Business Voice Cloud with Webex

Upgrade from Mobility / UC-One to Webex

July 2022

LOGIX FIBER NETWORKS

Introducing LOGIX Business Voice Cloud with Webex

LOGIX is pleased to announce a new integration of your LOGIX Business Voice Cloud service with Cisco Webex.

Cisco is a leading communication and collaboration platform for businesses worldwide. LOGIX is excited about the functionality this upgrade from Mobility to Webex will enable for you.

This guide will walk you through step-by-step the process for activating your Webex account. Prior to doing so, there are a few steps you should take.

1. Ensure that all users have their LOGIX Mobility usernames and passwords handy as they will be needed to self-activate Webex.

2. Ensure that you and your colleagues review your message history. Please copy and save any important chats and contacts to a separate file. Your contact and message history will not be available in Webex after the activation.
   a. [Click here](#) for information on how to save chat and contact history.

3. Make note of any meetings scheduled with a Mobility meeting room ID as these must be updated with your new Webex meeting ID.

You are now ready to follow the activation steps on the following slides and begin experiencing a new way to collaborate!

Upgrade from Mobility to Webex

Step 1: Sign Out of Mobility completely and close the application.

　　　　　Please also ensure that you manually sign out of any other Webex accounts you may have before starting.
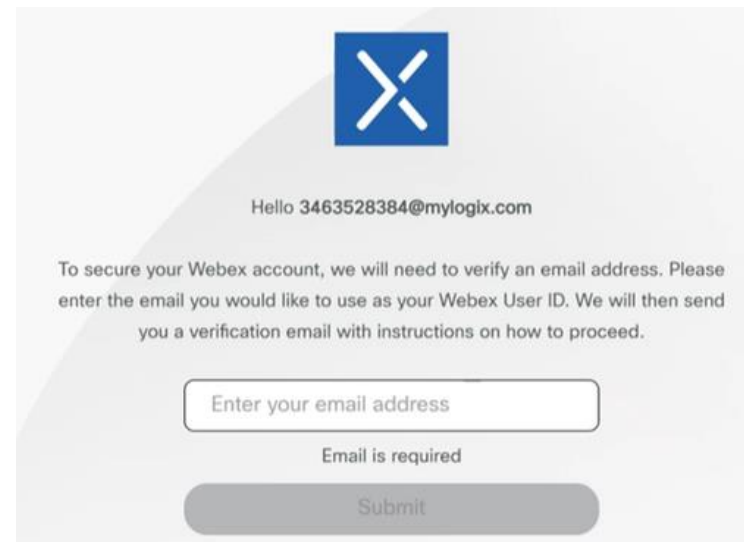
Step 2: Click the link Logix User Activation Portal Link to access the User Activation Portal and get started.
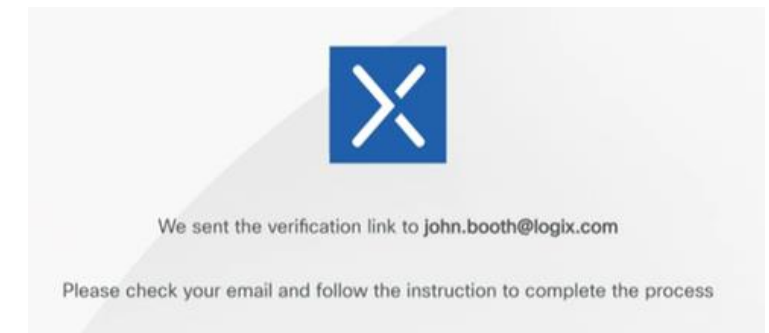
Enter your current Mobility
Username & Password

Enter your complete Logix
email address when prompted

A verification link is sent to the
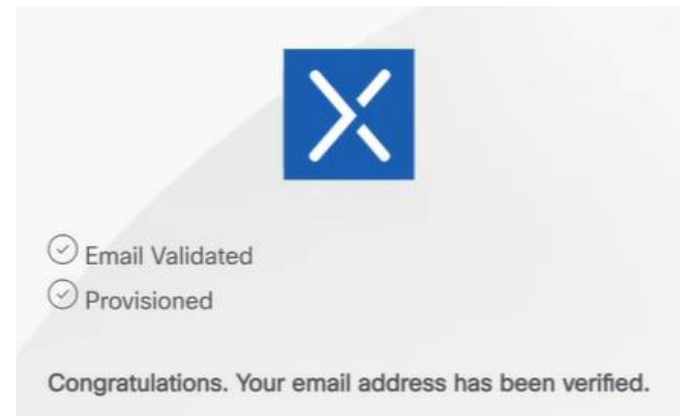email address you just entered

Upgrade from Mobility to Webex

Step 3: Complete email verification by clicking the **Join Now** link you received in the email
The system will validate and provision, and then the page will refresh to offer the download options.
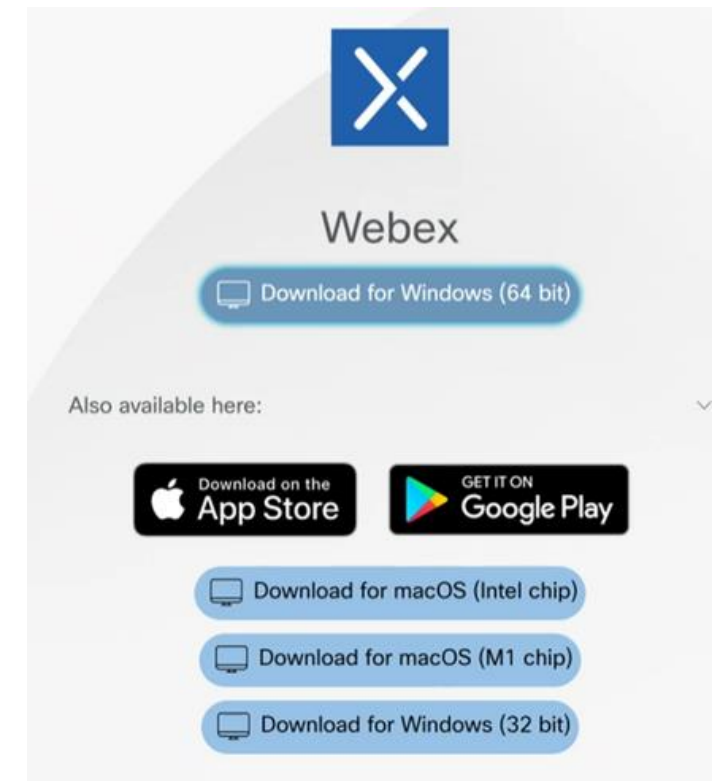
| Click Join Now in the email.	Wait while validation and provisioning complete.	Click the appropriate link for your device and follow prompts to install
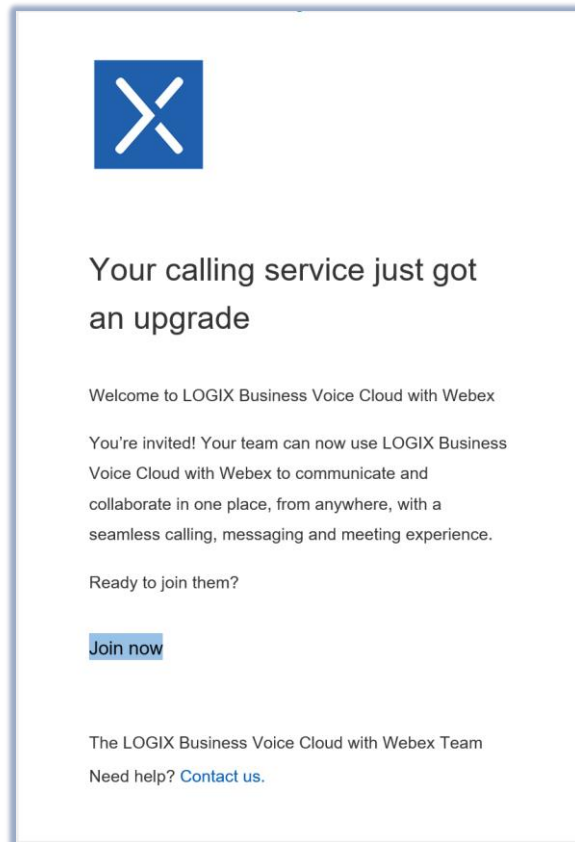
*** If you receive notification that you have an existing Free Webex Account, see instructions in Appendix*
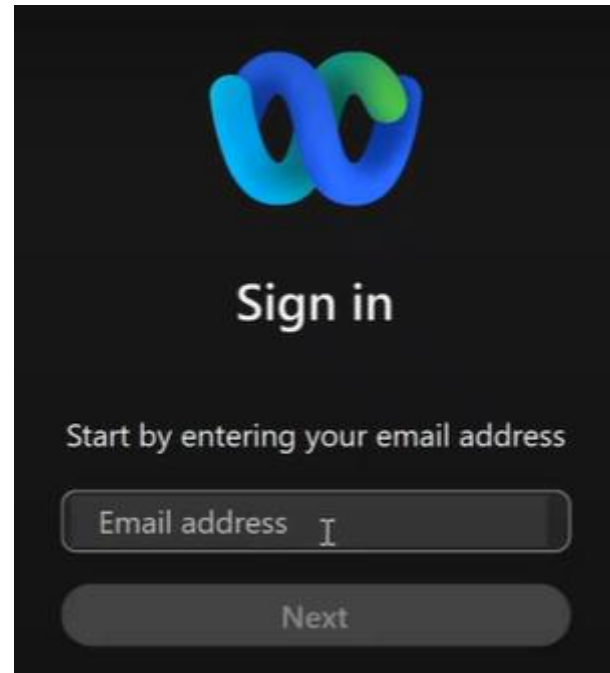
Upgrade from Mobility to Webex

Step 4: Launch the new Webex Application and log in with your Mobility credentials.
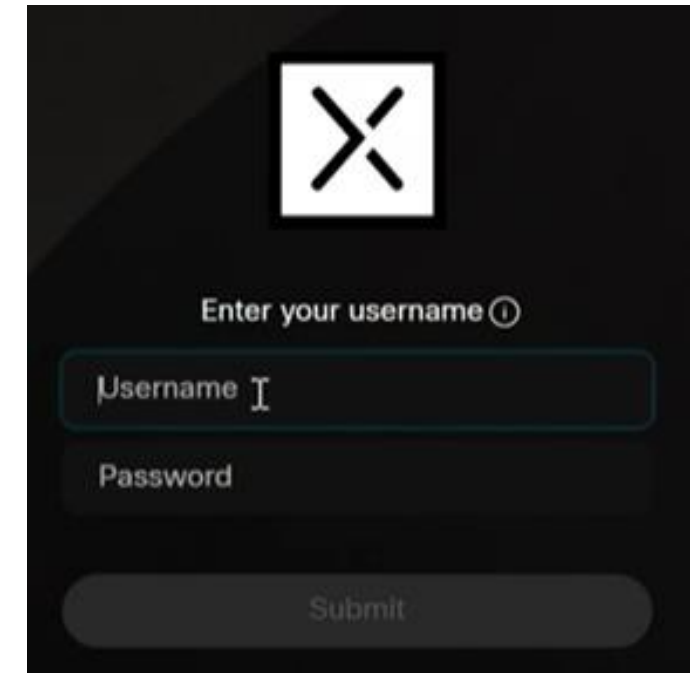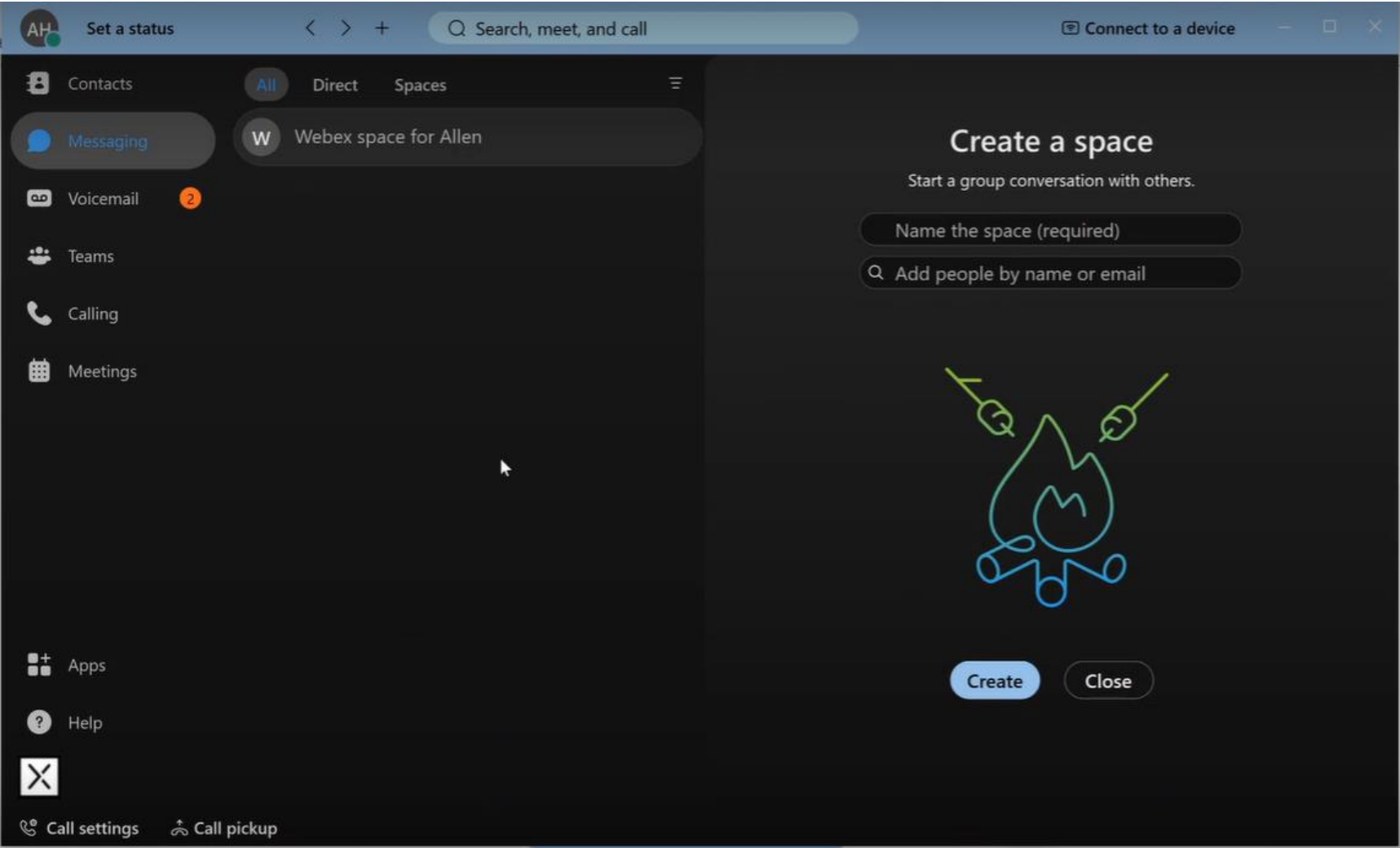
Click Sign In
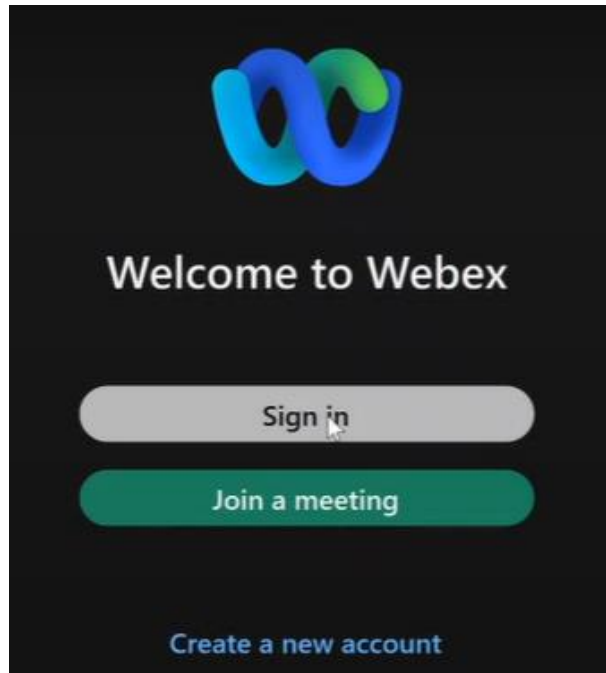
Enter your
email address

Enter your Mobility
Username and Password

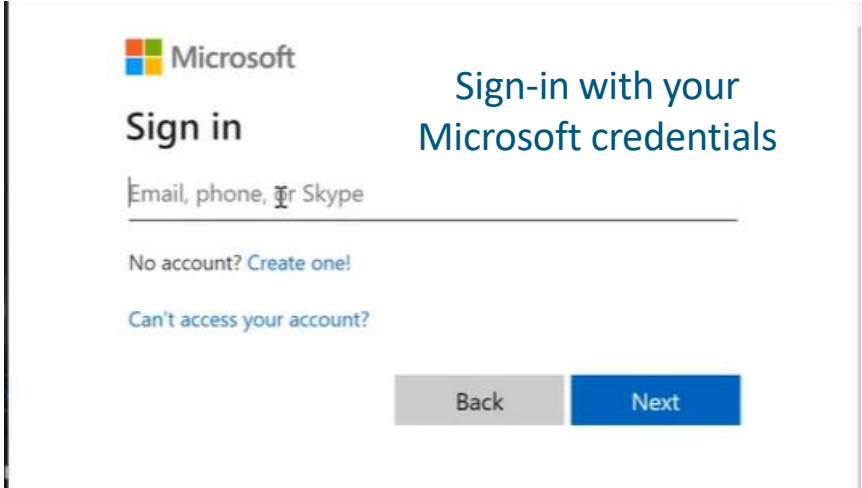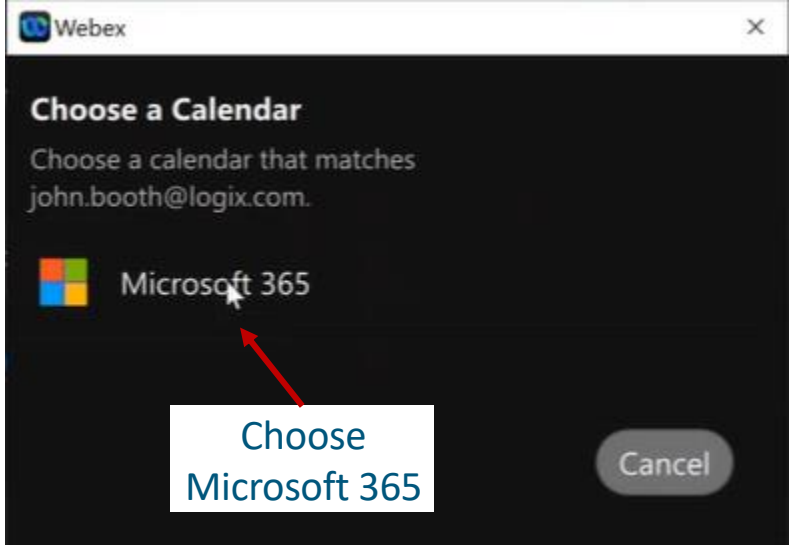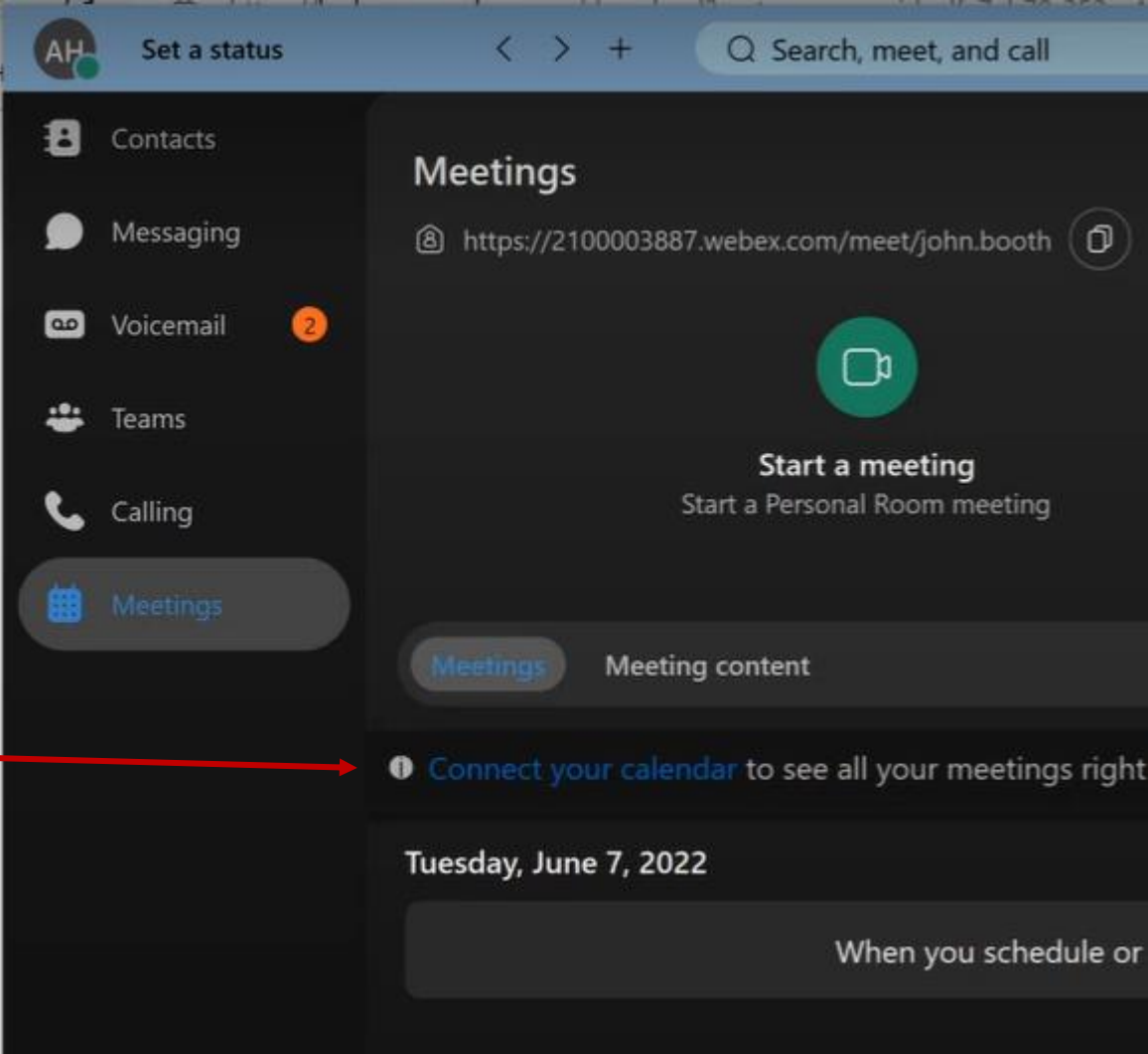# Welcome to Business Voice Cloud with Webex!

Additional Support

For additional support with your Webex activation, you can utilize the resources below

- ➢ Watch a <u>video walk-through</u> of the Webex activation process

- ➢ Access the <u>Webex Settings Quick Reference Guide</u>

- ➢ Access the <u>Webex SMS Guide</u>

- ➢ E-mail the LOGIX Webex Help Desk @ <u>logixwebexhelpdesk@logix.com</u>

- ➢ Call the LOGIX Webex Help Desk @ 888-991-1000

APPENDIX

Connect your Outlook calendar to Webex

Click on Meetings

Click on Connect your Calendar

Choose Microsoft 365

Sign-in with your Microsoft credentials

If you have an existing Free Webex Account

IMPORTANT: If you receive a notification during Step 3 that you have an existing Free Webex Account, you must delete it. **Note:** You will need to know the Username and Password credentials for your free Webex account.

Click the **Next** link in the communication from Webex
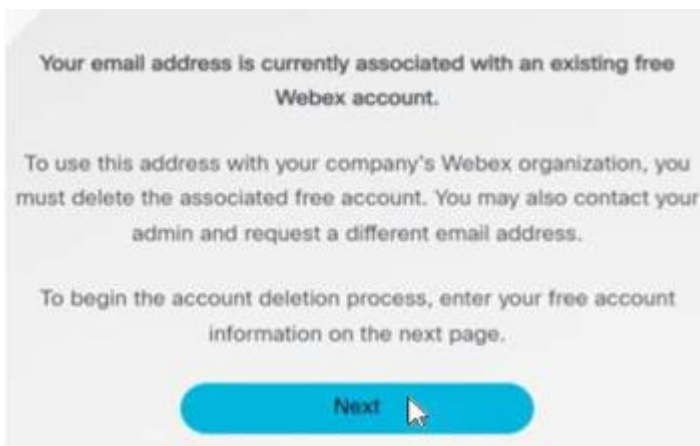
Enter your email and password for the free account when prompted.

Click Delete account and wait while the account is deleted - then you may continue to download, install, and Sign Into the Webex App.