Voice Only Webex Meeting Setup
Sign in/Login to the Webex portal (Cloud)
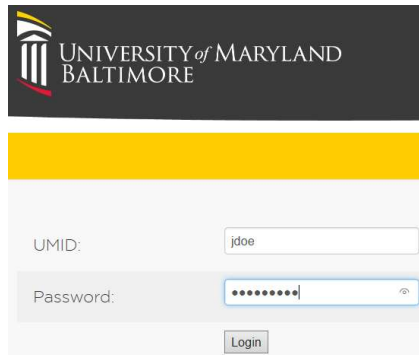
- Via an Internet browser, Login to Webex (https://umaryland.webex.com)
  1. Click Sign In (upper right corner)

     Sign In

  2. Use your UMB credentials to login (email must end with *umaryland.edu)
  3. Click Next
  4. Authenticate with Duo

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UMID:	jdoe
Password:	••••••••

Login

Enter your email address

jdoe@umaryland.edu

Next

Voice Only Webex Meeting Setup
Webex Portal (umaryland.webex.com)

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1. You're on the HOME PAGE

2. Click **Preferences** to setup

3. Select Audio and Video

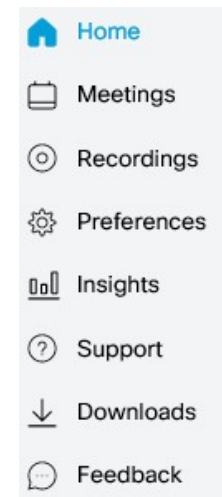| General | My Personal Room | Audio and Video | Scheduling | Recording |

Audio Connection ⓘ

Audio connection type — Webex Audio ⌄

☑ Display global call-in number to attendees

Entry and exit tone ⓘ — Beep ⌄

Default call-in number ⓘ

First number — None ⌄

Second number — None ⌄

🏠 Home
🗔 Meetings
◎ Recordings
⚙ Preferences
📊 Insights
⑦ Support
↓ Downloads
💬 Feedback

4. Enter Audio PIN:
   1. For example, 4589 (keep your PIN and safeguard it, DO NOT SHARE OR DISTRIBUTE)

5. Write down your Conference Number: (i.e. 1-415-665-xxxx)
   1. Please also document your host code (confidential) and Attendee code (For distribution) , you may create multiple accounts

Voice Only Webex Meeting Setup
Personal number and Host/Attendee Access Code

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General   My Personal Room   Audio and Video   Scheduling   Recording

Audio PIN ⓘ   **4859**   **The Audio PIN must be changed for each meeting**

Your PIN must be exactly _ digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Personal conferencing ⓘ   Personal conference number

US Toll   +1-415-655-   **Your audio conferencing number**

US Toll   +1-415-655-

You can set up three Personal Conferencing accounts in your preferences.

Account 1 ↻ 🗑   Default

Host access code   13C ——   **Distribute the Attendee Access Code to participants**

Attendee access code   13C ——

Account 2 ↻ 🗑   Set as default

Be sure to click save: Host access code   36C ——

Attendee access code   36C ——

Save   Generate an account   **DO NOT DISTRIBUTE HOST KEY or Audio PIN**

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Voice Only Webex Meeting Setup
Sending Meeting details for Audio Conference Calls

Email or text the attendees of your meeting and provide the following information:

- US Toll # 1-XXX-XXXX
- Attendee access code: XXXXXXXX

If you are the HOST:
- To begin your Audio Only Call
  - Dial the US Toll #
  - Enter your Audio PIN, the number you entered in this field:

Note: For security reasons, you must log Webex to change your PIN# for each meeting.

Audio PIN ⓘ [   ]

Audio PIN ⓘ [   ]

⊗ Your PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

If you are attending an audio conference:

- To join an Audio Only Call:
  - Dial the US Toll #
  - Enter the Attendee access code provided to you by the host

- You are allowed up to 500 audio participants for Audio Calls.

Audio Conference Calls (Voice Only)

- If you are joining a meeting from your computer, you will need:
    - speakers or headphones (to hear)
    - a microphone (to communicate)
- Please remember, if working remotely (using Remote Desktop), join the Webex meeting from your local computer.

- If you are joining a meeting from your home or cellular phone, you will need:
    - The telephone number and Attendee Access code from host.
- If you're the host, you'll need your Audio PIN (be sure to change Audio PIN before each meeting)

- Note: All Webex Meetings are assigned a telephone number. Feel free to use this method or Schedule a Webex Meeting and only use audio with no display.

Webex Audio Only Setup

Summary

- Up to 500 participants
- Can be used instead of a Verizon Conference Call #'s.
  - No additional charges
- There are no toll free numbers (most people have unlimited calls on most cellular and home plans)
- Change Audio PIN before each meeting (for security reasons)
- Can set up to 3 personal access codes for different meetings