



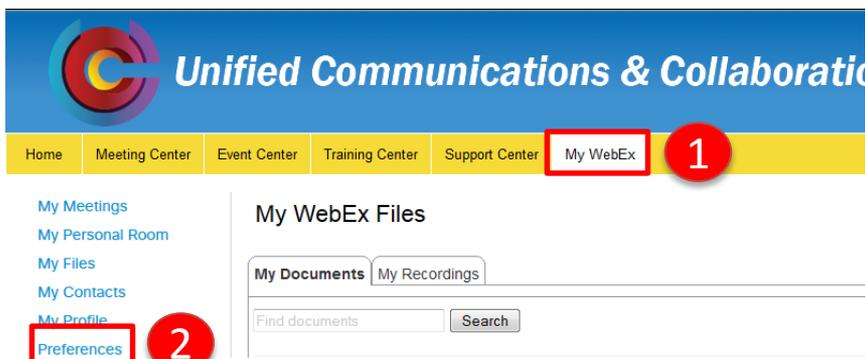
WebEx Getting Started Guide for Personal Conference Numbers

Setting Up an Account

A WebEx Personal Conference Number (PCN) account allows the Host to conduct a standalone audio conference without scheduling a WebEx meeting. You can also use your PCN account number when scheduling regular, online WebEx meetings. A Host can create and store up to three PCN accounts with unique host/attendee access codes.

To add a PIN to your WebEx profile:

1. Log into nih.webex.com
2. Click the **My WebEx** tab on the top navigation bar and then click **Preferences** in the left navigation bar.



3. Scroll down to the **Audio** section and click **Set up**.
4. Under the **My Phone Numbers** section, enter a 4-digit PIN, then scroll down and click **Save**. You will receive confirmation that all the changes are saved.

Note: A PIN must be 4 digits. It must not contain sequential digits (e.g., 3456) or repeat a digit 4 times (e.g. 2222).

3. Click **OK** to proceed.

To set up a PCN account:

1. Click the **My WebEx** tab and then click **Preferences**.
2. Scroll down to the **My WebEx Personal Conferencing** section.
3. Click the **Generate account** link under the **Accounts** sub-section.

My WebEx Personal Conferencing

Personal Conference number: You have not created any Personal Conference number accounts. A Personal Conference number account allows you to quickly start the audio portion of a WebEx Personal Conference meeting. If necessary, you and your participants can join the online meeting, which is started along with the audio portion of the meeting:

- Integrated audio and Web meetings.
- Ad-hoc Personal Conference meetings from any phone.
- Scheduled Personal Conference meetings.

Accounts: You can set up to three Personal Conferencing accounts in your preferences.

[Generate account](#)

4. The **Add Personal Conference Number** dialog box appears.
5. Click the **Generate** button and then **Close**.

Note: Host and attendee access codes are randomly generated and cannot be modified.

Add Personal Conference Number

• Host access code:

• Attendee access code:

6. The **My WebEx Personal Conferencing** section displays the created account and access codes.

My WebEx Personal Conferencing

Personal Conference number: 1-877-668-4493 Call-in toll-free number (US/Canada)
 1-650-479-3208 Call-in toll number (US/Canada)
 1-650-479-3208 Call-in toll number (US/Canada) ⓘ
[Show all toll-free dialing restrictions](#)
[Show all global call-in numbers](#)

Accounts: You can set up to three Personal Conferencing accounts in your preferences.

[Generate account](#)

Account 1 (Default): 77630078 Host access code
 79864943 Attendee access code
[Edit](#) | [Delete](#)