



I need to conduct a conference call but I do not have a WebEx account. How do I request an account?

IT is issuing WebEx accounts to all users who currently have Microsoft applications installed on their laptops/desktop. The first time you use the tool, you will need to log into the [WebEx Site](#). Click “sign in” in the upper right-hand corner. You may be required your Okta credentials the first time you log in. Once you login, you are now ready to start using your WebEx account. You can schedule conference calls from the website, application, or by selecting the “Add WebEx Meeting” within a calendar invite.