



Clearspan Engage – New User Set-Up Instructions

Product General Availability Date: February 1st, 2021

Set-Up Requirements:

To ensure a simple set-up experience, and before attempting to download Clearspan Engage applications to enable the Engage service:

- i.) **Clearspan Communicator Desktop and Mobile users** should have received notification that Communicator Instant Messaging & Presence functions have been disabled.

NOTE: Instant Messaging and Presence will be available for Basic, Standard and Premium Clearspan Engage subscribers upon installation.
- ii.) New Users must obtain their log-in credentials from their respective Clearspan Administrator.

Clearspan Engage Desktop Client

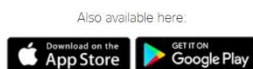
STEP 1: Download the Desktop Application (64Bit is recommended)

<https://www.webex.com/downloads.html>

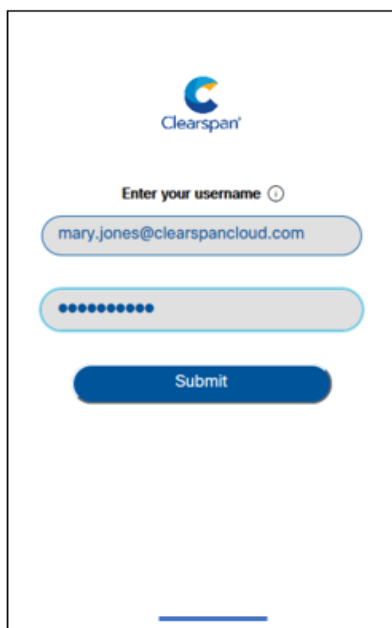
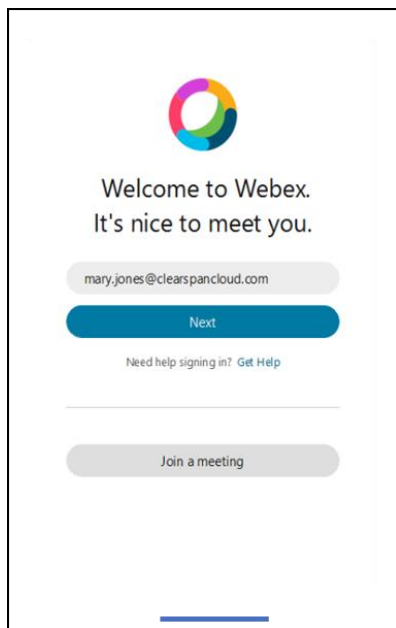
One app, one download.
Meet the all new Webex.

Download Webex

Download for Windows (64 bit)



STEP 2. Launch the App and enter your Email Address and Clearspan Password:



Step 3: (Suggestion) Download 'Webex Essentials' at: <https://essentials.webex.com/>

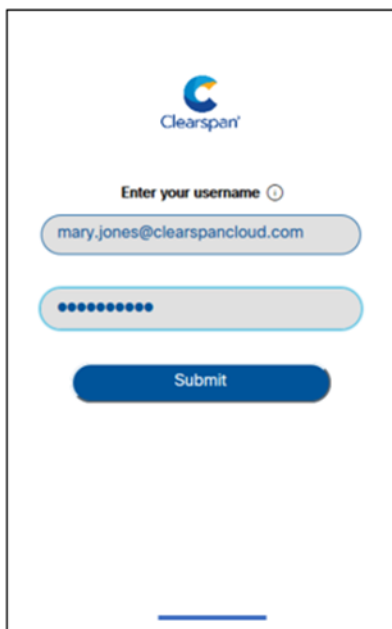
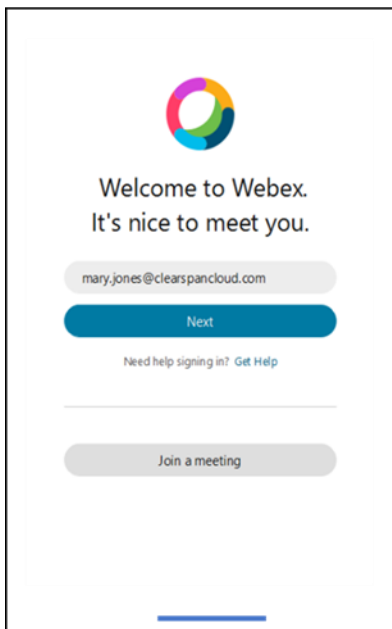
For end user instruction on how to use the app for calling, messaging, and meeting.

Clearspan Engage Mobile and Tablet Clients

STEP 1. Go to the Apple iOS or Google Playstore to download the Mobile or Tablet App



STEP 2. Launch the App and enter your Email Address and Clearspan Password:



Step 3: (Suggestion) Download 'Webex Essentials' at: <https://essentials.webex.com/>

For end user instruction on how to use the app for calling, messaging, and meeting.