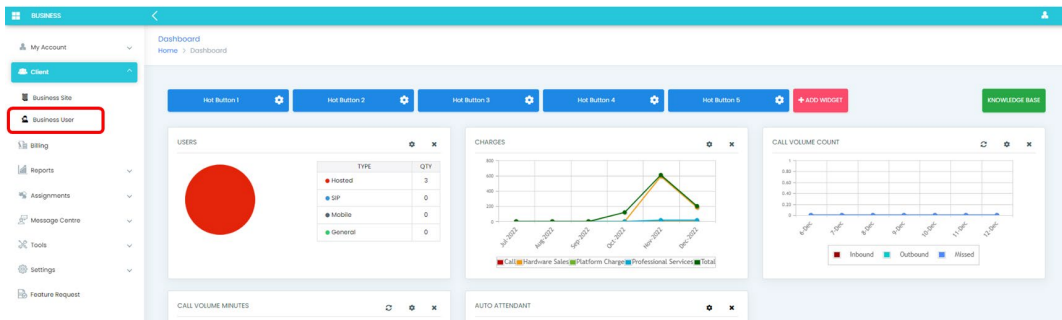# Adding Webex to a Voice Complete Telephony user
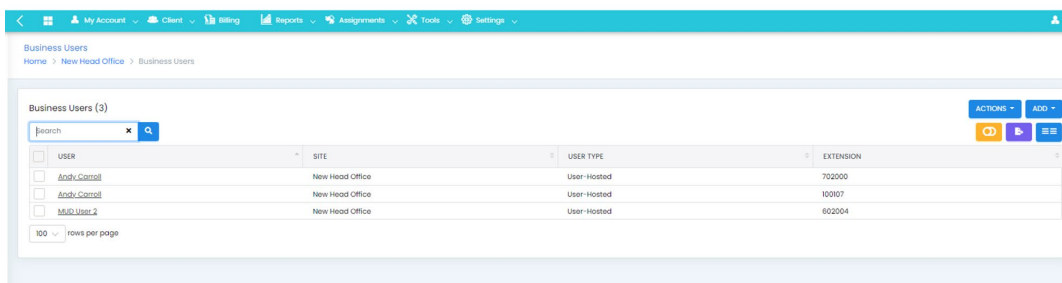
December 2022
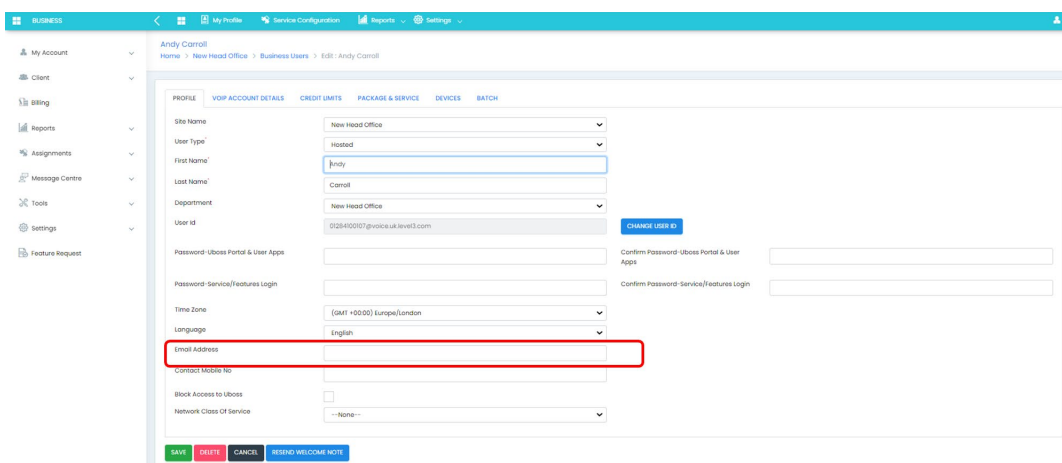
LUMEN

Adding Webex to an existing User

Navigate to the User menu by selecting Client, Business User

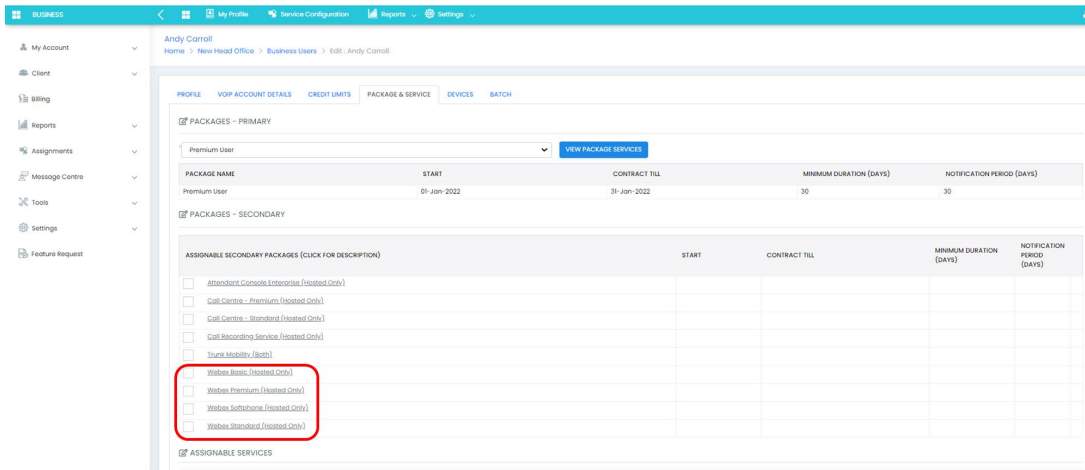Then click on the user you wish to add Webex to

On the Profile tab enter the users email address into the email address field

Note: DO NOT INCLUDE any capital letters in the email address!

A password can be set in the "***Password-Uboss Portal & User Apps***" field. If no password is entered the system default will be applied.

From the **Package and Service** tab, select the required Webex package

Webex Packages

Package	Calling	Messaging	Space Meetings	Personal Meeting Room (PMR) Meetings
Softphone	Included	Not Included	None	None
Basic	Included	Included	25 participants[1]	None
Standard	Included	Included	100 Participants	100 participants
Premium	Included	Included	300 Participants	1000 participants

[1] The Space meeting limit for Basic users is 25 participants per Space meeting unless the space also includes users assigned the "Standard" or "Premium" packages, in which case the limit increases to 100 participants

Once completed click to complete the activation.