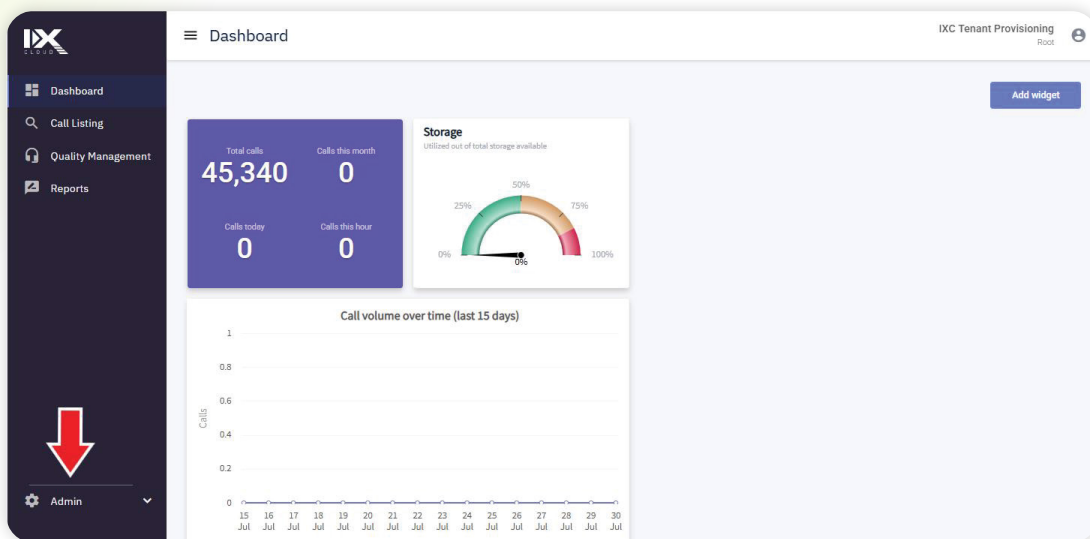
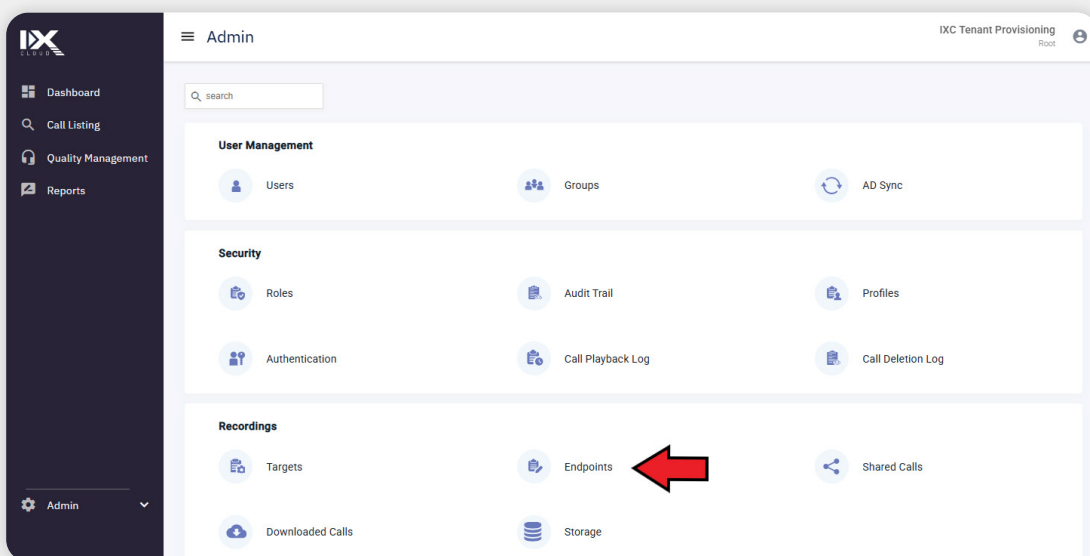


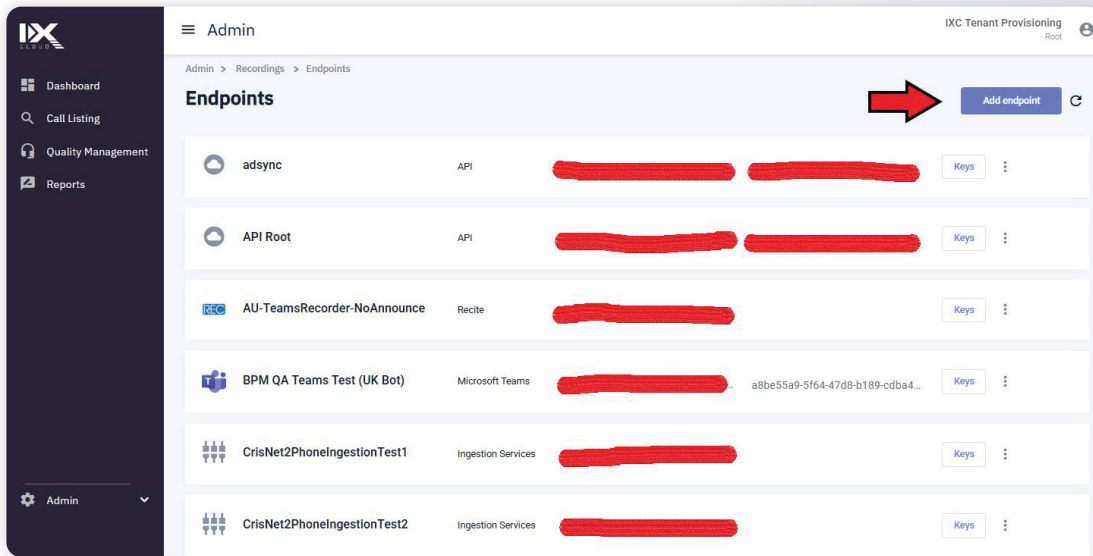
STEP 1: Once logged in to IXCloud, open Admin.



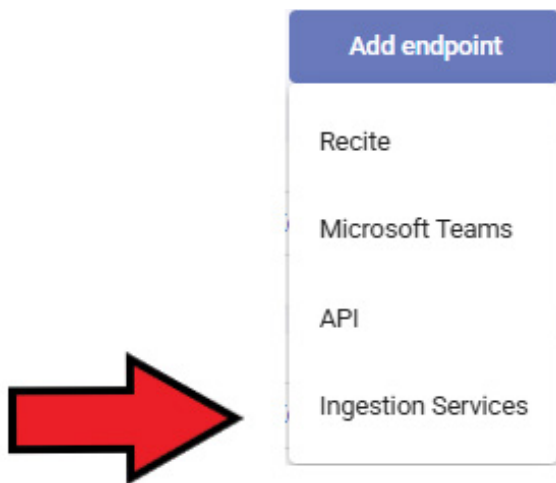
STEP 2: In Admin select Endpoints



STEP 3: Next click **Add Endpoint**.



STEP 4: From the drop-down, select **Ingestion Services**



STEP 5: Enter your desired **Endpoint name** and click **Create**.

The screenshot shows the 'Create Endpoint' form. It has a text input field for 'Endpoint name' with the value 'NewEndpointName'. Below it is a dropdown menu for 'Select endpoint type' with the value 'Ingestion Services'. A red arrow points to the 'Endpoint name' field, and another red arrow points to the 'Create' button.

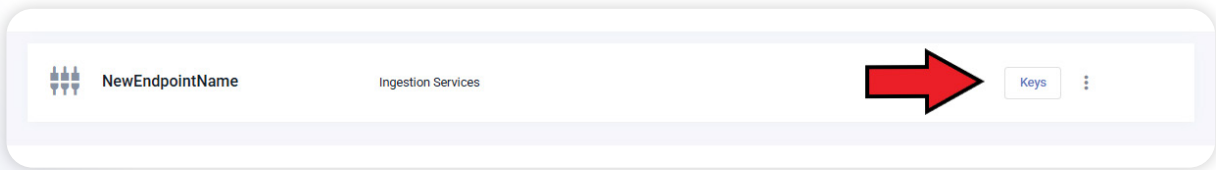
Endpoint name *
NewEndpointName

Select endpoint type *
Ingestion Services

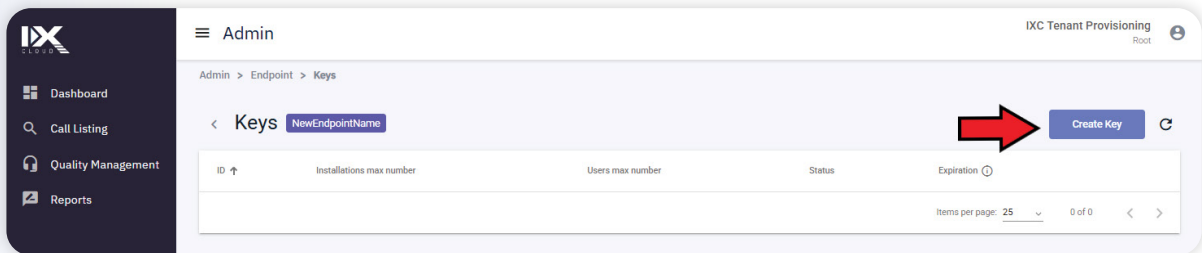
Characters left: 15/50

Create

► **STEP 5:** Find your new Endpoint in the list and click **Keys**.



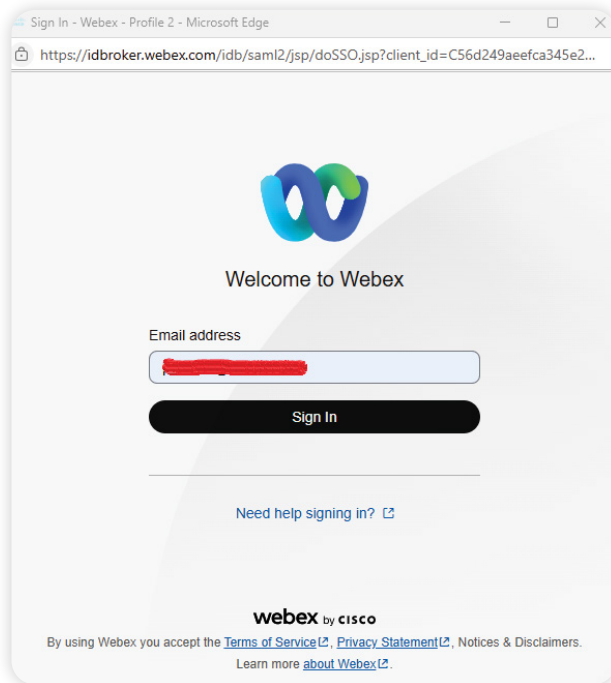
► **STEP 6:** Now click **Create Key**.



► **STEP 7:** Select **Webex** for the Sub Type, **Never** for the Expiration and choose the **User Group** for Webex recording. Then click **Authorize**.

A screenshot of the 'Create Key' form for endpoint 'NewEndpointName'. The form has the following fields: 'Type' (Ingestion Services), 'Sub Type' (Webex), 'Expiration *' (Never), and 'User Groups' (a dropdown menu). Below these fields is a blue button labeled 'Authorize'. At the bottom of the form are 'Cancel' and 'Save' buttons. A red arrow points to the 'Webex' sub-type, another red arrow points to the 'Never' expiration, a third red arrow points to the 'User Groups' dropdown, and a fourth red arrow points to the 'Authorize' button. There is also an 'Advanced Parameters' dropdown at the bottom left.

STEP 8: Authenticate your access to Webex.



Sign In - Webex - Profile 2 - Microsoft Edge

https://idbroker.webex.com/idb/saml2/jsp/doSSO.jsp?client_id=C56d249aefca345e2...

Welcome to Webex

Email address

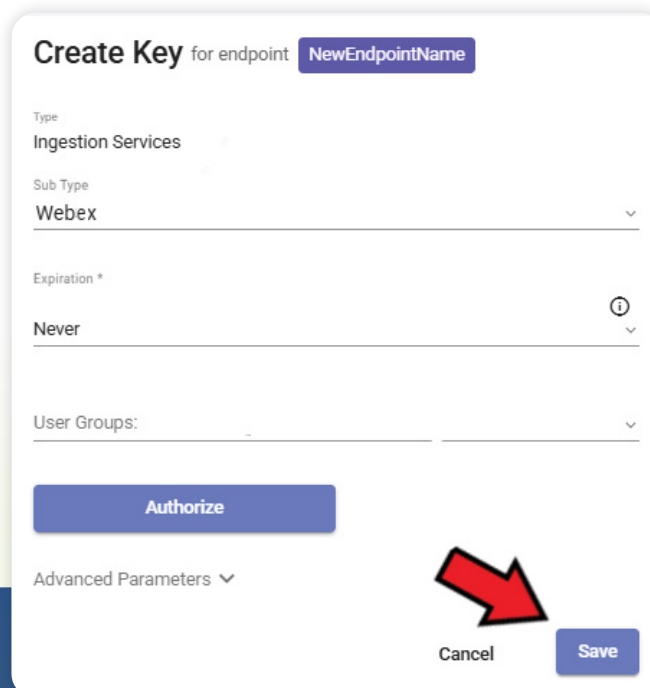
Sign In

Need help signing in? [?](#)

webex by cisco

By using Webex you accept the [Terms of Service](#), [Privacy Statement](#), Notices & Disclaimers.
Learn more [about Webex](#).

STEP 9: Now you should see a **check mark** in the Authorize button. Click **Save**.



Create Key for endpoint **NewEndpointName**

Type
Ingestion Services

Sub Type
Webex

Expiration *
Never

User Groups:

Authorize

Advanced Parameters

Cancel Save

THAT'S IT! YOU NOW HAVE A **WEBEX ENDPOINT** SETUP IN IXCLOUD **READY TO RECEIVE CALLS.**