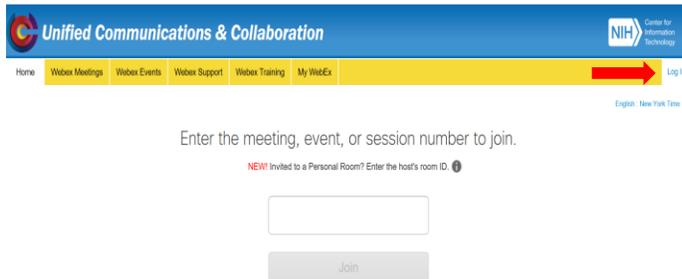


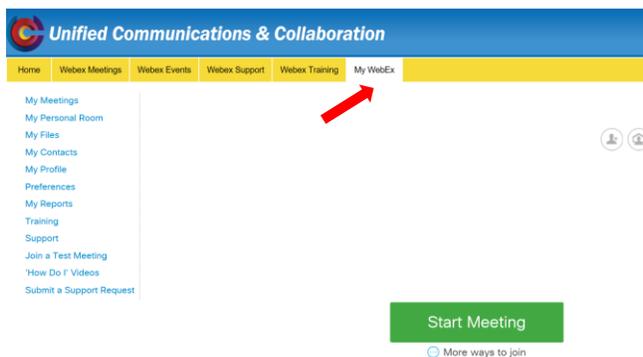
# WebEx Audio-Only Set Up

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

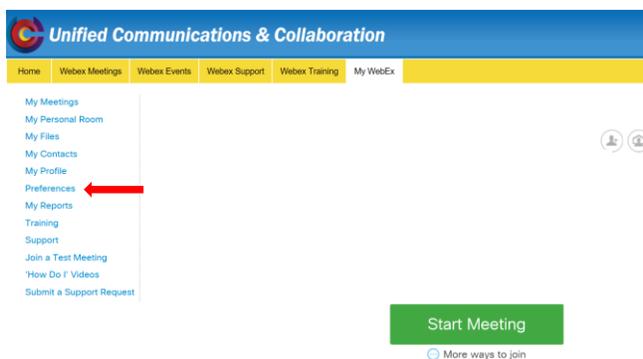
1. Log into your WebEx account. (visit nih.webex.com)



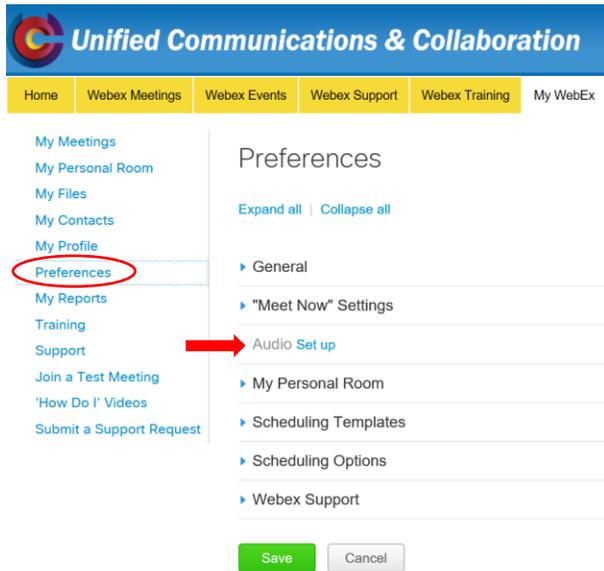
2. Click My WebEx.



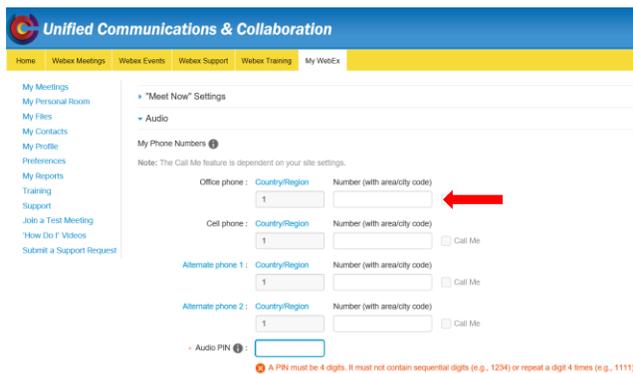
3. Click Preferences.



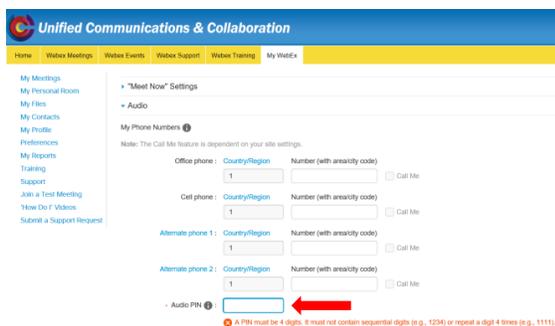
4. Click **Audio Set up**.



5. Enter your **Primary Phone Number**.



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



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

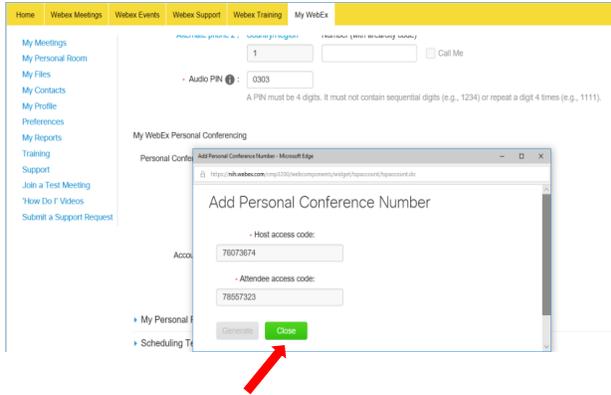
1. Locate and click **Generate Account**.

The screenshot shows the 'My WebEx' page in a browser. The page has a blue header with the 'Unified Communications & Collaboration' logo and a yellow navigation bar with tabs for 'Home', 'Webex Meetings', 'Webex Events', 'Webex Support', 'Webex Training', and 'My WebEx'. On the left is a sidebar with various navigation links. The main content area is titled 'My WebEx Personal Conferencing' and contains instructions on how to create a personal conference number. At the bottom of this section, there is a red arrow pointing to a blue button labeled 'Generate account'.

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

The screenshot shows the 'Add Personal Conference Number' dialog box overlaid on the 'My WebEx' page. The dialog box has a title bar that says 'Add Personal Conference Number - Microsoft Edge' and a URL bar showing 'https://webex.com'. The dialog contains two input fields: 'Host access code:' with the value '76073674' and 'Attendee access code:' with the value '78557323'. At the bottom of the dialog are two buttons: 'Generate' (highlighted with a red arrow) and 'Close'.

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



#### My WebEx Personal Conferencing

Personal Conference number: Not Available Call-in toll-free number (US/Canada)  
[1-850-479-3208](#) Call-in toll number (US/Canada)  
[1-850-479-3208](#) Call-in toll number (US/Canada) ⓘ  
[Show all global call-in numbers](#)

Accounts: You can set up to three Personal Conferencing accounts in your preferences.  
[Generate account](#)

Account 1 (Default): 78073674 Host access code  
7857323 Attendee access code  
[Edit](#) | [Delete](#)

4. Click **Save**.