

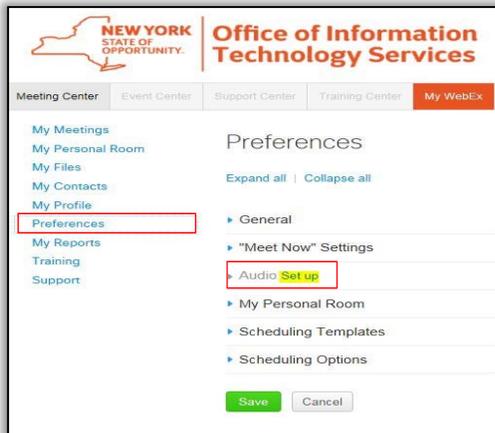
Generating Your WebEx Personal Conferencing Numbers

Note: A WebEx 4-digit PIN is required to generate your WebEx Personal Conference Number.

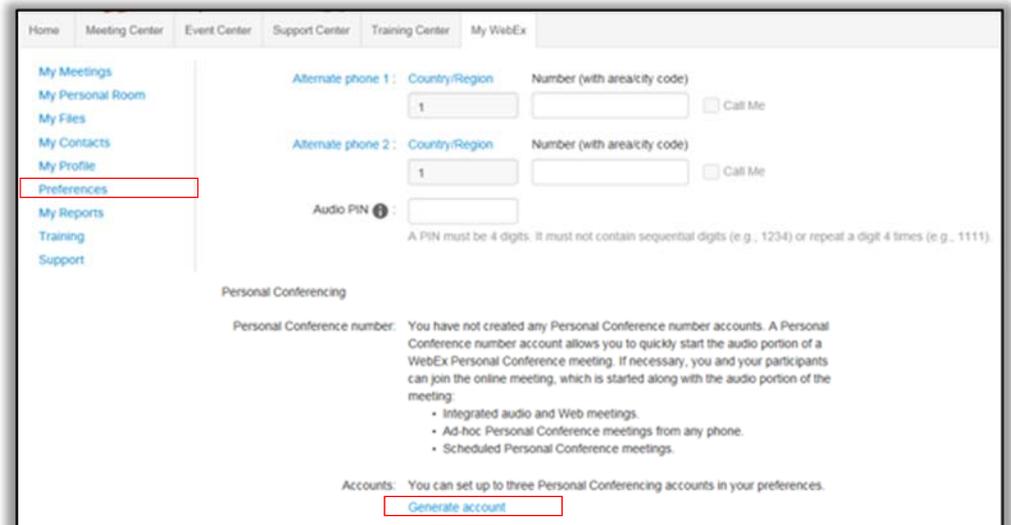
1. Click on **My WebEx**.
2. Click on **Preferences**.



3. Click on **Audio Set up**.



4. Click **Generate Account**. (You may create up to 3 accounts).



The screenshot shows the 'My WebEx' interface with a sidebar on the left containing links like 'My Meetings', 'My Personal Room', 'My Files', 'My Contacts', 'My Profile', 'Preferences', 'My Reports', 'Training', and 'Support'. The 'Preferences' link is highlighted with a red box. The main content area has two sections for 'Alternate phone 1' and 'Alternate phone 2', each with 'Country/Region' and 'Number (with area/city code)' dropdowns and a 'Call Me' checkbox. Below these is an 'Audio PIN' field with a help icon and a note: 'A PIN must be 4 digits. It must not contain sequential digits (e.g., 1234) or repeat a digit 4 times (e.g., 1111)'. The 'Personal Conferencing' section contains text explaining the purpose of a Personal Conference number and a list of features: 'Integrated audio and Web meetings', 'Ad-hoc Personal Conference meetings from any phone', and 'Scheduled Personal Conference meetings'. At the bottom, it says 'Accounts: You can set up to three Personal Conferencing accounts in your preferences.' and a 'Generate account' button is highlighted with a red box.

5. Click **Generate**. This will create your account for phone meetings.



A close-up of a dialog box containing two green buttons: 'Generate' and 'Close'. The 'Generate' button is highlighted with a red box.

6. Click **Close**.

A host access code and attendee access code will be generated.



The screenshot shows the 'Personal Conferencing' section of the interface. It displays 'Local: 1-518-549-0500' and 'Personal Conference number: Toll Free: 1-844-633-8697'. Below this are links for 'Show all toll-free dialing restrictions' and 'Show all global call-in numbers'. The 'Accounts' section states 'You can set up to three Personal Conferencing accounts in your preferences.' and includes a 'Generate account' link. A table lists the generated account details:

Account 1 (Default)	12345678	Host access code
	87654321	Attendee access code

Below the table are 'Edit' and 'Delete' links. The 'Account 1 (Default)' text and the access codes are highlighted with a yellow box, and the entire table area is circled with a purple oval.

- The **Host Access Code** is used to start your phone meetings.
- The **Attendee Access Code** is given to attendees so they can join your meetings.

7. Click **Save**.