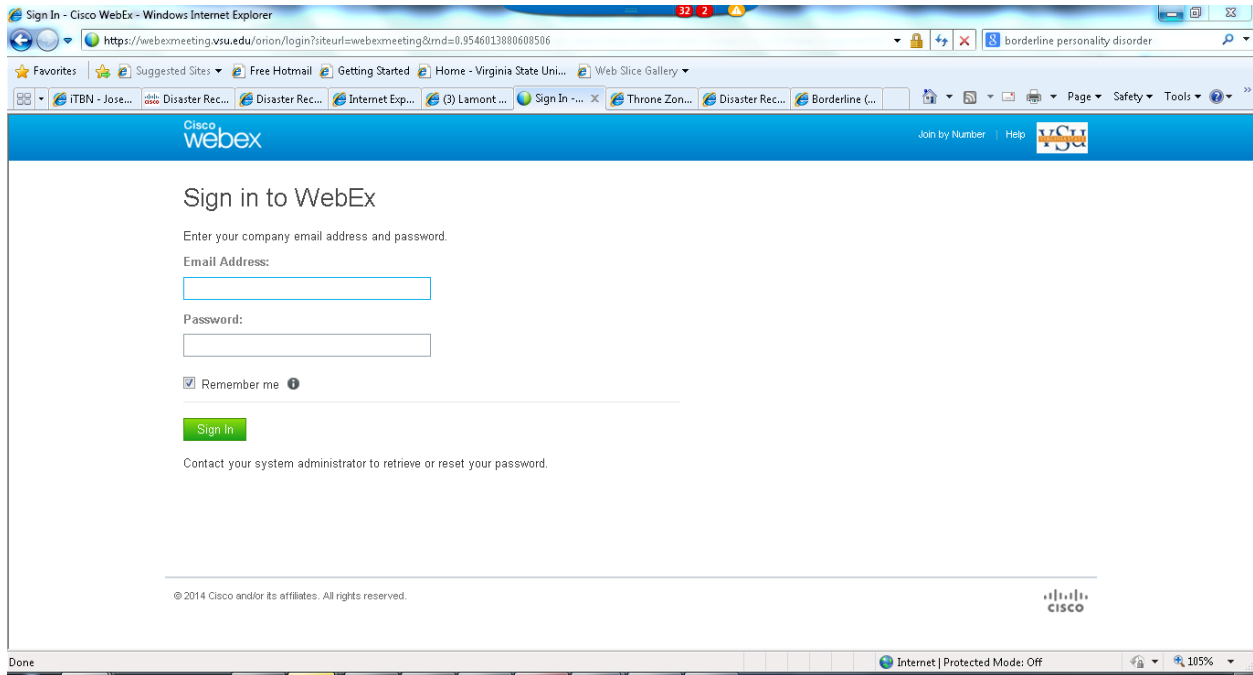


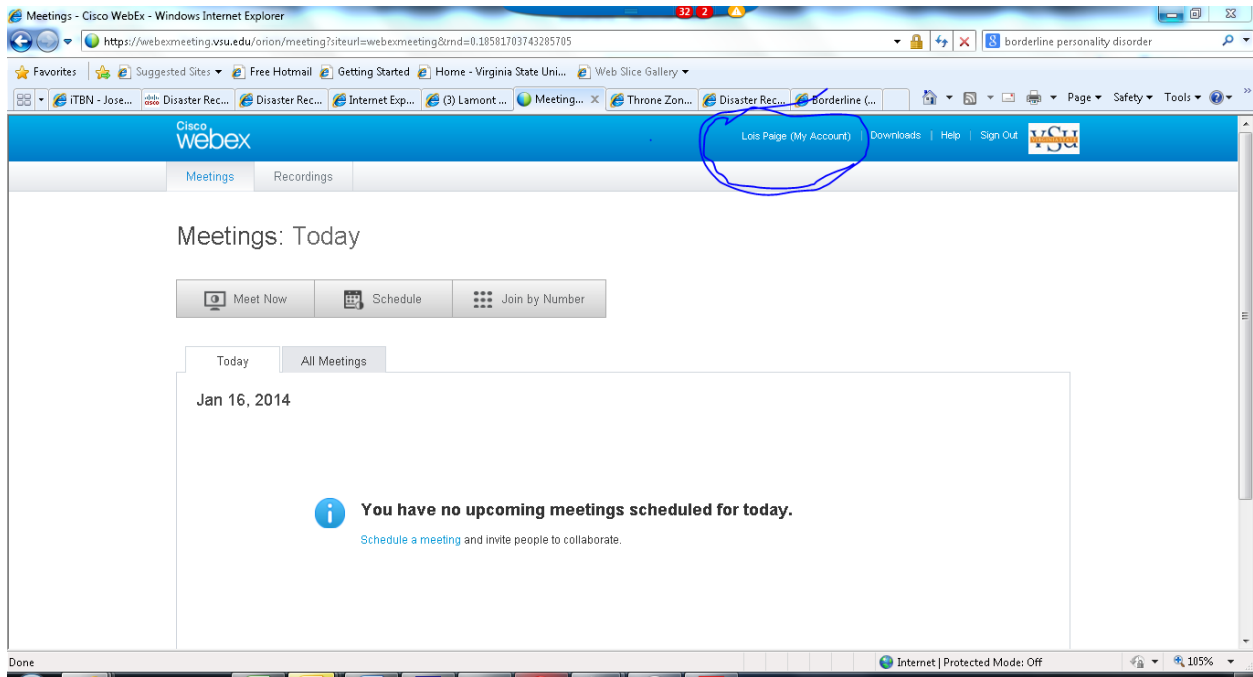
# Creating Your Audio Conference Call Host and Participant Codes

Step 1- Go to, [webexmeeting.vsu.edu](https://webexmeeting.vsu.edu)

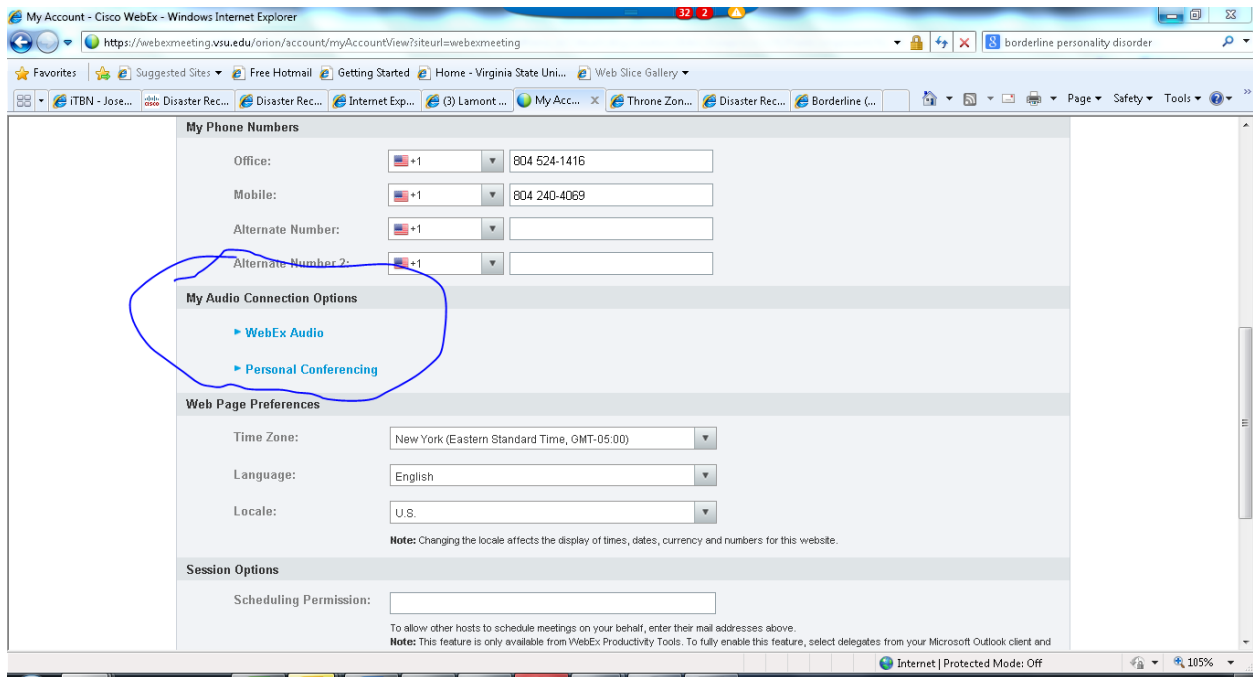


Step 2- Enter your email address and password

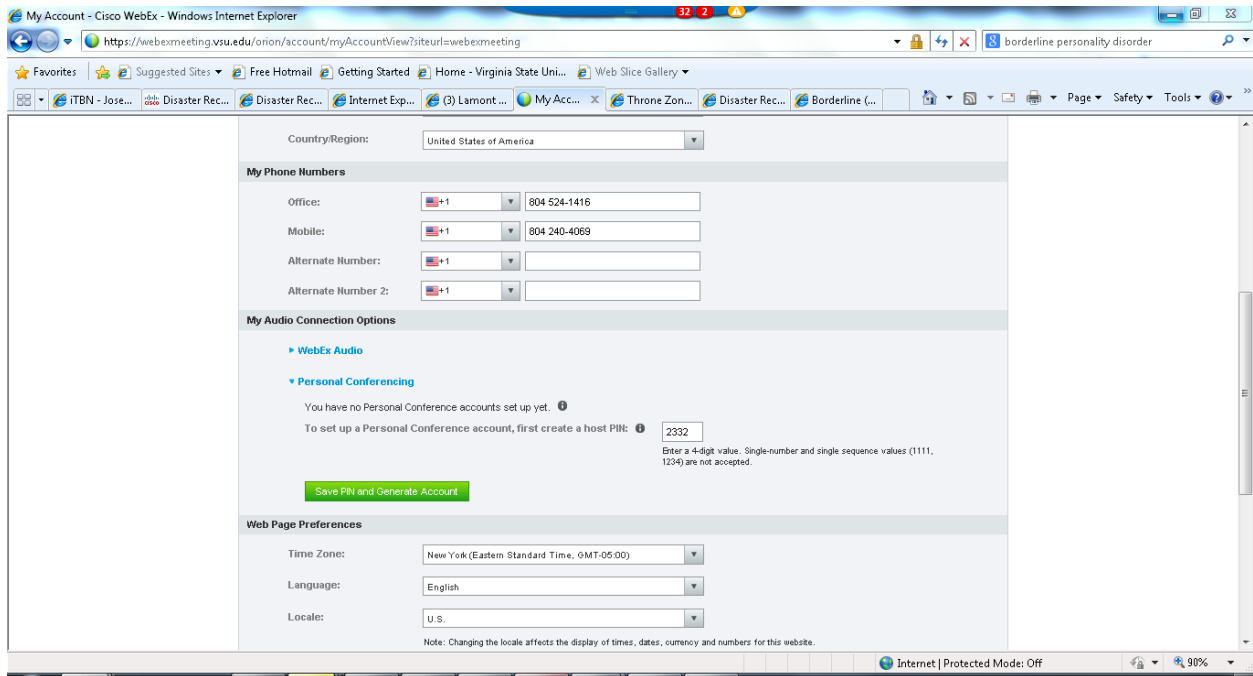
### Step 3-Go to My Account



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

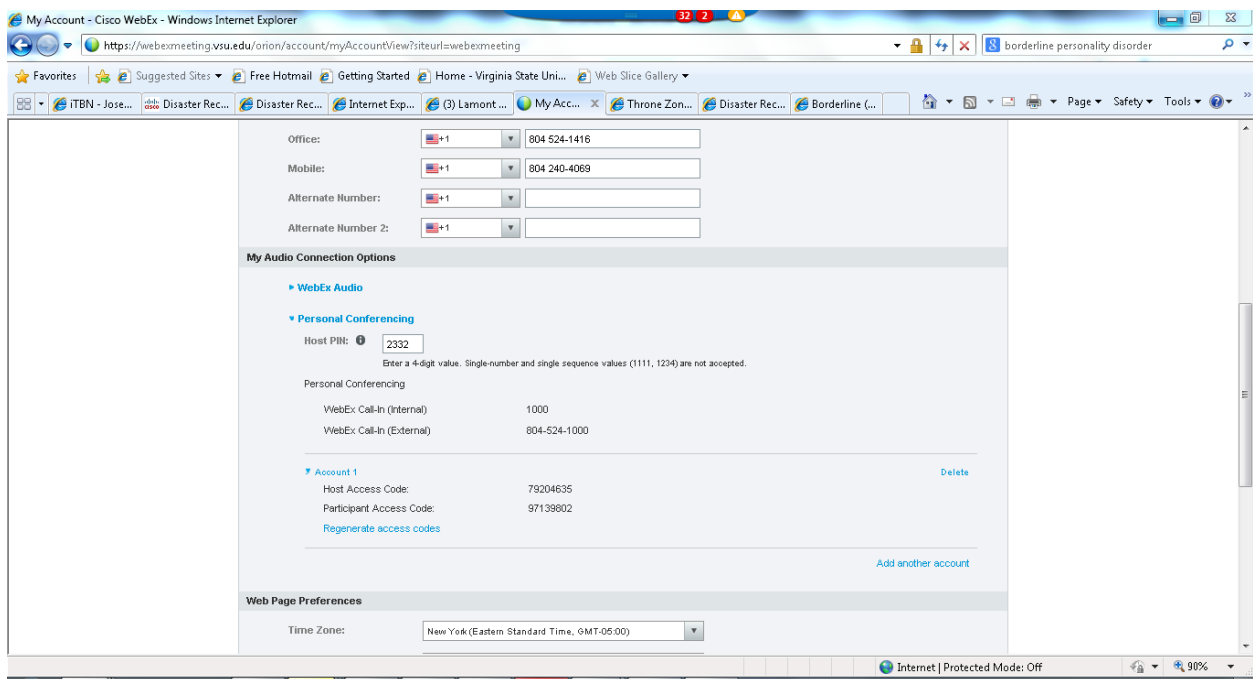


### Step 6- Create your “Host Pin” by entering a four digit code. Click “Save PIN and Generate Account.”



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

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



## Step 8-Sign out of WebEx.

The screenshot shows the Cisco WebEx user interface in Internet Explorer. The browser's address bar displays the URL: <https://webexmeeting.vsu.edu/orion/account/myAccountView?siteurl=webexmeeting>. The page title is "My Account - Cisco WebEx".

The main navigation bar includes "Meetings" and "Recordings" tabs. On the right side of the navigation bar, the "Sign Out" link is circled in blue. A blue star icon is also visible below the "Sign Out" link.

The "My Account" section contains the following fields:

- Personal Information**
  - Full Name:
  - Email Address: **lpaigo@vsu.edu**  
Your email address is the address where you receive account notifications. Contact your administrator to retrieve or reset your password.
  - Address 1:
  - Address 2:
  - City:
  - State/Province:
  - ZIP/Postal Code:
  - Country/Region:
- My Phone Numbers**
  - Office:

The status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of "90%".