

Hello and welcome to another how-to video. Today we will be going over how to log into Webex, our online meeting platform.

To navigate to Webex through your web browser, you can either click on the appropriate link on our website – faculty/staff or student – *or* go directly to montana.webex.com or montana-student.webex.com.

Once there, you can either join a meeting directly as a guest or log in with your MSU credentials.

You will first log in using your university email – first.last or firstlast @montana.edu for faculty and staff or @student.montana.edu for students. DO NOT use @msu.montana.edu on this screen or you will get an error.

On the next screen, you will re-enter this same email again. Reminder: do not use @msu.montana.edu.

Finally, you will land on a familiar login screen where you will use your NetID@msu.montana.edu (faculty/staff/student workers) or NetID@student.montana.edu (students) username and NetID password. You should now be logged in!

You can also install the Webex desktop app, which makes it easier to login and stay logged in.

To do so, navigate to web.webex.com and click on the Download button at the top right of the window. From here, you can scan a QR code to download the mobile app as well – which is also available through whichever app store your device uses under “Webex”. Make sure to not download Webex Meetings – that’s the wrong app!

Once you’ve downloaded the desktop app, you can pin it to your taskbar for easy access. To log in, click into the app. A login window will open. Just like with the web version, sign in here using your firstlast or first.last @montana.edu email for faculty, staff, and student workers, or @student.montana.edu for students. Again, do not use @msu.montana.edu or you will get an error.

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If you haven’t logged into any other MSU applications you will be prompted to sign in again with your appropriate email, and then once more with your NetID@msu.montana.edu or NetID@student.montana.edu and NetID password. You should now be logged in!

When logging into the Webex mobile app, make sure you do not create a new account; all accounts for MSU are created automatically and if you create a new one, it will be a private account that MSU cannot support.

To log in, open the app and tap “sign in”.

You will land at a login screen where you will enter your **first.last or firstlast @montana.edu** or **@student.montana.edu** username and click next.

You will land at another login screen where you will again enter your **first.last or firstlast @montana.edu** or **@student.montana.edu** username and click next.

You will then land at a final login screen where you will enter your **NetID@msu.montana.edu** username for faculty/staff/student workers/graduate assistants, or NetID@student.montana.edu username for students. Then enter your NetID password.

You should now be logged in!

Thank you for joining me on this tutorial! If you have any other questions, please reach out to the Service Desk at 406-994-1777 or helpdesk@montana.edu, or visit us in the library, room 115G.

Thank you and have an amazing day!