ECU WebEx Account Setup Instructions for FACULTY

1. Go to https://ecok.webex.com
2. Click “Login” at the top right
3. Click “Sign Up”

4. Complete the Sign Up form, using your ECU email address
   - NOTE: Do NOT change the username that is automatically assigned based on your email address!
   - You Can check all of the WebEx services to enable them.

5. After submitting the form, check for the “Confirmation of WebEx Account Required” email and click on the link to activate your account.
6. After activating your account, check for the “Your Enterprise Account Information” email and click the link to set your WebEx account password.
   - NOTE: Be sure to follow the password strength rules on the page.
7. Now you can login at https://ecok.webex.com using your username (beginning of your ECU email address) and password you just set.

For tutorials on getting started with WebEx meetings, see: https://www.webex.com/support/getting-started.html
Also, be sure to install and sign into the WebEx app on your phone and/or tablet! Enable notifications so you will know when someone is contacting you through WebEx.

In the Meeting Center tab, under Support → Downloads you will see Productivity Tools. This is very helpful on a desktop or laptop. For on-campus computers, IT will need to install this for you.