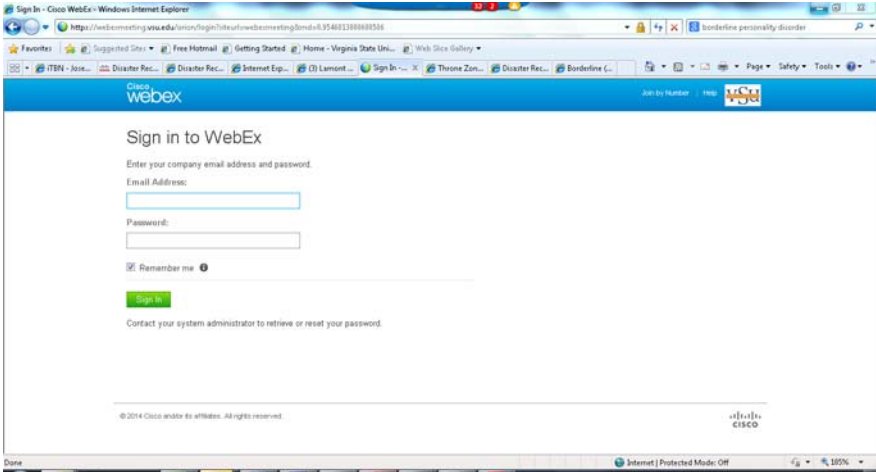


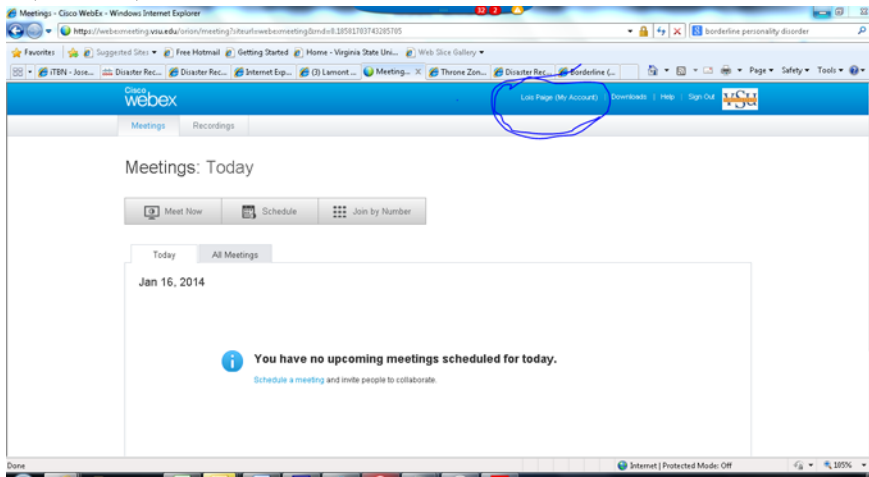
# Creating Your Audio Conference Call Host and Participant Codes

Step 1- Go to, webexmeeting.vsu.edu

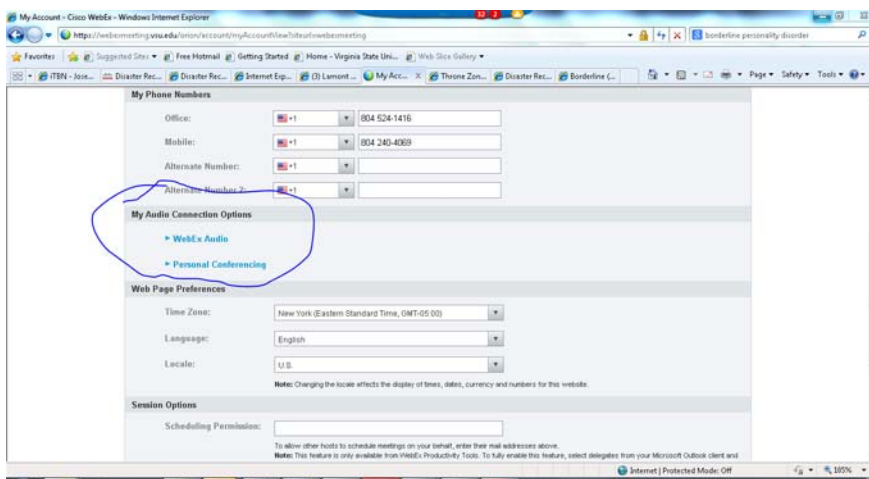


Step 2- Enter your email address and password

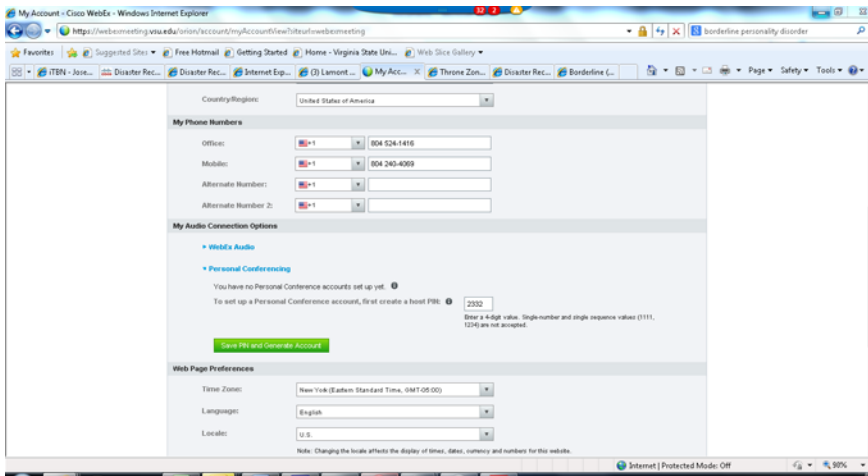
Step 3-Go to My Account



Step 4-Scroll down the page to "My Audio Connection Options." Click "Personal Conferencing."

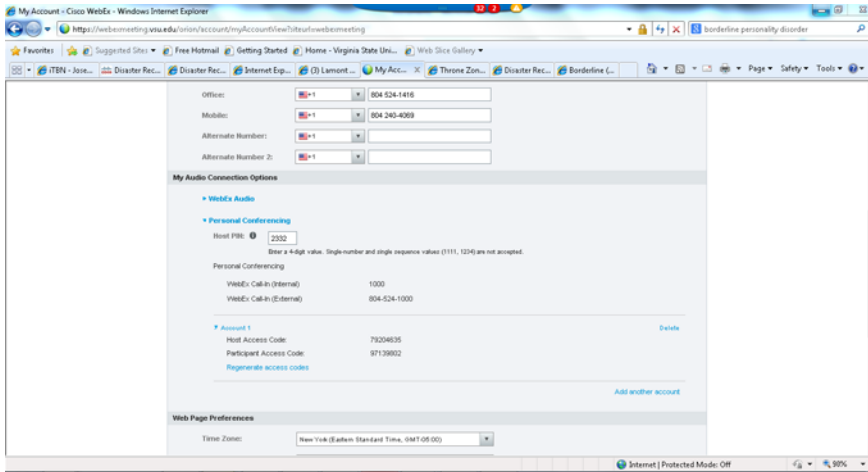


Step 6- Create your "Host Pin" by entering a four digit code. Click "Save PIN and Generate Account."



Step 7- Note your personal teleconference host and participants codes for the Cisco conference bridge:

- a. The internal dial-in number is 1000; External dial-in is 804 524-1000.
- b. Your Host code to setup the conference calls (the call will not begin until this code along with the Host PIN is entered.)
- c. Use these codes to setup conference calls when you are hosting the call. These codes will not change.



## Step 8-Sign out of WebEx.

