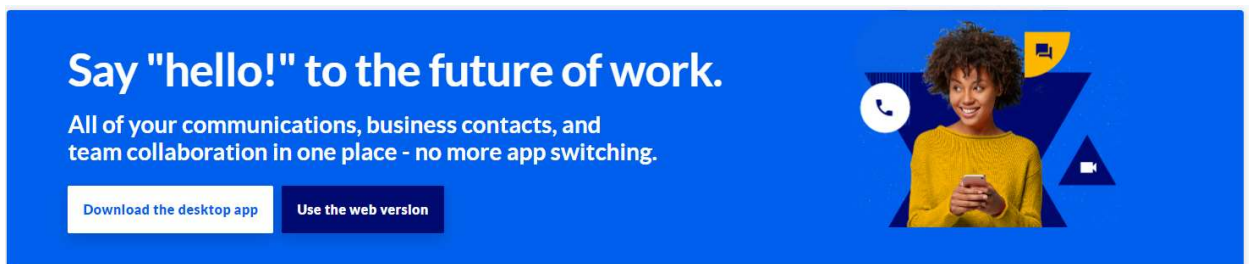


Task Organizer – Technology Nextiva Login

If you do not already have Nextiva on your desktop:

1. Go to [Nextiva.com](https://nextiva.com)
2. Hover over “Login” at the top of the page.
3. Select “Sign in to Nextiva Communication” – this will open another tab.
4. Username: Your Outlook email address
5. Password: You will be sent a link to create a password if this is your first-time logging in
6. On your home page there will be a banner to download the desktop app.



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1. Username: Your Outlook email address.
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TIP: Pin Nextiva app to your taskbar for easier access each morning.