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.

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
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: <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

Schedule Meeting  Cancel

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

Meeting number:  623 549 915
Meeting password:  UM6WtNykX

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

Host key:  160191
Video address:  Dial 623549915@nib.webex.com
You can also dial 173.243.2.66 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

Start

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: