

Your Guide to Virtual Conferencing with Cisco WebEx

All IIBA Chapters have a WebEx account that accommodates up to 1,000 participants, so when it isn't possible to meet face-to-face, you can still keep your Chapter active and support your business analysis community!

**Your WebEx account supports logging in through a computer only.
No phone-in option is available.**

Access Your Chapter WebEx Account

How to Get Started Using your Chapter WebEx Account

IIBA chartered Chapters have all been issued WebEx accounts... nothing for you to do except log in and set up your meetings!

Go to: <https://iiba.WebEx.com>

Click: Sign In

Enter Username: <chaptername>.chapter

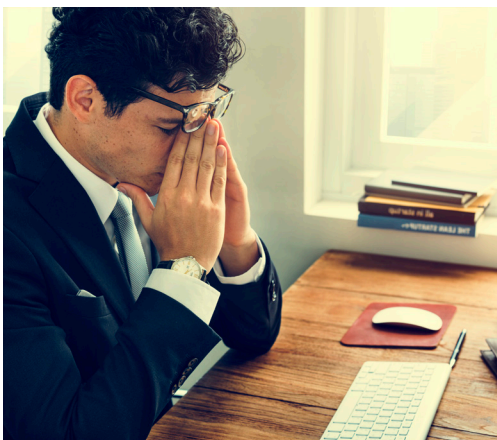
Enter Password: Passwords were sent to Chapter President's Gmail account from Cisco WebEx

Click: Log in

**Password to your Chapter's WebEx account unknown?
Instructions for retrieving it below.**



How to Retrieve Your Chapter's Cisco WebEx Password



Go to: <https://iiba.WebEx.com>

Click: Sign In

Enter Username: <chaptername>.chapter

Click: "Forgot password" link and Cisco WebEx will send a reset link to president@<chaptername>.iiba.org**

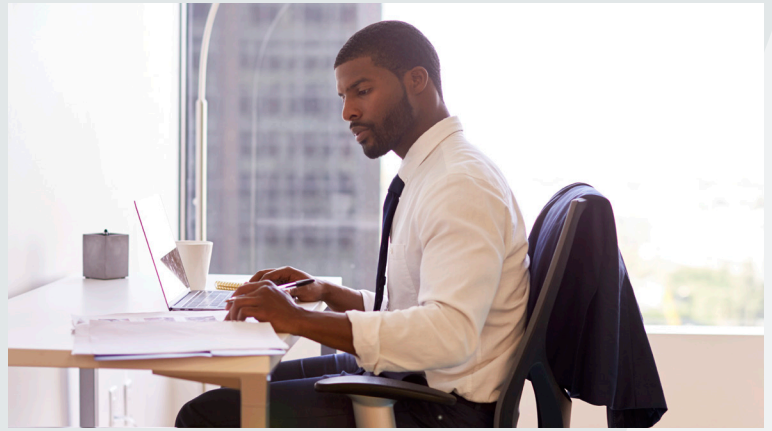
Note: If you have difficulty resetting your password, email chapter.support@iiba.org for assistance.

****If your Chapter uses a variant title, substitute it for president i.e. presidente@ / voorzitter@ / branchname@**

Creating, Hosting, and Attending a WebEx Meeting



How to Schedule a WebEx Meeting [↗](#)



How to Host a WebEx Meeting [↗](#)



How to Attend a WebEx Meeting [↗](#)
OR
Watch This Short Tutorial [↗](#)



Best Practices for Communicating with Participants in Cisco WebEx Meetings [↗](#)

Learning & Support



Test a meeting on your device.

Try out a test WebEx online meeting on your own to check your audio, video, and other features available.

<https://www.WebEx.com/test-meeting.html>



Want to learn more?

Take [part in FREE on-demand and live classes](#) and ask the experts!

Or [read up on WebEx meetings](#).



Need Help?

Go to WebEx's Help Centre <https://help.WebEx.com/en-us/>

Need assistance accessing your account?

Email chapter.support@iiba.org

Have general inquiries? Email chapter@iiba.org

Curious to find out more about using WebEx for your local Chapter meeting or event?

Contact us at IIBA Global at chapter.support@iiba.org and we will assist.

