition account. You will receive your username and password instructions soon in another message.

http://www.webex.com

Next email:

-------- Forwarded message --------
From: <messenger@webex.com>
Date: Fri, May 15, 2015 at 8:59 AM
Subject: Your enterprise account information
To: sample.person@bobcats.gcsu.edu

As requested, here is your enterprise account information for https://gcsustudent.webex.com/gcsustudent:

User Name: sample.person
Password: https://gcsustudent.webex.com/gcsustudent/changePassword.php?USID=e153f32d2b9ebe46ced88a203c7fb279c
(The link will be available for only 72 hours after the time this email was sent.)
For assistance

If you cannot log in, please contact WebEx Technical Support at https://support.webex.com/support/manage-ticket.html.

WebEx Technical Support

5. Once you are logged in there will be a popup that will want you to install the WebEx productivity tools. You can do this if you use Microsoft Outlook, IBM Lotus Notes, Microsoft Office Communicator, or Microsoft Lync. If you don’t use any of these applications please click Don’t show me again.

6. At this point you should be able to access your room by clicking on the button that says enter room.
7. If you would like more training on WebEx then you can click on **Support** then **Training** on the left side of the main page.