HOW TO ESTABLISH AUDIO CONFERENCING CODES

1. Log into WebEx account and select "Personal Conferencing"
2. Select "Add Account" to generate access codes

3. Generate codes

4. Distribute toll-free number and attendee code to participants
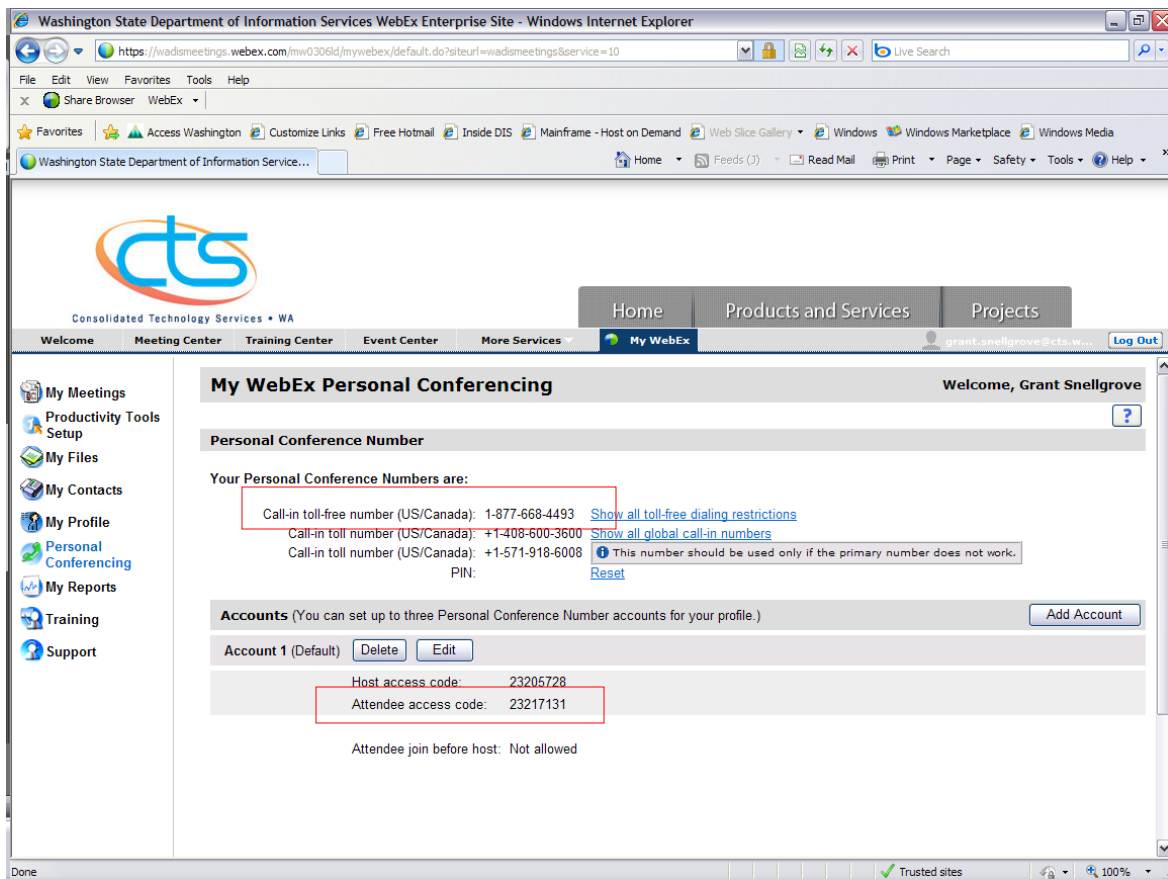
When you are on the call, there are certain touch tone commands available. The first three commands can only be used by the host of the call. The last two can be used by all of the participants.

to mute all attendees (except the host)- **HOST ONLY**
99 to unmute all attendees- **HOST ONLY**
*5 to lock/unlock the call (no one else can join) **HOST ONLY**
*6 to mute/unmute yourself- **HOST/ATTENDEE**
*# to hear how many people are on the call- **HOST/ATTENDEE**