COUNSEL'S CHAMBERS LIMITED

P: +61 2 9235 6221 E: support@ccl.com.au W: www.ccl.com.au A.B.N. 72 000 111 302 Level 1 Selborne Chambers 174 Phillip Street Sydney NSW 2000 Australia DX: 973 Sydney

Webex Setup Guide

- 1. Cisco Webex is available on **Windows**, **macOS**, **Android** and **iOS** devices. To install the app on various platforms, please follow these steps:
 - a. For **Windows** and **macOS** users, please visit <u>https://www.webex.com/downloads.html</u> to download the software
 - b. For Android and iOS users, please visit the Play Store or App Store, search for "Webex", and install the app Note: Please do not download "Webex Meetings" app instead as it is being discontinued.
- 2. After installing Webex on your device, launch it. You will need to enter your **primary CCL email** address and press *Next* or *Continue*



Note: Your primary CCL email address is what appears on outgoing emails.

3. On the following screen, sign in using your **primary CCL email address** and **CCL network password**



Get Started with Webex

Below is a link to some useful information on how to make the most of using Webex:

<u>https://help.webex.com/en-us/n3xx7vcb/Get-Started-with-Webex</u>

Also, please see the "CCL User Guide – Webex" document for further information on the general functionality of the Webex system & how it can be applied for use in Chambers:

• <u>https://www.ccl.com.au/files/documents/CCL_User_Guide_-_Webex.pdf</u>

Message Retention

Messages and content will be automatically deleted after 3 years.