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).
5. 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.
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.