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:

Webex Client Login-OTP required X +	- 0 X
← → C 🛱 cauth-helper-a.wbx2.com/displayOTPV2?state=ARfAhmtGhB0s1OKfYxwRDRk8w92moCvtDHOwafHepCG9D6ZNNR 🍳 🛧	Ð 🛛 🌒 :
👖 Apps 👂 Stream TV, Watch Live T 🔞 Ascii Table - ASCII chara 🖤 Webex Enterprise Site M Inbox - bdimon@gmail 🛕 (0) - Virginia Al-Anon/Al 🛕 User account Virginia A	» All Bookmarks
Verify it's you with a one-time code	
Go to the Webex App and enter this 4-digit code to sign-in.	
0 6 3 7	
9 6 3 7	
Code valid for 5 minutes.	
Copy & Send to Webex	
Webex by cisco By using We Calculator Tarms of Service, Privacy Statement, Notices & Disclaimers, Learn more about Webex.	

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.