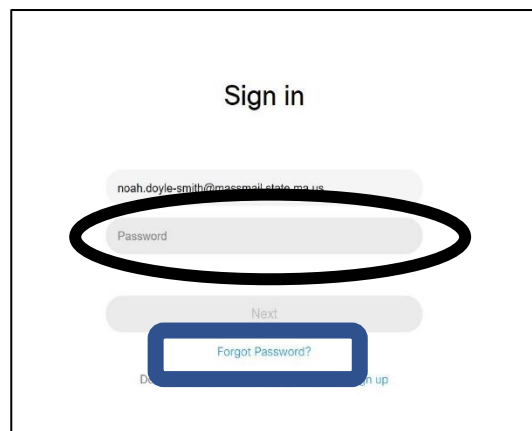# Signing into your DTA WebEx account

As our ability to telework has evolved, so has our need to keep in touch with our workers. One way we are tackling this process is utilizing WebEx. Good news, a WebEx account has already been created for you! To access WebEx, you will need to follow these steps.

1. Click on this link here: https://signin.webex.com
    a. If you printed these directions, you can type this directly into your web browser.
2. Your username will be your DTA email. Here is an example of what this will look like.

3. After you enter your email. Click Next. You will be prompted enter your password.

    a. If you did you not receive a password. Click the "forgot password" button. This is featured above in the rectangular box.

4. When you click the forget password button, the screen pictured below will open. You will need to enter your email and enter the verification code that appears in the box.

5.

6. Once you successfully log in, your home screen will appear. When you get here, follow the other job aids provided to start scheduling meetings.