WebEx
Using WebEx for Conference Calls

Main Heading

WebEx can be used to facilitate your needs when conducting a conference call. When using the Personal Conference feature, you do not need to begin an online portion of a meeting. This option provides a seamless way to communicate via the phone.

Creating Your Unique PIN

Before conducting a conference call, you will need to create a unique four digit PIN. This number will be used when connecting to a conference call you have scheduled. You may change your PIN at any time. Initial setup is only required once.

1. Open an internet browser and navigate to towson.webex.com.
2. Click Log in in the upper right hand corner.
3. Enter your Username (NetID) and Password and click Login.
4. Click the My WebEx tab located at the top of the page.

Figure 1

5. Click the Preferences link located on the left side of the page.

Figure 2

6. Beside the Audio section, click the Set up link.

Figure 3
WebEx: Using WebEx for Conference Calls

7. Under the **My Phone Numbers** section, locate the box beside **PIN**.

8. Enter a four digit pin that you will be able to remember when connecting to your conference calls.

![Figure 4](image4.png)

9. Scroll to the bottom of the page and click the **Save** button.

![Figure 5](image5.png)

**Create a Personal Conference Number**

You are required to create a personal conference number in order to hold a conference call. You may have up to three **Personal Conference Numbers**. This step is not required each time you schedule a conference call.

**Note:** These numbers will be remembered for you by the system. You are not required to write them down. If you need to refer to them at any time, they will be located on the **Personal Conferencing** page under **My WebEx**.

1. Click the **My WebEx** tab located at the top of the page.
2. Click the **Preferences** link on the left side of the page.
3. Under the **Audio** section, click **Set up**.
4. Scroll down to the **My WebEx Personal Conferencing** section and then click the **Generate account** link.

![Figure 6](image6.png)
5. The **Add Personal Conference Number** box appears. Click the **Generate** button.

![Add Personal Conference Number](image)

**Figure 7**

6. Once the numbers have been generated, click the **Close** button.

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**Scheduling a Conference Call**

1. Click on the **Meeting Center** tab at the top of the screen.

![Meeting Center](image)

**Figure 8**

2. Click **Schedule a Meeting** under **Host a Meeting** on the left side of the page.

![Schedule a Meeting](image)

**Figure 9**

3. Click the **Advanced Scheduler** link at the top of the page.

![Advanced Scheduler](image)

**Figure 10**

4. In the drop-down menu beside **Meeting type**, choose **WebEx Personal Conference**.

![Meeting type](image)

**Figure 11**
5. In the **Meeting topic:** field, type an appropriate name for the meeting.

6. Click the **Next** button.

![Figure 12](image1)

7. In the **Date & Time** page, adjust the **Meeting date**, **Meeting time**, **Estimated duration**, **Email reminder** and **Recurrence** fields for your meeting.

8. Click the **Next** button.

![Figure 13](image2)

9. In the **Audio Conference Settings** page, select your desired option from the **Entry and exit tone** drop-down menu and then click the **Next** button.

![Figure 14](image3)
10. **Type the email addresses of your attendees** in the **Attendees** text box. Separate the emails with a comma or a semicolon.

11. You may choose to send a copy of the attendee invitation to yourself so that you may forward it to your attendees from your email client. If you would like to do this, place a check mark in the box beside **Send a copy of the invitation email to me**.

12. Click the **Schedule Meeting** button to schedule your conference call.

![Attendees](image)

Figure 15

### Conducting a Conference Call

When it is time to conduct your conference call, follow the steps below.

1. Open the email you received containing the meeting information for the conference call you scheduled earlier.
2. On your telephone, dial the **Call-in toll-free number (US/Canada)**.
3. Enter the **Host Access code**. Make sure to enter this number slowly.
4. Press the **pound (#) key**.
5. Enter the **pin number** you created. If you have not created a pin, refer to the beginning of this document for instructions on how to do so.
6. Press the **pound (#) key**.
7. You will now be placed into the conference call. Attendees will join the conference shortly.

The following is a list of commands you may use as the host during the conference call:

- ***1** – Dialout
- ***5** – Lock
- ***5 (again)** – Unlock
- ***6** – Mute self
- ***6 (again)** – Unmute self
- ***8** – Continue without host
- **##** - Mute all attendees
- **99** – Unmute all attendees
- ***#** - Play participant count
- **** - DTMF Help