

Webex

Using Webex for Conference Calls

Introduction

Webex can be used to conduct 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 (Personal Identification Number)

Prior to using the Personal Conference feature, you must create a unique four-digit **PIN**. This number will be used whenever you are connecting to a conference call you have scheduled. You may change your **PIN** at any time. Initial setup is only required once.

1. Open your browser of choice and navigate to towson.webex.com.
2. Click the **Sign In** button at the upper right-hand corner.
3. The **TU Authenticated Login** page will appear. Enter your **Username (NetID)** and **Password** and click **Login**.
4. Click **Preferences** from the left menu bar, then select the **Audio and Video** tab.

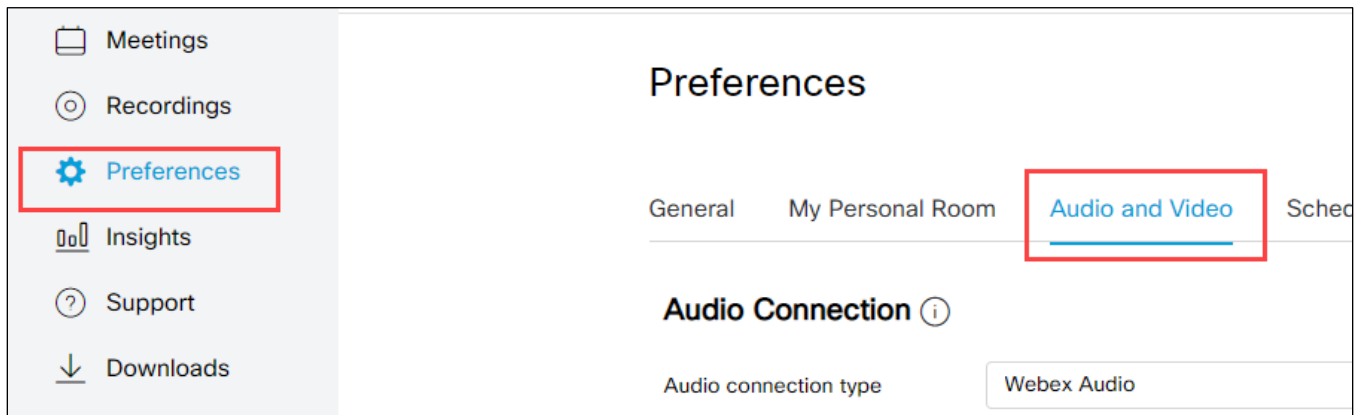


Figure 1

5. Under the **Call Me numbers** section, click beside **Audio PIN** and enter a four-digit pin that you will be able to remember when connecting to all future conference calls you host.

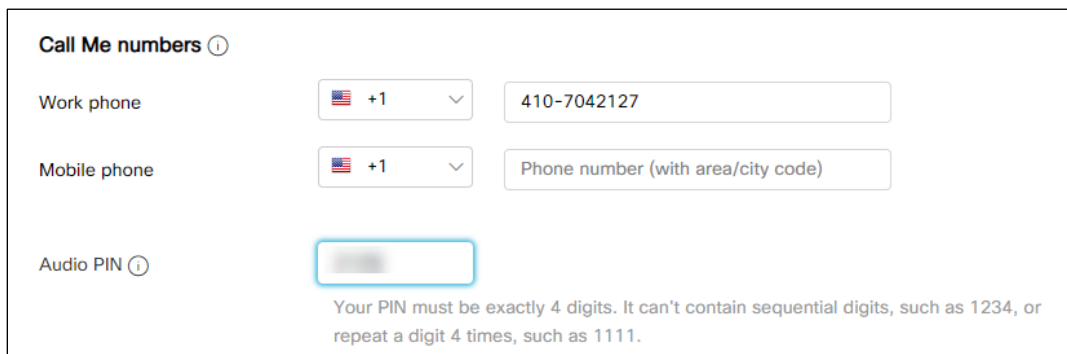


Figure 2

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



Figure 3

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 can be found in the **Audio and Video** tab under **Preferences**.

1. Once you are **Signed In (towson.webex.com)**, click **Preferences** from the left menu bar and select the **Audio and Video** tab.
2. Scroll down to the **Call Me numbers** section then click the **Generate an account** link.

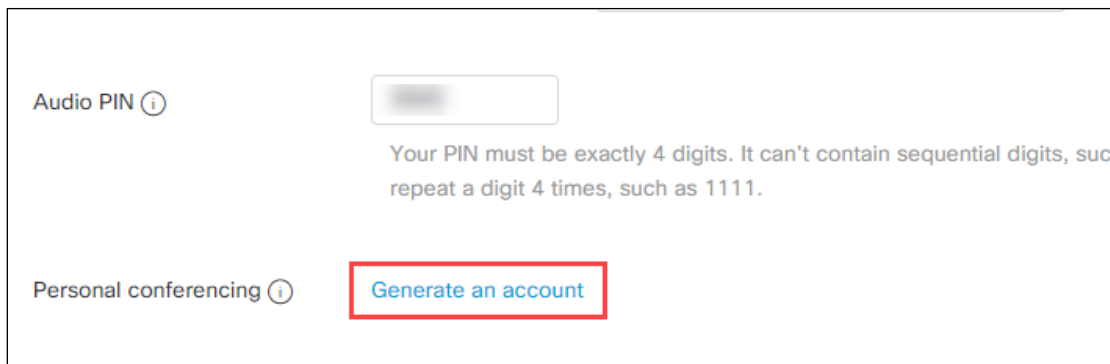


Figure 4

3. The link will expand with a personal conference number and your personal conferencing account information which includes **Host access code** and **Attendee access code** will be generated automatically by Webex.

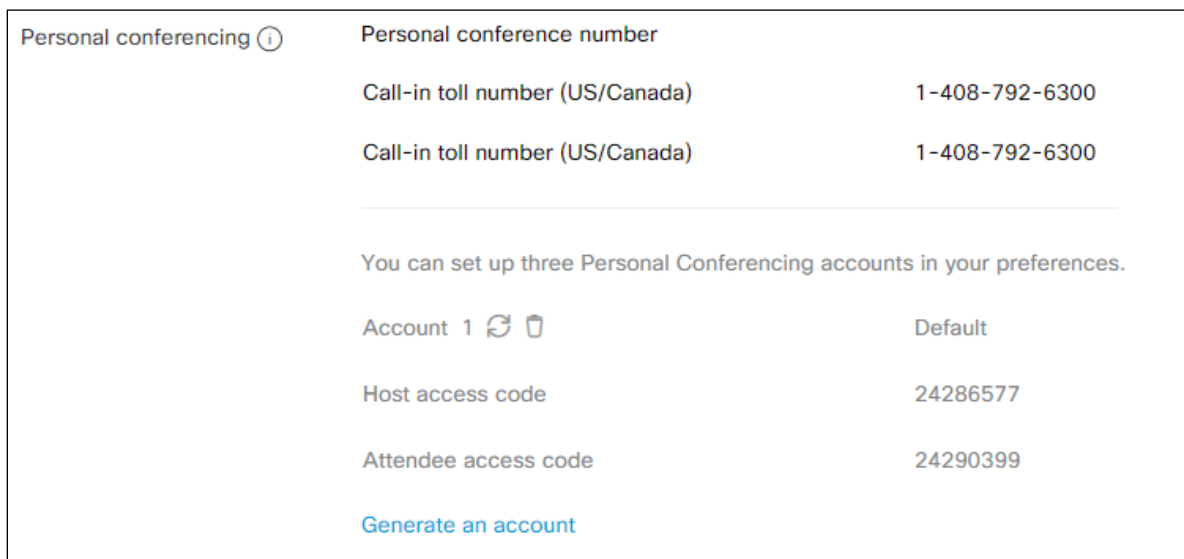


Figure 5

4. You can change these codes by clicking the **change** icon.

5. You can also delete a personal conference account by clicking the **trash can** icon right beside the change icon. A screen asking you to confirm your decision will be displayed.



Figure 6

6. You can add another account by clicking the **Generate an account** link.
7. Once you are done, click **Save** at the bottom of the page.

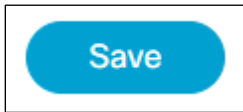


Figure 7

Scheduling a Conference Call

1. Once you are **Signed In (towson.webex.com)**, click the **Schedule** button from the **Home** page.

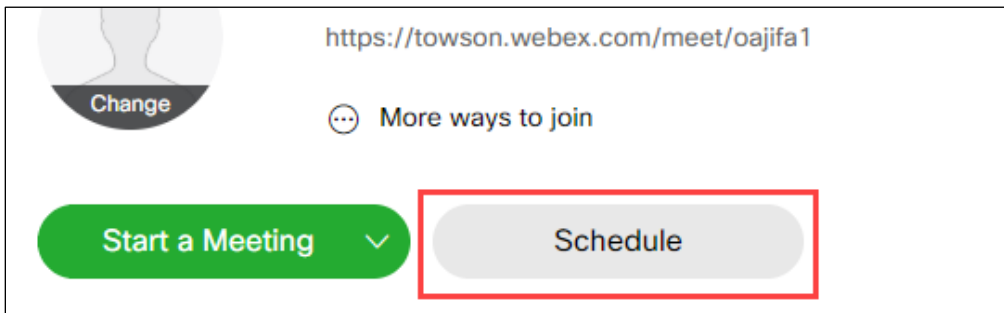


Figure 8

2. The **Schedule a Meeting** page will appear. From the drop-down beside **Meeting type**, choose **WebEx Personal Conference**.

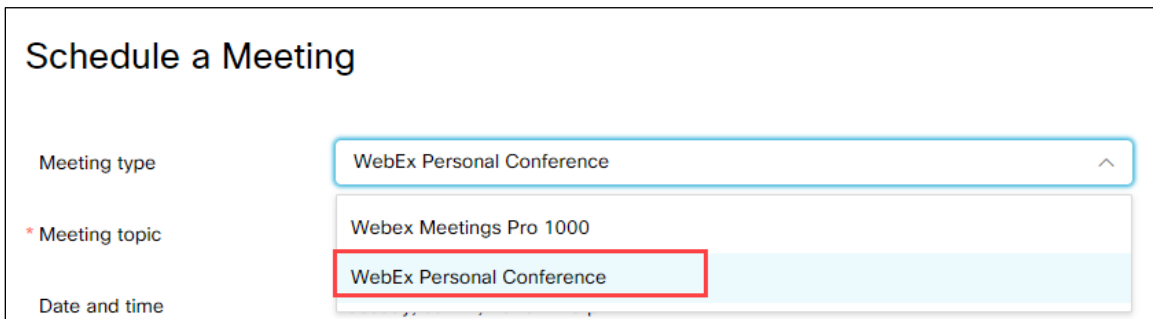


Figure 9

3. In the mandatory **Meeting topic** field, type an appropriate name for the meeting.

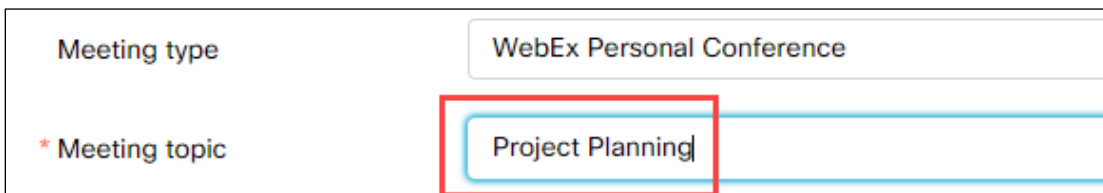


Figure 10

4. In **Date and time field**, adjust the meeting **Date**, **Time**, and estimated **Duration** fields for your meeting. and then click **Done**.
5. Add **Attendees** by typing in their email addresses separated by a comma or semicolon.
6. Select the expand arrow beside **Show advanced options**, then select **Audio connection options**.



Figure 11

7. Select your desired option from the **Entry and exit tone** drop-down menu.

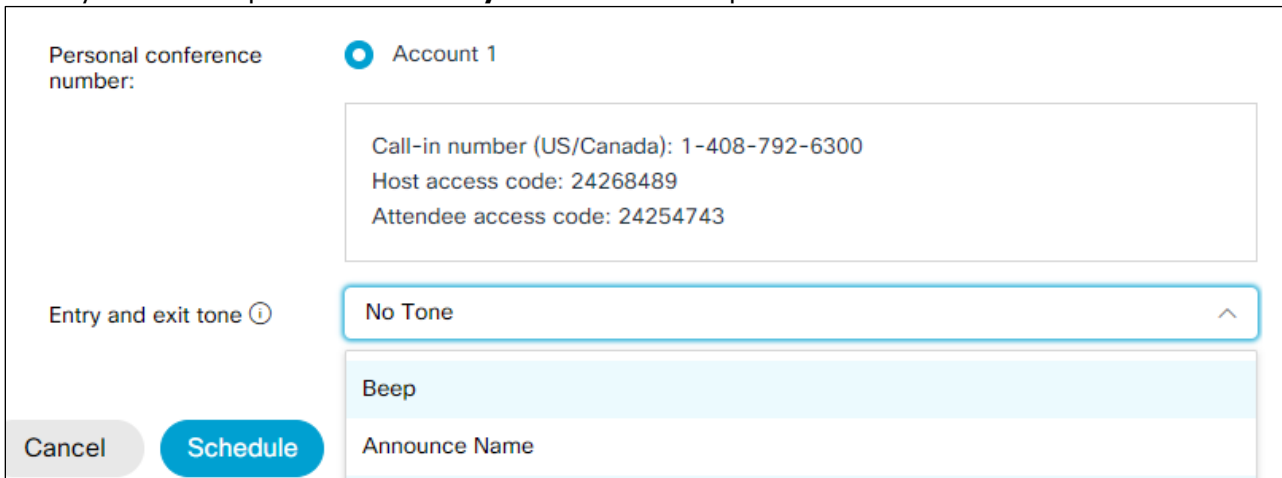


Figure 12

8. Click the **Schedule** button. If your meeting is scheduled to begin in less than 15 minutes, you will see a **Start** button.

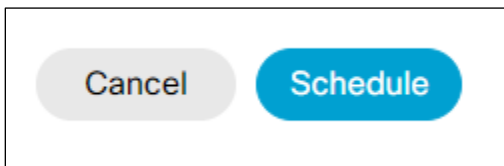


Figure 13

Conducting a Conference Call

When it is time to host your conference call, follow the steps below:

1. Open the email you received containing your 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**.
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 as the host 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