

Change PIN

Log into WebEx – click on **My WebEx** –then click on **Preferences**

NEW YORK
STATE OF
OPPORTUNITY.

**Office of Information
Technology Services**

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

Albert Kolar's Room 10
<https://meetny.webex.com/meet/Albert.Kolar>

Enter Room

Join by phone

1. Call one of the following numbers:
Local : **1-518-549-0500**

Look for Audio selection –click on [Set up](#)

The screenshot shows the 'My WebEx' interface. At the top left is the New York State logo with the text 'NEW YORK STATE OF OPPORTUNITY.' and 'Office of Information Technology Services'. Below this is a navigation bar with tabs for 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The 'My WebEx' tab is active. On the left is a sidebar menu with items: 'My Meetings', 'My Personal Room', 'My Files', 'My Contacts', 'My Profile', 'Preferences' (highlighted with a dotted border), 'My Reports', 'Training', and 'Support'. The main content area is titled 'Preferences' and includes links for 'Expand all' and 'Collapse all'. A list of preference categories is shown, each with a right-pointing arrow: 'General', '"Meet Now" Settings', 'Audio Set up' (circled in blue), 'My Personal Room', 'Scheduling Templates', 'Scheduling Options', and 'Support Center'. At the bottom of the main area are two buttons: a green 'Save' button and a grey 'Cancel' button.

Scroll the page down till you see New profile PIN

Change and confirm PIN

Event Center	Support Center	Training Center	My WebEx	Albert.Kolar Site Administration
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Call me

Alternate phone 2: [Country/region](#) [Number \(with area/city code\)](#)

1 Call Me

Cisco Unified MeetingPlace Audio Conferencing

Accounts: [S 1-518-549-0500](#) Local
1-844-633-8697 Toll Free

[More call-in numbers](#)

19358330 Cisco Unified meetingPlace profile number

New profile PIN ⓘ:

Confirm profile PIN:

PIN must be numeric only and must be between 5 and 24 digits in length.

[Synchronize Account Setting](#) without changing the Meeting Place Profile PIN.

Make sure you click **Save** on bottom of page

Support

Confirm profile PIN:

PIN must be numeric only and must be between
[Synchronize Account Setting](#) without changing

- ▶ My Personal Room
- ▶ Scheduling Templates
- ▶ Scheduling Options
- ▶ Support Center

Save Cancel