Removing toll-free phone numbers from a recurring meeting in WebEx Meeting Center
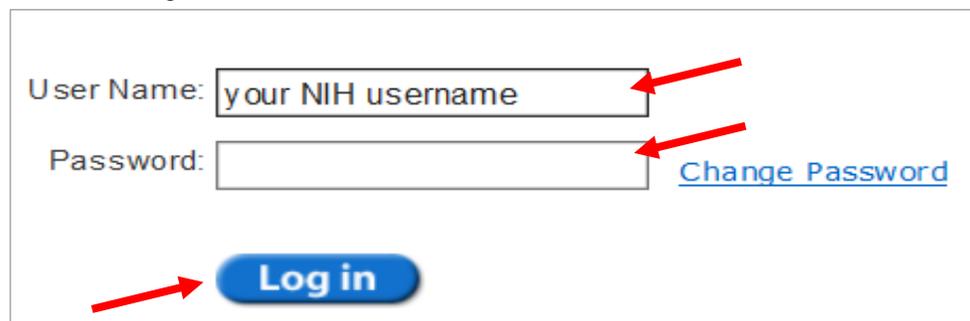
Toll-free phone numbers are no longer available in NIH WebEx meetings. Free audio options and toll numbers are still available in WebEx, but toll-free numbers will no longer be provided. WebEx users may incur carrier charges when using toll numbers. This policy change allows the NIH Center for Information Technology to continue offering WebEx to the NIH community at no additional cost.

The following procedure describes how to remove toll-free phone numbers from scheduled recurring meetings in WebEx Meeting Center:

1. Using your web browser, go to https://nih.webex.com, and click **Login**.

2. At the login prompt, enter your NIH username and password in the appropriate fields, and then click **Log in**.

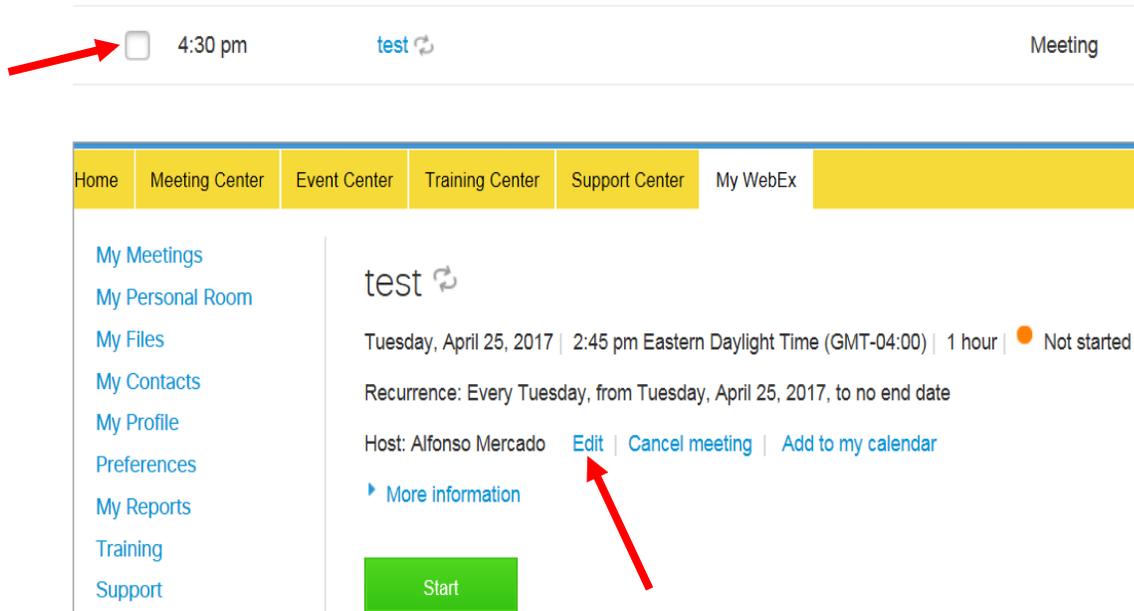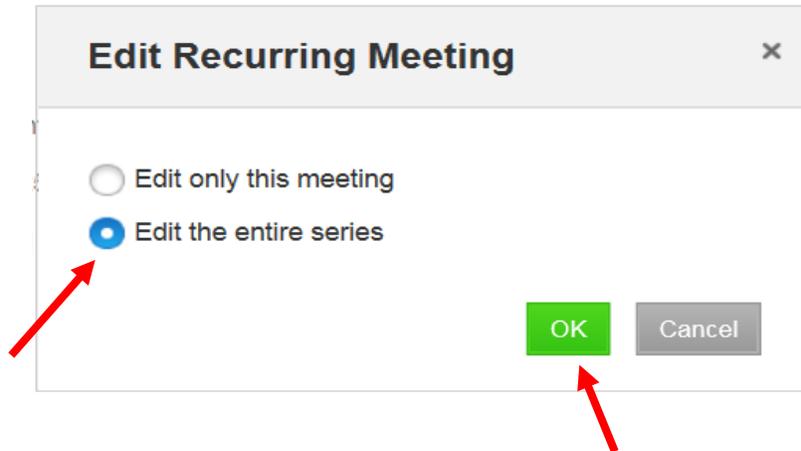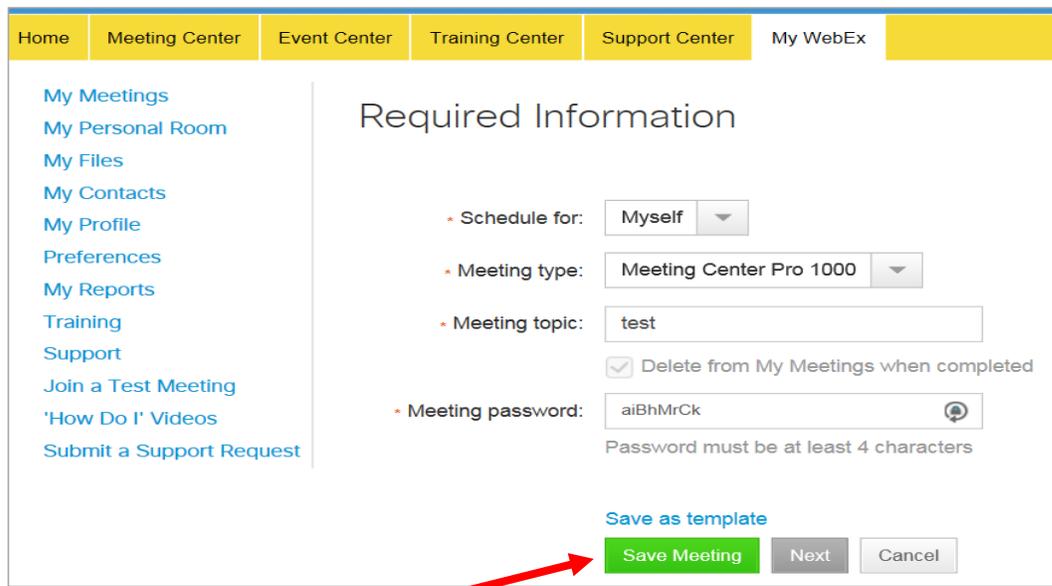3. On the NIH WebEx site, click the **My WebEx** tab, then click **My Meetings**.

4. Select the scheduled recurring meeting you wish to update, and then click **Edit**.
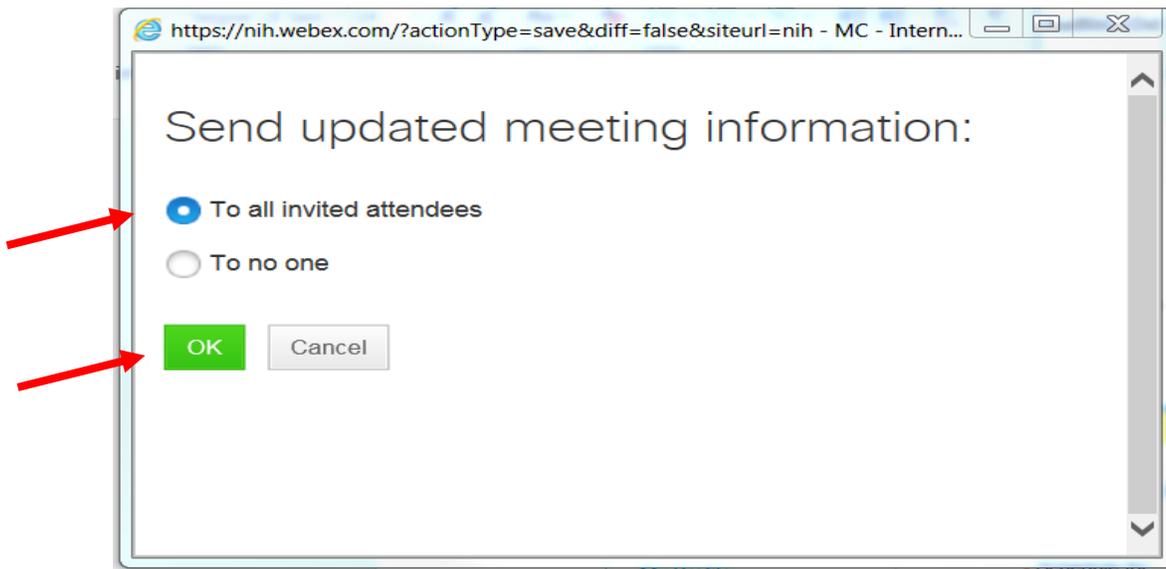
5. In the pop-up window, select **Edit the entire series**, then click **OK**.

6. Click **Save Meeting**.

7. Select "To all invited attendees"; then click "OK".

WebEx sends you an email about the change, including the meeting information which now no longer includes a toll-free number. Only a toll number is included.

You have successfully removed the toll-free phone number option from your recurring WebEx meeting in the Meeting Center.