

FIRST-TIME LOGIN STEPS FOR WINDOWS 10 COSA DESKTOP

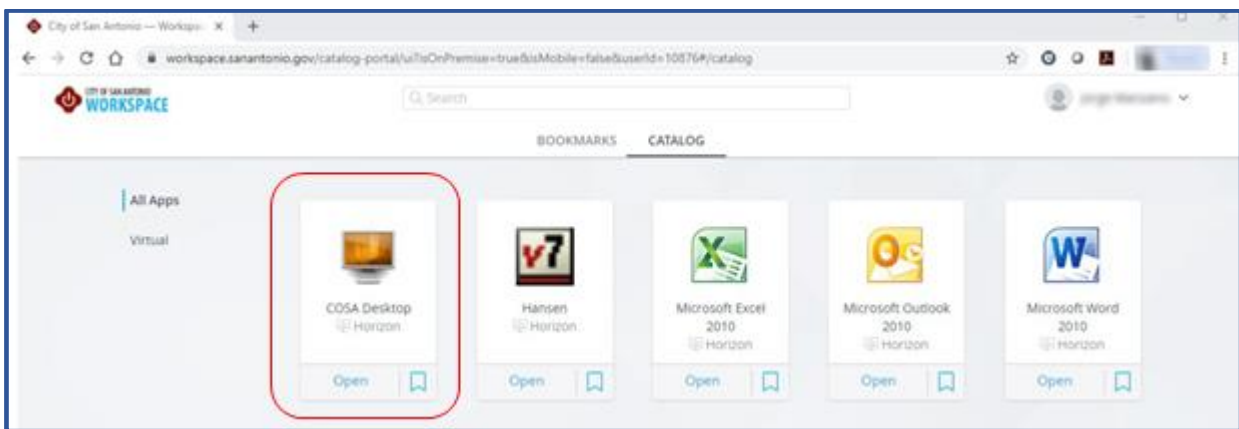
This document provides guidance on the required steps for users logging into Windows 10 COSA Desktop for the first time. [Subsequent logins will not require these steps]

If you have any questions or issues, please contact ITSD Service Desk at (210) 207-8888, Option 1.

1. Begin by launching COSA Desktop from any of these routes

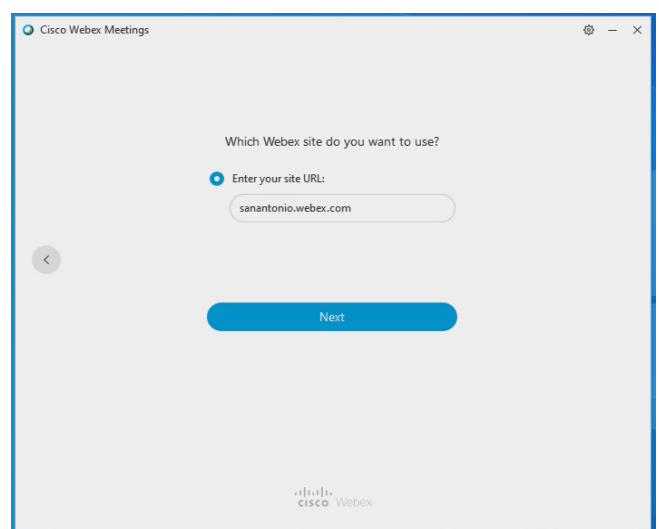
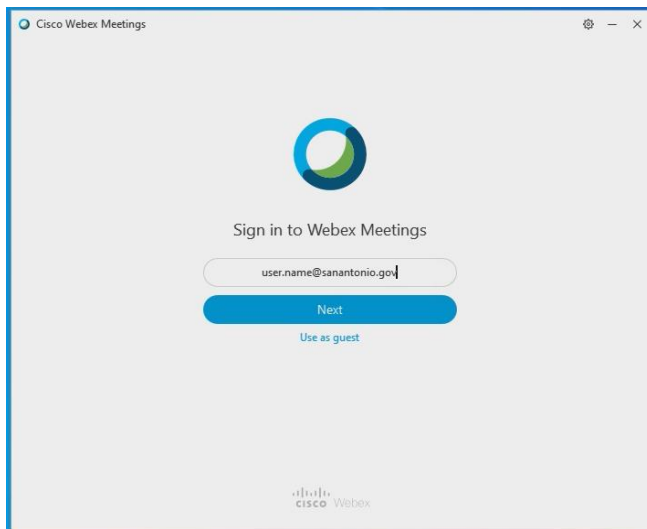
- From the CosaWeb EASi page (<https://www.sanantonio.gov/easi>), Click on WORKSPACE
- From <https://workspace.sanantonio.gov>
- From the VMware View Client on your device, double click 'View.Sanantonio.gov'

The first time logging in can take a few minutes as your new profile is being created.



2. When the Desktop comes up you will be asked to sign into WebEx

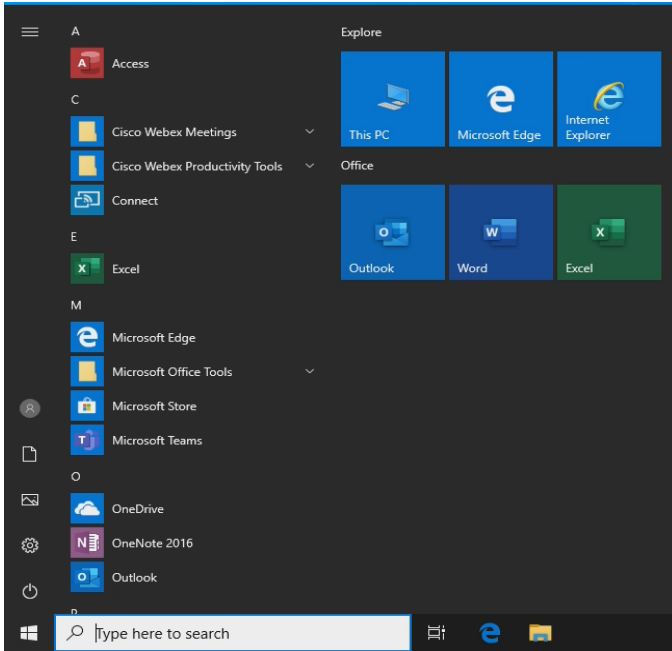
1. Enter your Work Email Address here and Click Next
2. Enter sanantonio.webex.com and click next.



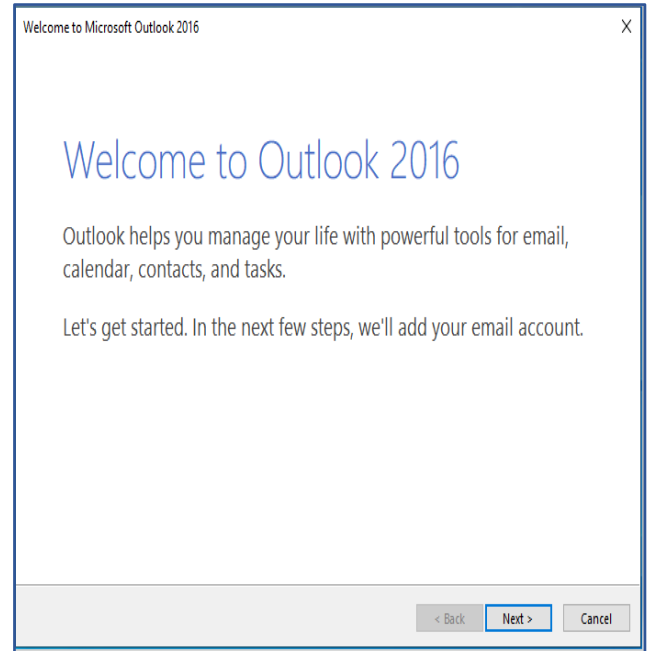
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3. Launch Outlook

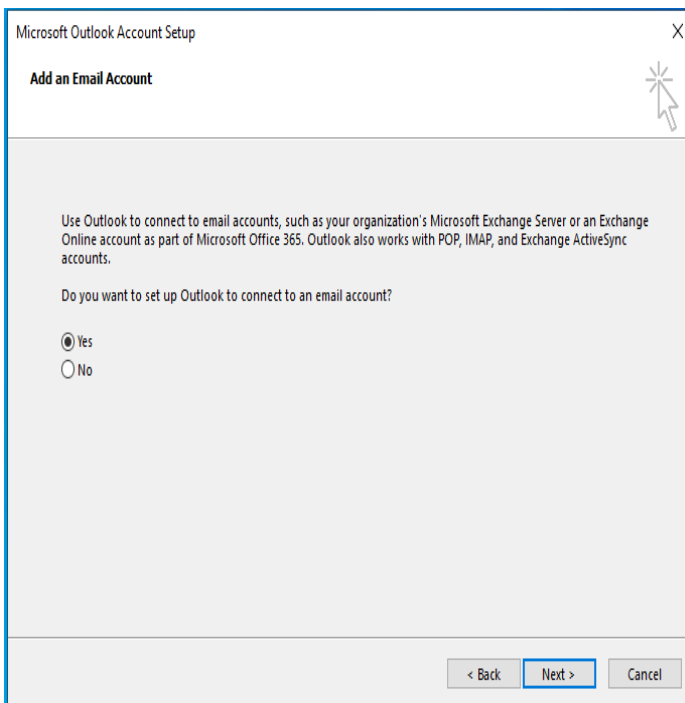
1. Click the start button and launch Outlook



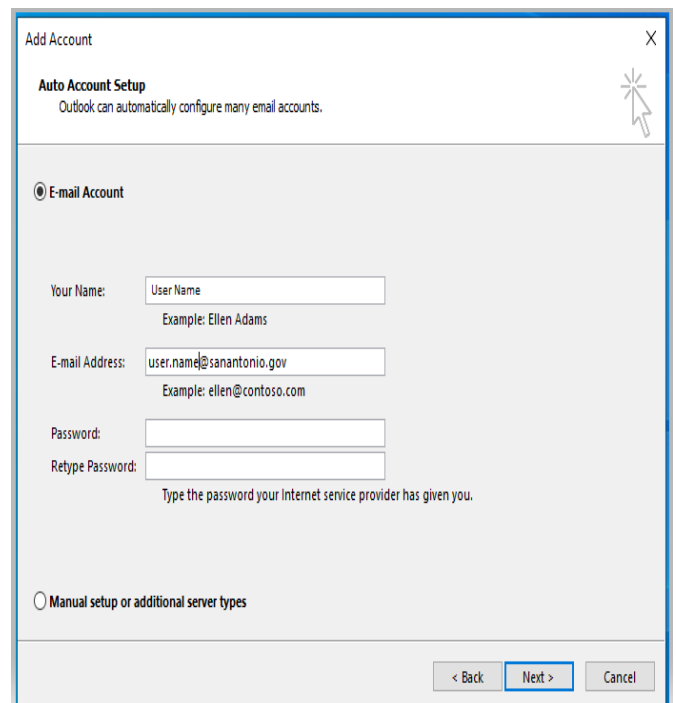
2. Click Next to proceed



3. If Yes is not auto-selected, please select 'Yes' and Click Next to Proceed

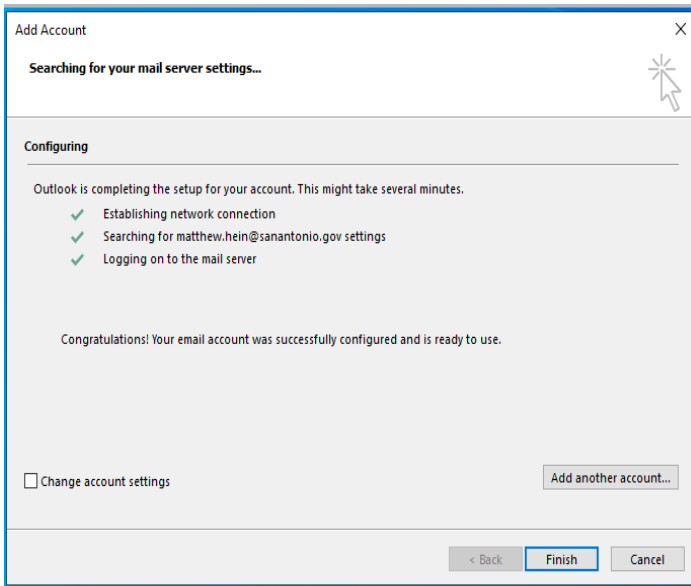


4. Your name and work email should be auto-generated. If not, enter your First and Last name, Work Email address and your COSA password



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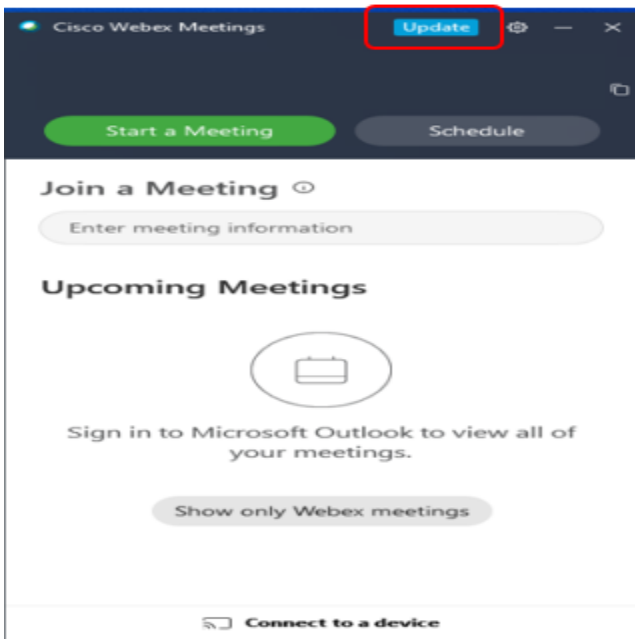
5. Click Finish



6. Outlook will now open



7. Now go back to WebEx, and Click on the Update button to view your meeting schedules.



Done!

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