

Global call in Meeting Configuration

1. Log into your WebEx account
2. Under the “Web Meetings” tab select “Schedule a Meeting”
3. Enter Meeting information as expected; e.g., Meeting topic, password, Date, time, etc.

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To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

Meeting topic: Schedule Global Call back

Password: UM8WhnyX

Date: 02/14/2019

Time: 11:10 am pm
New York Time

Duration: 1 hr 0 min

Attendees: <Separate email addresses with a comma or semicolon>
[Use address book](#)
 Let anyone with a host account on this site host my meeting
 Send a copy of the invitation email to me

Audio conference: Webex Audio
[Change audio conference](#)

[Save as template](#)

Start Cancel

4. Next, select the Audio-conference option highlighted in blue
5. The pop-up “Audio Conference Settings” will appear
6. Enable the following feature “Display global call-in numbers (be sure to check the box)”
7. Next, press the “OK” button in the window

Audio Conference Settings - Microsoft Edge

<https://nh.webex.com/cmp3200/webcomponents/scheduler/audiooptions.do?>

Audio Conference Settings

Select conference type: Webex Audio

Display global call-in numbers

Entry and exit tone: Beep

OK

8. The original meeting window will appear and at that point you can either continue configuring your meeting or press the “Schedule Meeting” button.

Attendees:

[Use address book](#)

Let anyone with a host account on this site host my meeting

Send a copy of the invitation email to me

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[Save as template](#)



9. Below is a completed meeting invitation “Global Call-in numbers” provided for the host to view:

Schedule Global Call back

Friday, February 15, 2019 | 4:10 am Eastern Standard Time (GMT-05:00) | 1 hour | ● Not started

Host: Felice Harper [Edit](#) | [Cancel meeting](#) | [Add to my calendar](#)

▼ [Less information](#)

Meeting number: 623 549 915

Meeting password: UM8WhnyX

Meeting link: <https://nih.webex.com/nih/j.php?MTID=m870416>

Host key: 160191

Video address: Dial 623549915@nih.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Audio connection: 1-650-479-3208 Call-in toll number (US/Canada)

[Global call-in numbers](#)

Access code: 623 549 915

By joining this meeting, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

10. Below are the view of the attendee Global toll call in options while accessing audio in the meeting:

Audio and Video Connection

Select Audio Connection: I Will Call In

Select Video Connection: Integrated Webcam

Phone

1. Call
1-650-479-3208 (Call-in toll number (US/Canada))
[All global call-in numbers](#)
2. Enter this access code:
623 549 915 #
3. Enter your Attendee ID:
33 #

Your video is not showing in the meeting yet.

Automatically show me the full-screen video view

Start My Video

[Skip](#)

Audio and Video Connection

Select Audio Connection: I Will Call In

Phone

1. Call
1-650-479-3208 (Call-in toll number (US/Canada))
[All global call-in numbers](#)
2. Enter this access code:
623 549 915 #
3. Enter your Attendee ID:
33 #

Global Call-In Numbers for This Meeting

Filter list:

	Call-in toll number (US/C...	1-650-479-3208
	Argentina Toll	+54-115983-9406
	Argentina Toll	+54-11-5984-2766
	Australia Toll	+61-28518-1925
	Austria Toll	+43-720-815231
	Belgium Toll	+32-2894-8321
	Brazil Toll	+55-21-2018-1635
	Canada Toll	+1-416-915-9996

What if my country or region is not listed?

Access code: 623 549 915 #

Attendee ID: 33 #

Start My Video