

HOW TO ESTABLISH AUDIO CONFERENCING CODES

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

Step #1

Washington State Department of Information Services WebEx Enterprise Site - Windows Internet Explorer

https://wadismetings.webex.com/mw0306ld/mywebex/default.do?siteurl=wadismetings&service=10

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My WebEx Personal Conferencing Welcome, Grant Snellgrove

Personal Conference Number

You have not created any Personal Conference Number (PCN) accounts. A PCN account includes teleconferencing numbers and personal host and attendee access codes that you can use to conduct:

- Integrated audio and Web meetings.
- Ad-hoc Personal Conference meetings from any phone.
- Scheduled Personal Conference meetings.

Accounts (You can set up to three Personal Conference Number accounts for your profile.) **Add Account**

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Done Trusted sites 100%

Step #2

3. Generate codes

Add Personal Conference Number - Windows Internet Explorer

Add Personal Conference Number

An asterisk(*) indicates required information.

* Host access code:

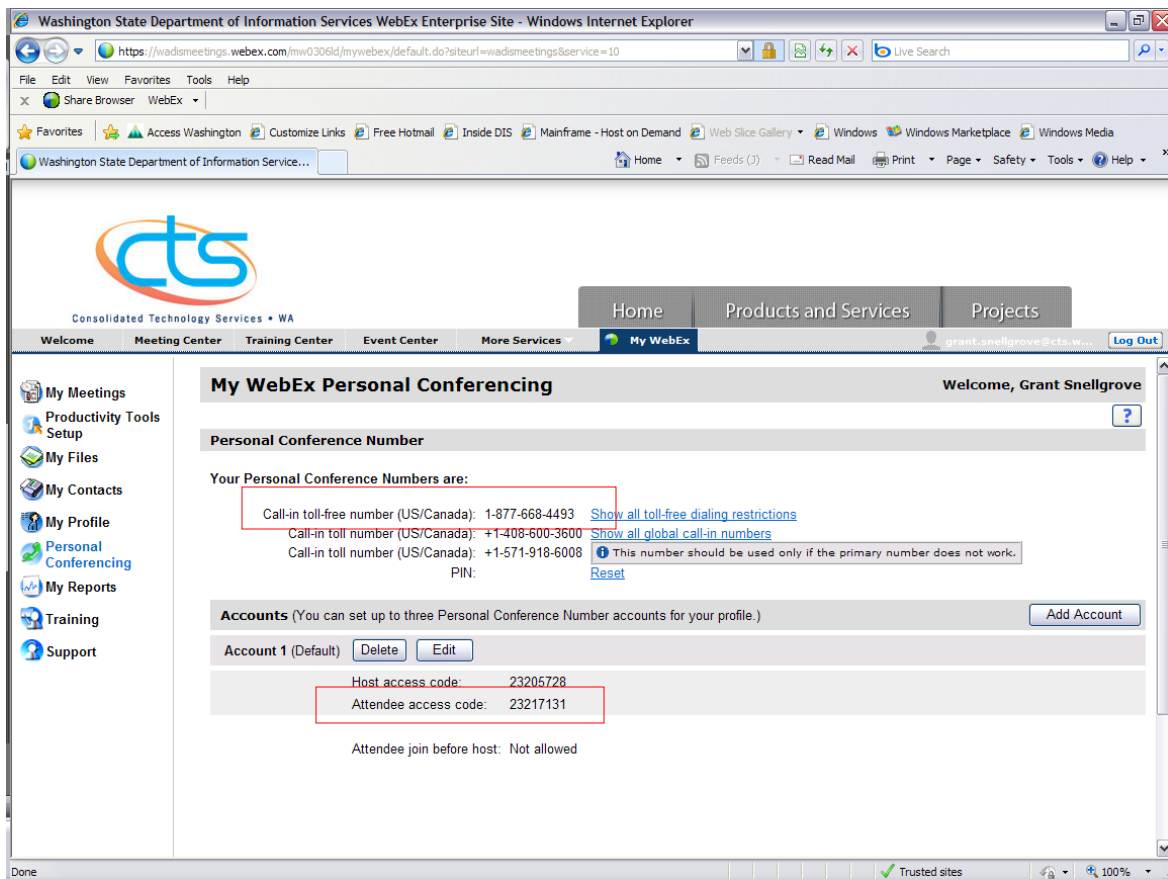
* Attendee access code:

Allow attendee join before host

Step #3

Generate **Close**

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**