

Requesting a WebEx Account with the Video Conference Option

Before Scheduling WebEx Conferences, you will need to request a WebEx Account

Requests for WebEx Accounts can be made by placing a Service Desk Ticket. Tickets can be placed over the phone 301-496-4357 (local), 866-319-4357 (toll-free), or 301-496-8294 (TTY). Tickets can also be placed by the NIH IT Service Desk Website:

<http://itservicedesk.nih.gov/Support/>

By default WebEx accounts are not enabled to schedule WebEx + Telepresence Meetings. *If you want to be able to schedule WebEx + Telepresence meeting, include that in your request.*

If you have any questions or have encountered any problems, please contact nihvtcadmin@mail.nih.gov or call for 301 594 8433, Option 4.