

# Webex adoption checklist



Tip: Team sizes will vary based on the size of your organization and the scope of your Webex deployment, but you'll still need to cover all core roles.

## 1. Assemble your team

- Project management:** Identify your decision-makers
- Executive sponsorship: [Secure leadership buy-in](#) to advocate for change
- Ensure success:** Designate technical experts to make sure the app works every time
- Change management:** Use adoption leads to execute your communication strategy



Tip: [Have an internal support desk?](#) Train the team on the Webex app before deployment for a smooth rollout.

## 2. Ensure technical readiness

- Security: [Prepare your firewall and network](#) security settings using our guidelines
- Configure Control Hub:** Optimize the user experience in Webex. Set up SSO, directory sync, and more
- User experience: [Explore integrations](#) to give users a better experience



**Training:** View our essential trainings on customizing your Control Hub.



Tip: Onboard in a phased approach based on user type if you have a large organization.

## 3. Create your rollout plan

- Deployment: Work with your team to [customize your deployment plan](#)
- Set a timeline:** Onboard your organization on the Webex app

## 4. Prepare your champions

- Build momentum: Identify and share Webex use cases
- Early adopters: Identify them throughout the organization to help foster adoption



**Training:** Encourage champions to take our [Adoption Masters class](#) to help lead adoption in your organization.

## 5. Let's launch!

- Rollout: Work with the deployment team to execute your plan
- Communicate: [Share our essentials page](#) with users to get them up and running quickly.