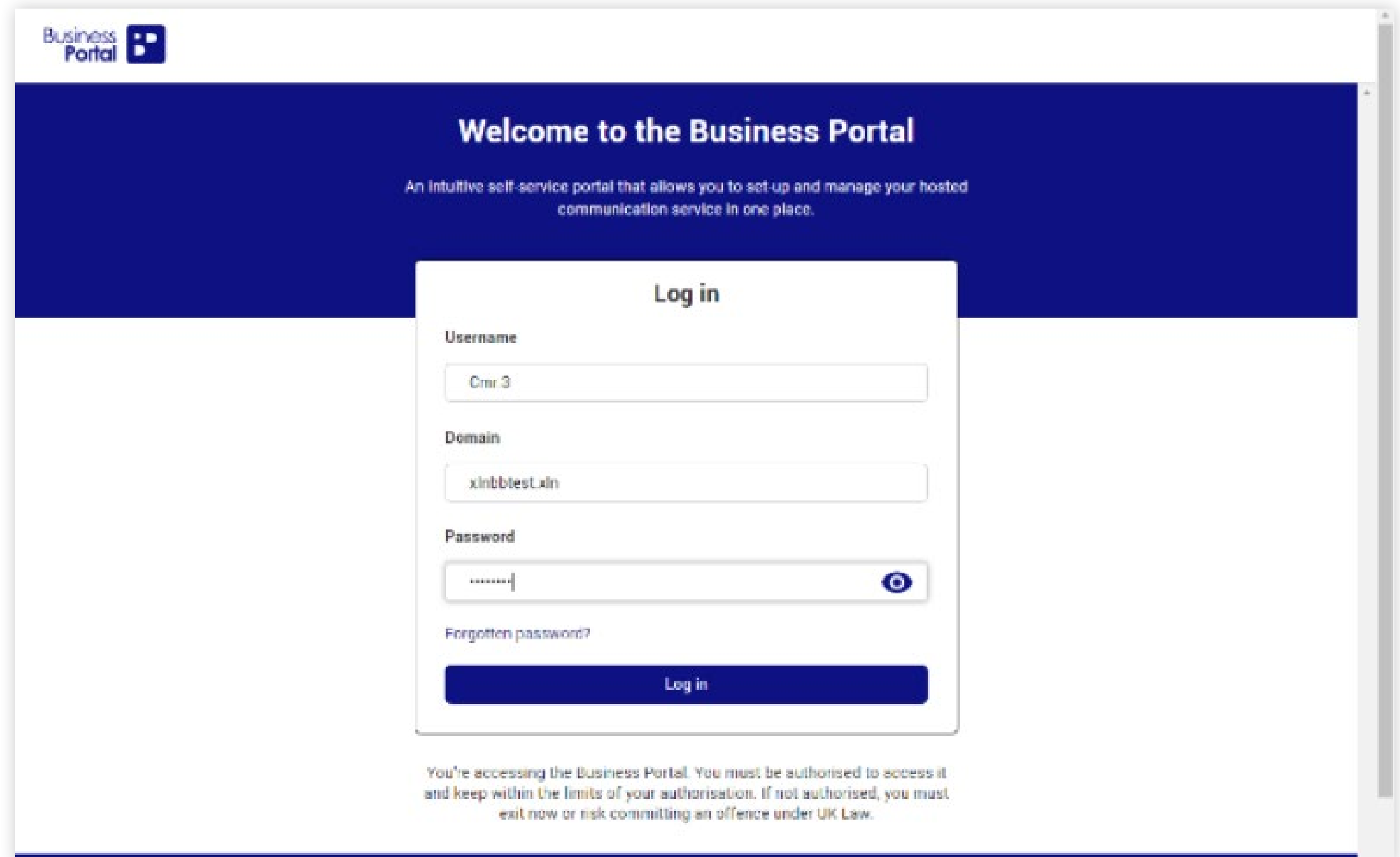# Onebill.

Onebill. | CloudVoice

How to set up your mobile app
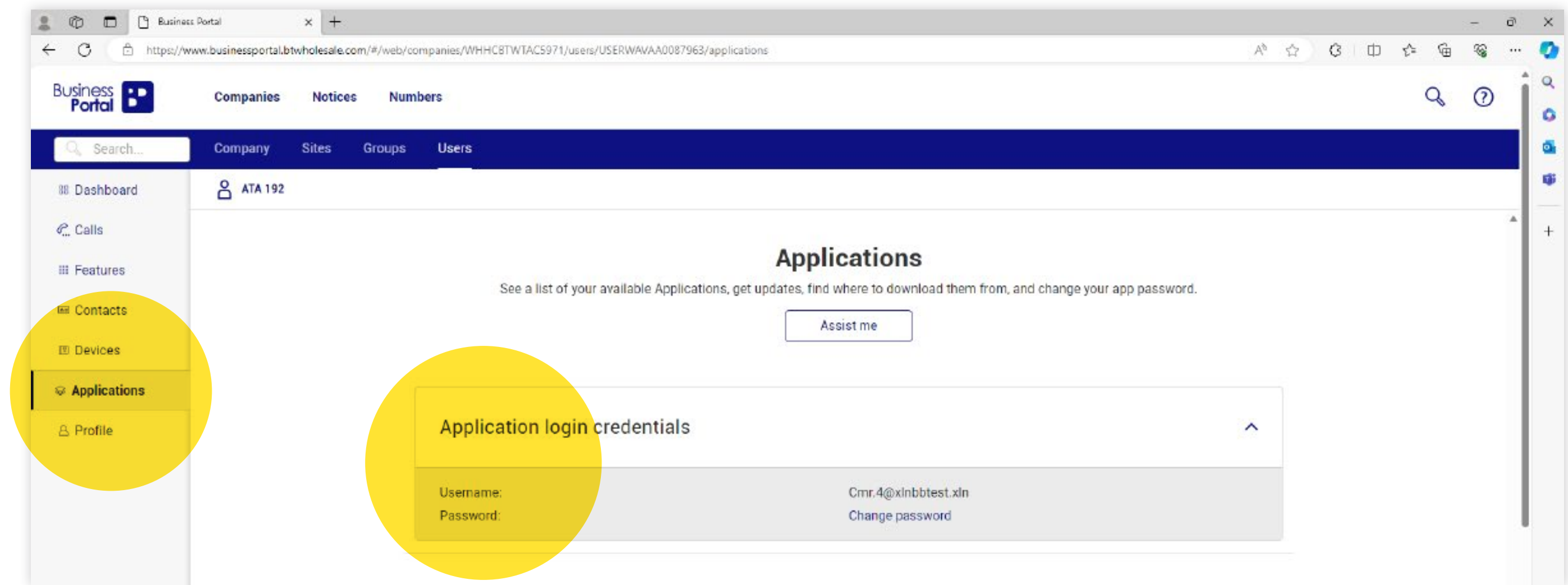
How to set up your mobile app

- You will configure your Mobile App using the 'Business Portal'.

- Prior to your go-live date, you will receive an email with your login details for the Business Portal.

- You will see this image (shown on the right) on the login page.

Welcome to the Business Portal

An intuitive self-service portal that allows you to set-up and manage your hosted communication service in one place.

Log in

Username

Cmr 3

Domain

xlnbbtest.xln

Password

••••••••

Forgotten password?

Log in

You're accessing the Business Portal. You must be authorised to access it and keep within the limits of your authorisation. If not authorised, you must exit now or risk committing an offence under UK Law.

How to set up your mobile app

- Once logged in, the user dashboard/homepage will load.

- Select '**Applications**' on the left.

- Select the user.

- Click '**Change password**'.

- You must set a password for the Mobile App.

- This username and password will be used to login to the Mobile App.

- Save your password and move to the next steps to download the Mobile App.

How to set up your mobile app

- Scroll down the page and select '**Set up Cisco Webex**'.
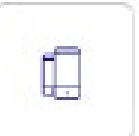
- Select the Mobile App for your device.

3 applications found.

Please note, if you have clicked the Activate button against any of the Cisco Webex packages, the registration process will take up to 1 minute to complete. Once this is finished, the button will no longer show Activate, allowing you to complete your set-up.

Mobile & tablet Apps

ANDROID

Cisco Webex for Android

Assist me >   Activate

IPHONE

Cisco Webex for iPhone/iPad

Assist me >   Activate
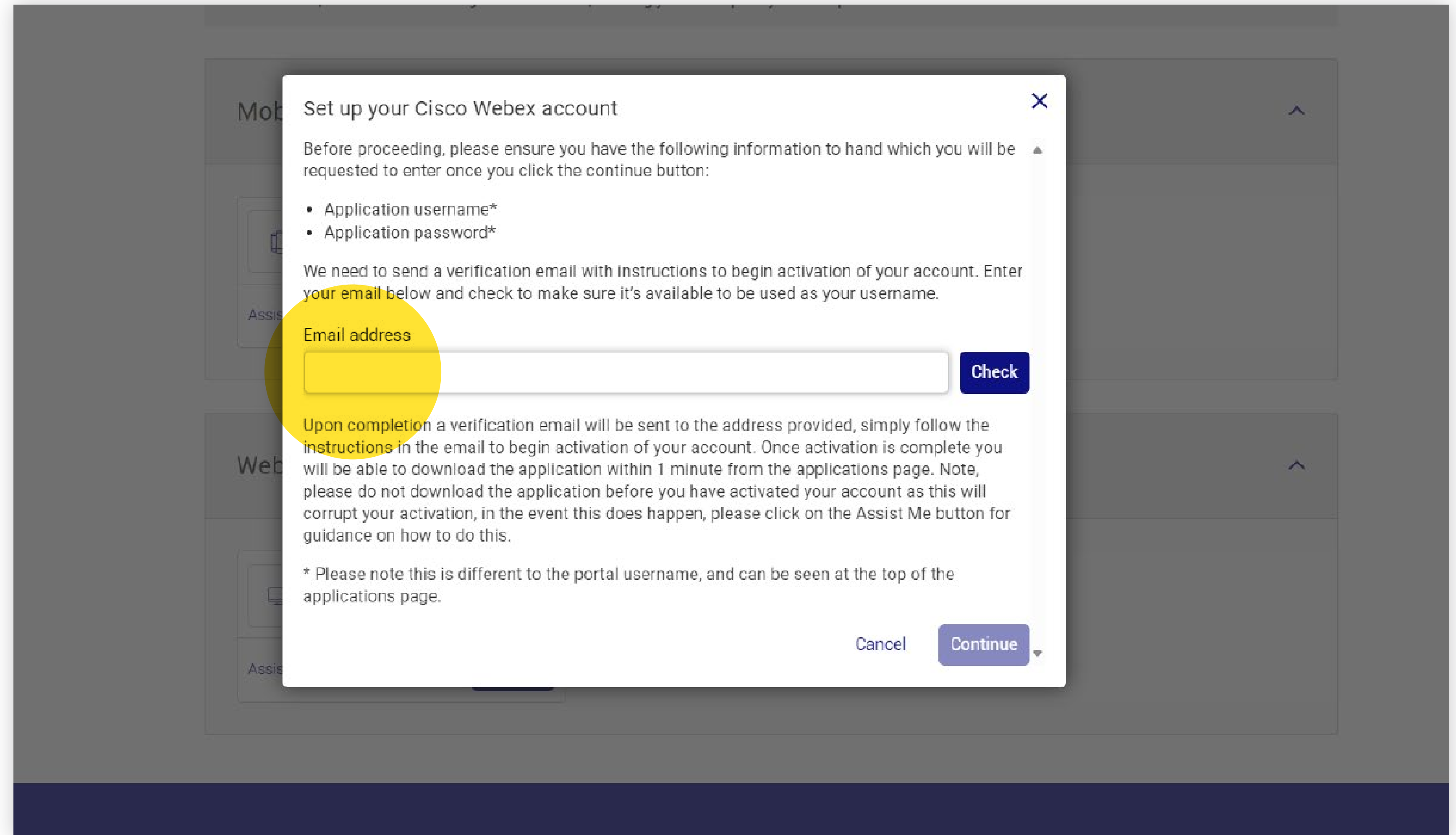
Web Apps

Cisco Webex for Desktop

Assist me >   Activate

How to set up your mobile app

- You will be prompted to insert the email address as shown. **Make sure the email address is correct.**

Mob

Set up your Cisco Webex account ✕

Before proceeding, please ensure you have the following information to hand which you will be requested to enter once you click the continue button:

- Application username*
- Application password*

We need to send a verification email with instructions to begin activation of your account. Enter your email below and check to make sure it's available to be used as your username.
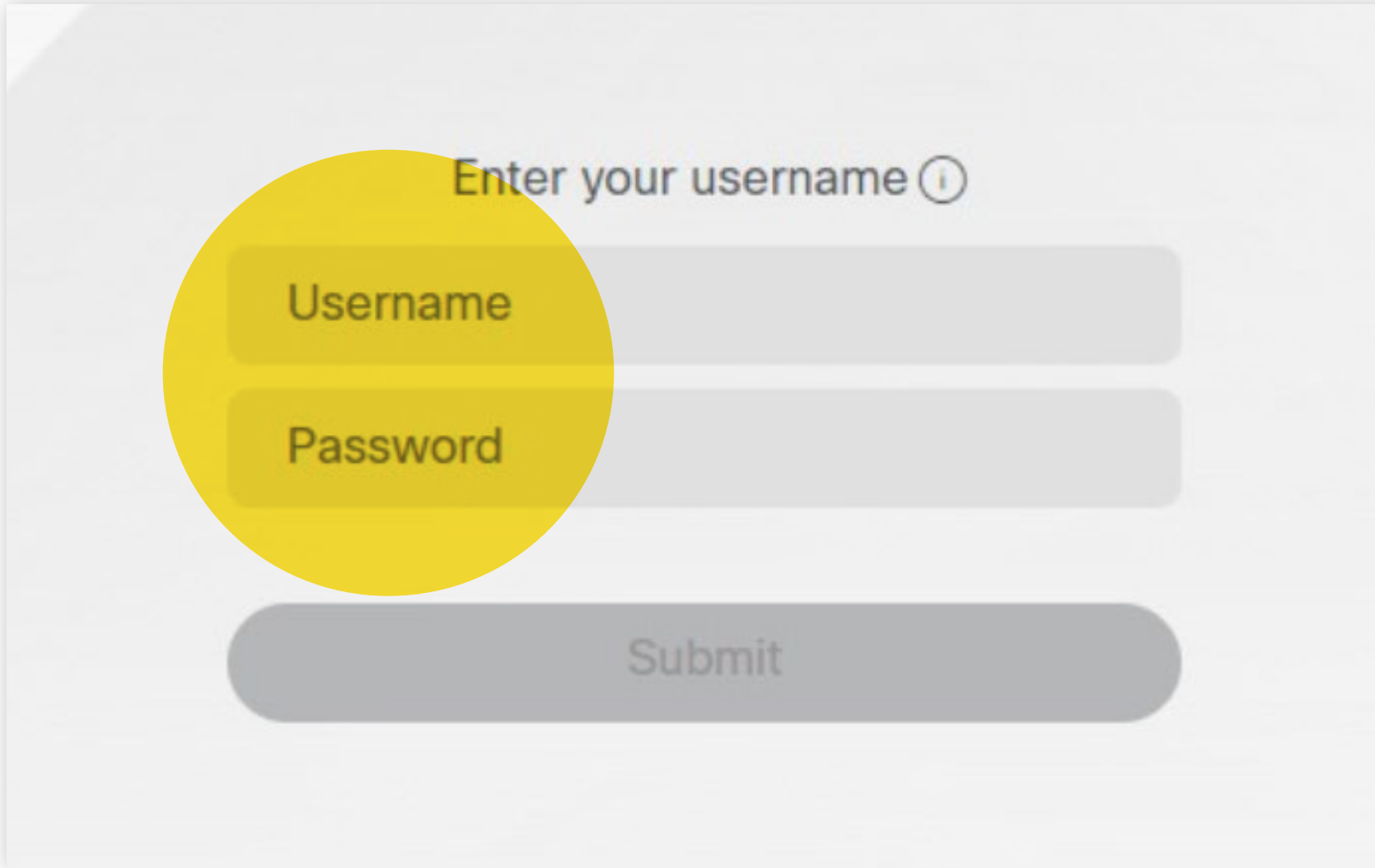
Email address

Check

Assis

Web

Upon completion a verification email will be sent to the address provided, simply follow the instructions in the email to begin activation of your account. Once activation is complete you will be able to download the application within 1 minute from the applications page. Note, please do not download the application before you have activated your account as this will corrupt your activation, in the event this does happen, please click on the Assist Me button for guidance on how to do this.

* Please note this is different to the portal username, and can be seen at the top of the applications page.

Cancel   Continue

Assis

How to set up your mobile app

• After inputting the information, select '**Check**' and then click '**Continue**' once it becomes clickable.

• Next, enter the username generated and the password that you chose and click submit.

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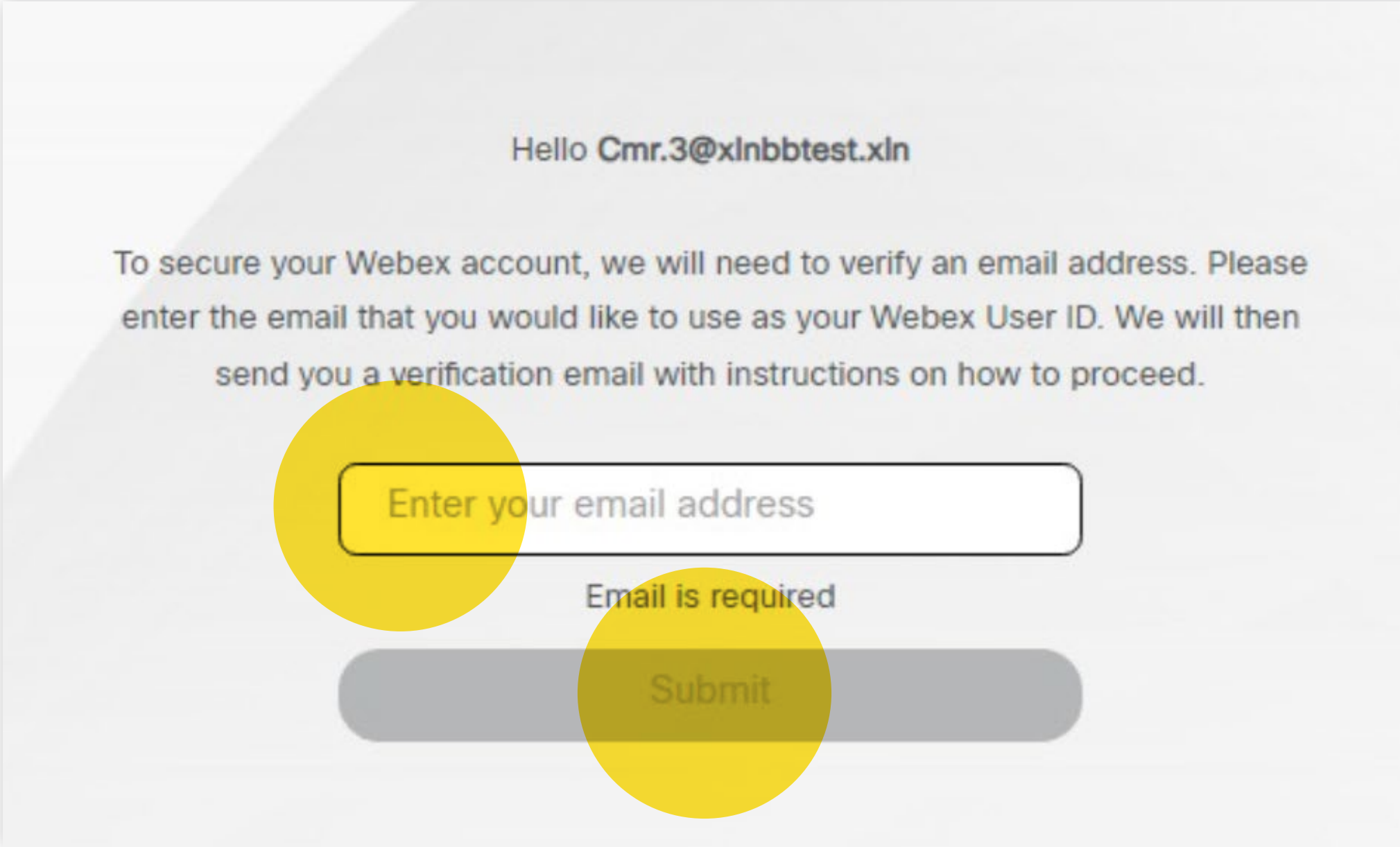How to set up your mobile app

- Input your chosen email address and click '**Submit**'.

- You will be sent a verification email, open the email and click '**Join Now**'.

Hello **Cmr.3@xlnbbtest.xln**

To secure your Webex account, we will need to verify an email address. Please enter the email that you would like to use as your Webex User ID. We will then send you a verification email with instructions on how to proceed.
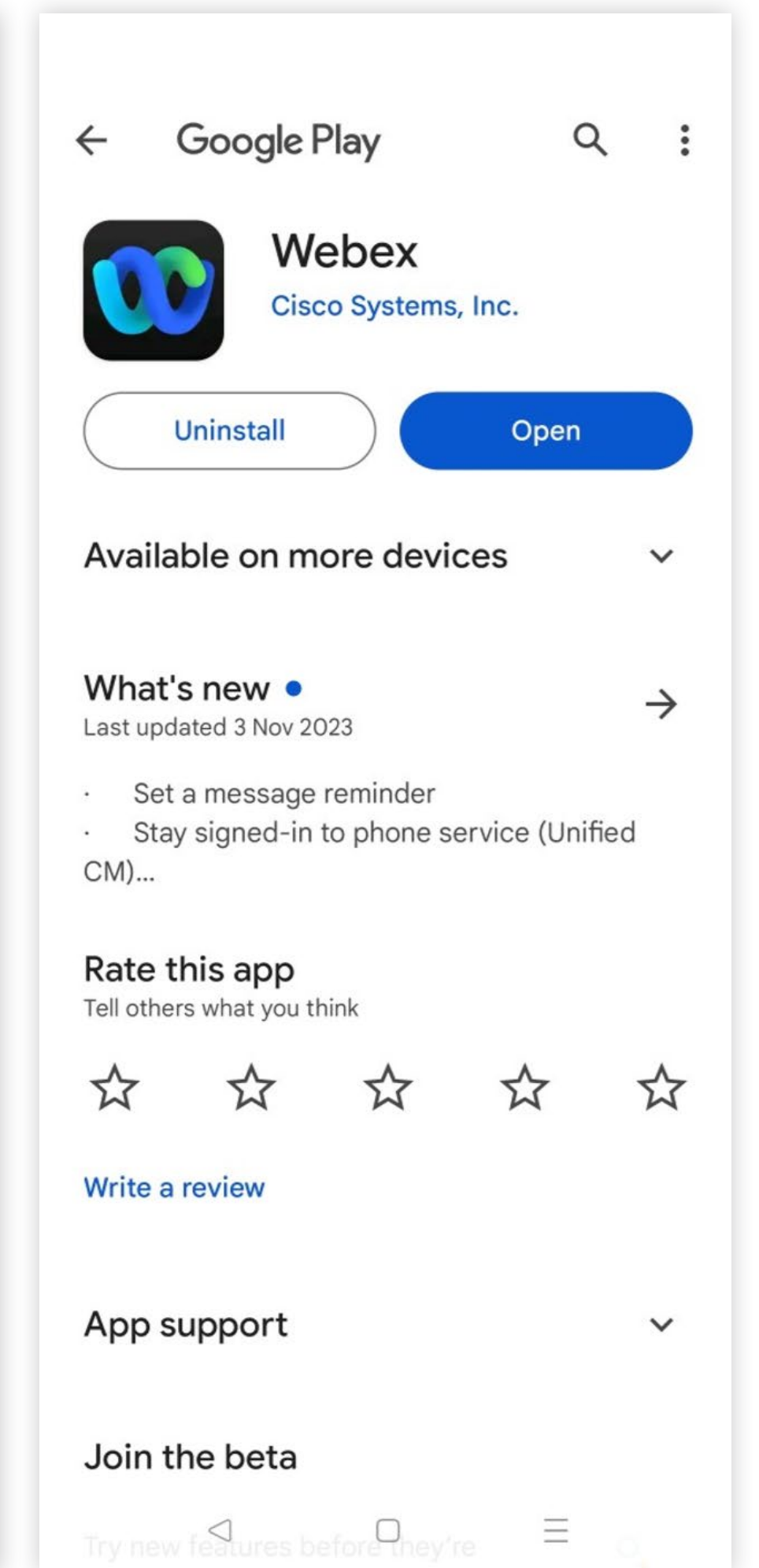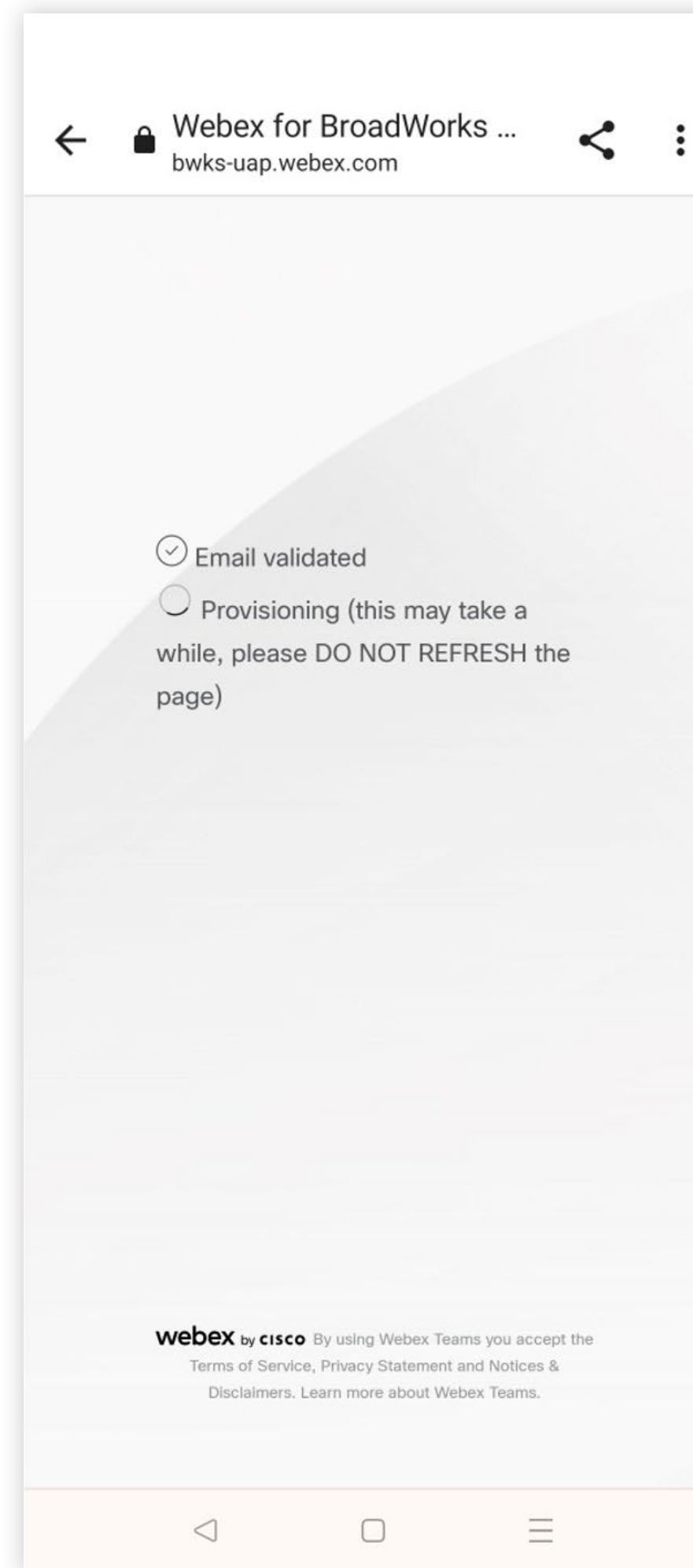
Enter your email address

Email is required
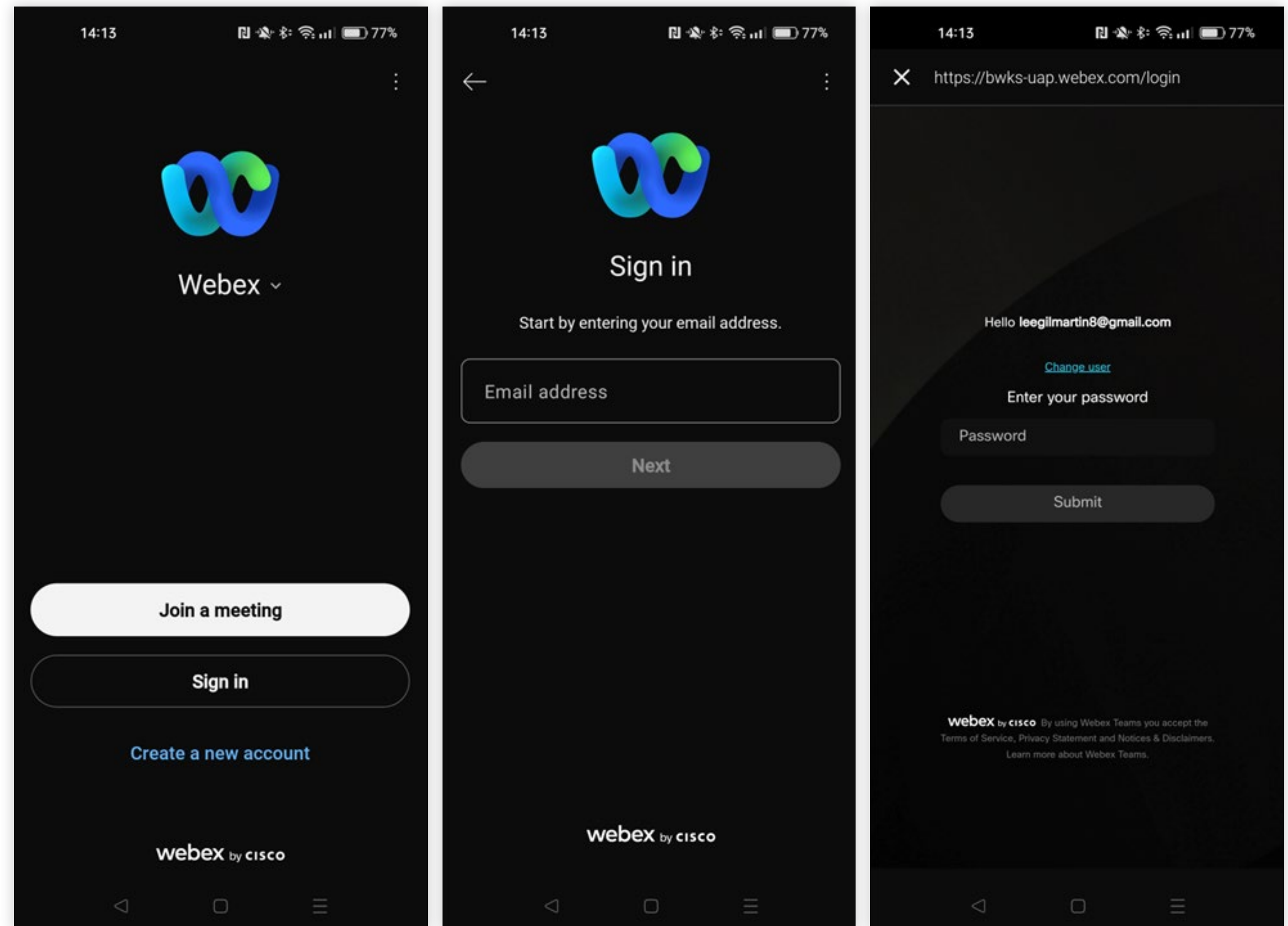
Submit

How to set up your mobile app

- Wait approximately three minutes until the screen directs you to the download page.

- Choose the right app store (App Store/Google Play Store/ Microsoft Store) for your mobile device.

- Download the app.

- Then, log in to Webex with your email address, username, and password.

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How to set up your mobile app

If you're using a PC or laptop, there's a slightly different process.

- Open your internet browser window and type in web.webex.com/sign-in
- Log in to Webex with your email address, using the username and password you have created.

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