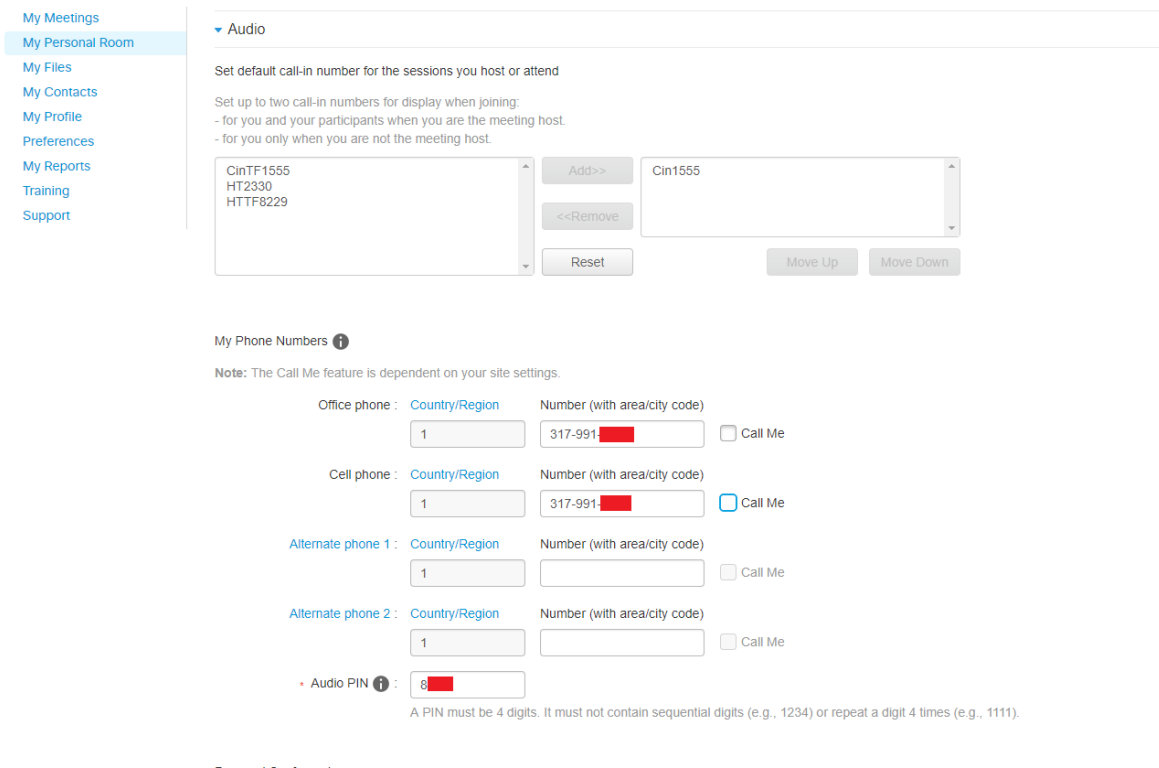


# WEBEX AUDIO BRIDGE STARTUP GUIDE

This sheet will show users how to set up their audio bridges for first time and continued use with the WebEx client. All instructions must be completed before the Audio Conference Bridge can be used. These instructions apply to users logging in at [indiana.webex.com](https://indiana.webex.com).

If you have additional questions, please contact Mike Hicks at [mhicks@iot.in.gov](mailto:mhicks@iot.in.gov), or Gary Flynn at [gflynn@iot.in.gov](mailto:gflynn@iot.in.gov).

1. After logging in at [indiana.webex.com](https://indiana.webex.com), choose the My WebEx tab in the upper left-hand corner. On the left side, select Preferences > Audio Set Up. You should reach a screen resembling below.



2. On this screen, the only change that needs to be made is to **set up your audio PIN**. This is what you'll use to log in to your audio conference bridge and verify that you are the host. Make sure to choose a four-digit code that you'll remember. Hit 'Save' once you have established your PIN.

You do NOT need to save any phone numbers here. However, if you would like to log the number of phones that will be most frequently utilizing the bridge, you can add them here and it will save them for you for easy recognition. The main thing that needs to be done here is **setting up your PIN**.

3. Scroll to the bottom of the page until you see the section titled "Personal Conferencing". Under this heading, go to 'Accounts' and click the blue link that says 'Generate Account.'

Personal Conferencing

Personal Conference number: You have not created any Personal Conference number accounts. A Personal Conference number account allows you to quickly start the audio portion of a WebEx Personal Conference meeting. If necessary, you and your participants can join the online meeting, which is started along with the audio portion of the meeting:

- Integrated audio and Web meetings.
- Ad-hoc Personal Conference meetings from any phone.
- Scheduled Personal Conference meetings.

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

[Generate account](#)

4. When the popup appears, simply click the 'Generate' button. The fields for 'Host Access Code' and 'Attendee Access Code' will start out blank, but will populate codes once the 'Generate' button is hit. **The host access code is only visible to you, so be sure to write it down somewhere or memorize it, and it will not show on email invites.** Once this is done, you may hit 'Close.' The information generated will be saved to your WebEx profile and can be accessed any time you log in. **Note: this PIN is NOT the same as your PIN for WebEx account access! It will be unique to audio bridge use ONLY.**

Webex

Home Meeting Center Event Center Support Center Training Center My WebEx

My Meetings  
My Personal Room  
My Files  
My Contacts  
My Profile  
Preferences  
My Reports  
Training  
Support

Personal Conferencing

Personal Conference number:

Accounts:

Account 1 (Default):

Add Personal Conference Number

• Host access code: 12136050

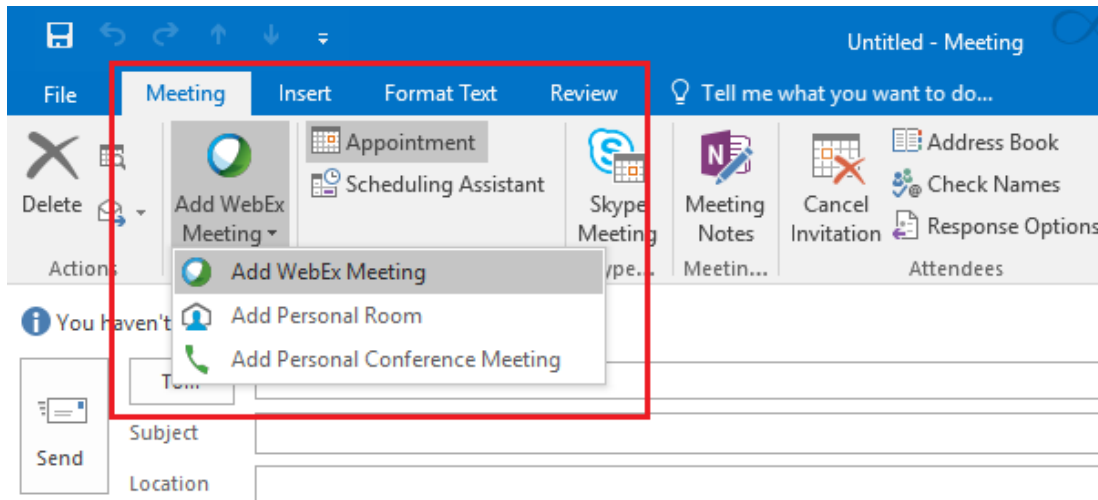
• Attendee access code: 12149922

Generate Close

Video Systems  
My Personal Room  
Scheduling Templates  
Scheduling Options

## ADDING YOUR BRIDGE TO OUTLOOK MEETINGS

To add your newly set up bridge to Outlook meetings, click the small drop-down carat on the button that says 'Add WebEx Meeting'. From here, choose the option that says 'Add Personal Conference Bridge.'



This will add text that reads 'Do not delete or change any of the following text'; if you need to cancel the meeting, use the same button that was engaged to add the meeting. Once the meeting is sent, it will look like this and have all necessary call in and attendee access information:

