Verification in Webex Meetings

With the November 2023 update of Webex, all attendees in the Virginia Area Al-Anon Webex Virtual Meetings will be "Verified" by personal email addresses. Performing the steps here will verify most Webex users.
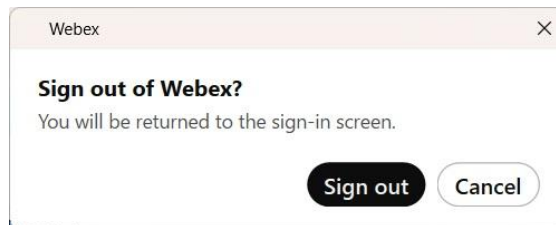
1. Close ALL Browser windows (chrome, safari, edge, firefox, etc.)
   Make sure they are completely closed

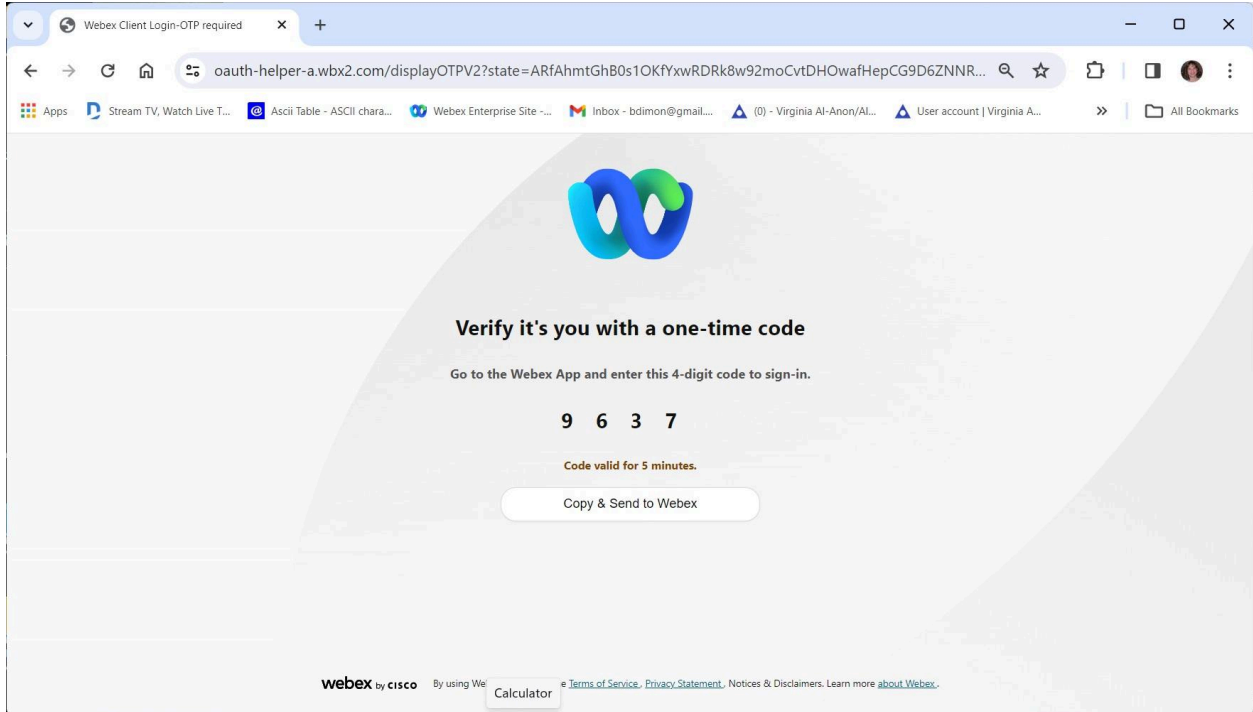2. Find your Webex desktop app and open it

3. If the TOP LEFT of the Webex app has the number one followed by an open parenthesis in a circle, for example: 1(- it means you are signed in as VAMEET@VAALANON.ORG

4. Click on the circle and select Sign Out

5. Click "Sign out." You will be returned to the Sign-In popup screen.

6. Sign In with **your** email address (not the Webex Host email address)

7. Click Continue after verifying your email address is in the box

8. The browser window will refresh with a 4-digit Verification code. The browser window will look something like this:

If you do not see a browser window with a one-time code, there might be another browser window open - look for it, or start over with step 1.

9. When you find the one-time code browser, click the **"Copy & Send to Webex"** button underneath that code. Your Webex app will open with your initials inside the gray circle instead of the 1(

10. Click on Help at the far bottom left of the Webex app screen.The gray circle with a question mark.

11. Check for Updates. Follow the instructions, if any.

12. Your Webex app will now sign in with your own email address iinstead of the Webex Host email address.

13. If you need to sign in with a Webex Host email address, you will click on the gray circle that has your initials in it, and click Sign-out. When the Sign-In window pops up, enter the Host email address. After your meeting is over, **please sign out again** and sign in as yourself.