WebEx Audio-Only Set Up

Set Up Your Personal Pin: A WebEx 4-digit PIN is required to generate a personal conferencing number.

1. Log into your WebEx account. (visit nih.webex.com)

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Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My WebEx	Log in						
						English : New York Time						
	Enter the meeting, event, or session number to join.											
	NEWI Invited to a Personal Room? Enter the host's room ID.											

2. Click My WebEx.



3. Click Preferences.



4. Click Audio Set up.



5. Enter your Primary Phone Number.

C	Unified Co	ommunic	ations &	Collabor	ation						
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My WebEx						
Ny Meetings My Personal Room My Files My Contacts My Profile Preferences My Reports Training Support Join a Test Meeting 'How Do 7 Videos Subert & Storot Recurst		"Meet Now" Settings									
		My Phone	review My Phone Numbers								
			Office phone :		ion Nun	Number (with area/city code)					
		a	Cell phor	te : Country/Reg	ion Nur	ber (with area/city code)	Call Me				
			Alternate phone	1: Country/Reg	ion Nur	iber (with area/city code)	Call Me				
			Alternate phone	2 : Country/Reg	ion Nur	iber (with area/city code)	Call Me				
- Audio PIN 🌒 :				:	ust be 4 digits.	It must not contain seque	ential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).				

6. Create a **4-digit PIN**. Acceptable PINs cannot contain sequential digits e.g., 1234, or repeat a digit 4 times, e.g., 111.

Webex Meeting	s Webex Events	Webex Support V	Vebex Training	My WebEx					
Meetings	"Meet	"Meet Now" Settings							
Personal Hoom Files	- Aurio	 Audio 							
Contacts	• Abbio								
Profile	My Phone	My Phone Numbers 🚯							
ferences	Note: The	Note: The Call Me feature is dependent on your site settings.							
Reports		Office phone :		Number (with area/city code)					
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a Test Meeting		0-1-1-1-1-1							
w Do l' Videos		Gel phone :	Countryinteg	pon Number (with area city code)					
mit a Support Req	uest			Call Me					
		Alternate phone 1 :		gion Number (with area/city code)					
			1	Call Me					
		Alternate phone 2	: Country/Regi	gion Number (with area/city code)					
			1	Call Me					

7. Click Save.

**Please note: A WebEx 4-digit PIN is required to generate a personal conferencing number. If you have not done so at this step please see the above steps outlined in "Set-up your Personal Pin"

WebEx Audio-Only Set Up cont.....

Generating Personal Conference Numbers: A WebEx 4-digit PIN is required to generate a personal conferencing

1. Locate and click Generate Account.

ne Webex Meetings	Webex Events	Webex Support	Webex Training	My WebEx				
Meeting		Alternate phon	2 : Country/Reg	ion Nu	mber (with area/city code)			
v Personal Room			1			Call Me		
v Files								
v Contacts		Audio PIN (D : 0303					
y Profile			A PIN must	A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111).				
references								
Reports	Mr WebE	y Personal Confer	encina					
nina	my wood	x r craonar comen	anang					
nort	Persona	al Conference num	ber: You have no	You have not created any Personal Conference number accounts. A Personal Conference number account allows your outdoys farst the action point on d Webes 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.				
oin a Test Meeting			Webex Pers					
ow Do l' Videos			can join the					
bmit a Support Reque	a		meeting:					
			Ad-ho Scher	Integrated adult and web meetings Ad-hoc Personal Conference meetings from any phone. Scheduled Personal Conference meetings.				
		Accou	nts: You can set	-				
		710000	Conerate ar	Constate account				

2. A box will pop-up "Add Personal Conference Number" Click the **Generate** button. This will create your account for audio-only meetings.

Home	Webex Meetings	Webex Events	Webex Support	Webex Training	g My WebEx					
My My My Pe My Fil My Co My Pr Prefer	eetings ersonal Room es ontacts ofile ences	A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1234) or repeat a digi								
My Re Trainin Suppo Join a 'How Subm	sports ng Test Meeting Do I' Videos it a Support Reques	My WebEx Persona	I Confet Add Personal Conference Add Personal Confet Add Personal Add Personal Add Personal Add Add Add Add Add Add Add Add Add Ad	Inter Ad Present Centerening for Ad Present Centeren Number - Massett Edge inter_initiation and the second centere interview of the second o						
			Host access code: Accos 76073674 Attendee access code: 78657323							
		 My Per Schedu 	sonal f Iling Te	ienerate Clo	Close					

3. Click **Close**. The host access code and attendee access codes will be generated. (you can create up to three accounts)

Home Webex Meetings Webex Even	nts Webex Su	pport Webex Training My WebEx	M. W. LE. D	
My Meetings My Personal Room	Photo I Net	priorie a country integrant internet (mun encarcity councy)	My WebEx Personal Conferencin	g
My Files My Contacts My Profile Preferences My Reports My W	Audi beta Personal 0	PPN (): 0003 A PIN must be 4 digits. It must not contain sequential digits (e.g., 1224) or repeat a digit 4 times (e.g., 1111). Conterencing	Personal Conference number:	Not Available Call-in toll-free number (US/Canada) <u>1-850-479-3208</u> Call-in toll number (US/Canada) <u>1-850-479-3208</u> Call-in toll number (US/Canada)
Training Pen Support Join a Test Meeting 'How Do I' Videos Submit a Support Request	sonal Confei	Thread Contraction Nations National Nation (1997) (Accounts:	You can set up to three Personal Conferencing accounts in your preferences.
	Acco.	- Host access code: 7007374 - Attende access code: 7805732	Account 1 (Default):	76073674 Host access code 78557323 Attendee access code
 My Sch 	Personal F			Edit Delete

4. Click Save.