## Adding Webex to a Voice Complete Telephony user

December 2022





## Adding Webex to an existing User

Navigate to the User menu by selecting Client, Business User

& My Account	÷	Dashboard Home > Dashboard										
A Client	<u>^</u>											
Business User		Hot Button 1	Hot Button 2		Hot Button 3 P Hot Button 4	•	Hot Button 5				KNOW	UDGE BAS
Reports	~		TYPE • Hosted	QTY 3	800	$\wedge$	0 X	0.00				
Assignments Message Centre	~		e SIP e Mobile	0	200		>	0.40 0.20 0 4 4		-		
C Tools	~		General	0	shafti physicili spatiat scattar	Nor <sup>201</sup> of Professional Servi	ces∎Total	6 <sup>09</sup> 1 <sup>09</sup>	Inbound Co	ی ک <sup>ور</sup> tbound <b>ا</b> Mis	at an	
pr settings	~	CALL VOLUME MINUTES			AUTO ATTENDANT							

Then click on the user you wish to add Webex to

< 📰 🛔 My Account 🗸 🚢 Client 🗸 🎦 Billing 🕍	🙍 Reports 🗸 👒 Assignments 🗸 💥 Tools 🗸 🔀 Settings 🗸		*
Business Users Home > New Head Office > Business Users			
Business Users (3)  soarch x Q			ACTIONS - ADD - O
USER	^ SITE	USER TYPE	EXTENSION
Andy Carroll	New Head Office	User-Hosted	702000
Andy Carroll	New Head Office	User-Hosted	100107
MUD User 2	New Head Office	User-Hosted	602004
100 🗸 rows per page			

On the Profile tab enter the users email address into the email address field

BUSINESS		< 🏢 🗄 My Profile 🤏 Service Configu	ration 🕍 Reports 🗸 🕲 Settings 🗸		A				
A My Account	~	Andy Carroll Home > New Head Office > Buildess Users > Edit: Andy Carroll							
4 Client	~								
Sit Billing		PROFILE VOIP ACCOUNT DETAILS CREDIT	UMITS PACKAGE & SERVICE DEVICES BATCH						
Reports	~	Site Name	New Head Office	~					
10		User Type	Hosted	~					
*s Assignments	~	First Name'	(kndy						
Message Centre	~	Last Name'	Carroll	_					
X Tools	~	Department	New Head Office	~					
Settings	~	User id	01284100107@voice.uk.levet3.com		CHANGE USER ID				
B Feature Request		Password-Uboss Portal & User Apps			Confirm Password-Uboss Portal & User Apps				
		Password-Service/Features Login			Confirm Password-Service/Features Login				
		Timo Zono	(GMT +00:00) Europe/London	~					
		Longuage	English	~					
		Email Address							
		Contact Mobile No							
		Block Access to Uboss							
		Network Class Of Service	None	~					
		SAVE ORIETE CANCEL RESEND WELCOM	IE NOTE						

## Note: DO NOT INCLUDE any capital letters in the email address!

A password can be set in the "*Password-Uboss Portal & User Apps*" field. If no password is entered the system default will be applied.



From the Package and Service tab, select the required Webex package



## Webex Packages

Package	Calling	Messaging	Space Meetings	Personal Meeting Room (PMR) Meetings
Softphone	Included	Not Included	None	None
Basic	Included	Included	25 participants <sup>1</sup>	None
Standard	Included	Included	100 Participants	100 participants
Premium	Included	Included	300 Participants	1000 participants

<sup>1</sup> The Space meeting limit for Basic users is 25 participants per Space meeting unless the space also includes users assigned the "Standard" or "Premium" packages, in which case the limit increases to 100 participants

Once completed click **SAVE** to complete the activation.