

# Signing into your DTA WebEx account

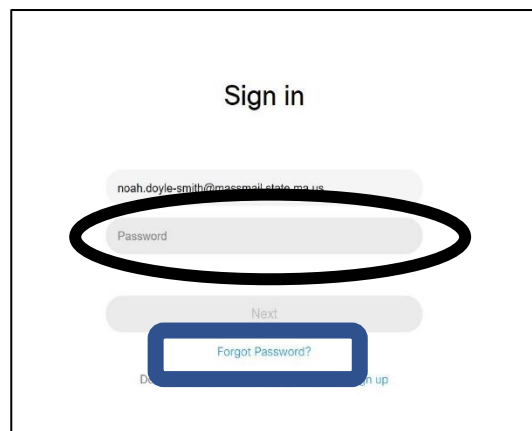
As our ability to telework has evolved, so has our need to keep in touch with our workers. One way we are tackling this process is utilizing WebEx. Good news, a WebEx account has already been created for you! To access WebEx, you will need to follow these steps.

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.



The screenshot shows the 'Sign in' page of a WebEx account. At the top, the text 'Sign in' is centered. Below it is a text input field containing the email address 'noah.doyle-smith@massmail.state.ma.us'. This input field is highlighted with a blue oval. Below the input field is a blue button labeled 'Next'. At the bottom of the page, there is a link that says 'Don't have a Webex Meetings account? Sign up'.

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



The screenshot shows the 'Sign in' page of a WebEx account. At the top, the text 'Sign in' is centered. Below it are two input fields: the first contains the email address 'noah.doyle-smith@massmail.state.ma.us' and the second is labeled 'Password'. The 'Password' input field is highlighted with a black oval. Below the input fields is a button labeled 'Next'. At the bottom of the page, there is a link that says 'Forgot Password?' which is highlighted with a blue rectangular box. At the very bottom, there is a link that says 'Don't have a Webex Meetings account? Sign up'.

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

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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.

Forgot username or password

We'll send you your username and instructions on how to reset your password. Enter the email address associated with your Webex account.

Email address:

Verification: Type the characters you see in the image below.

[Try a different image](#)

[Hear an audio challenge](#)

- 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.

