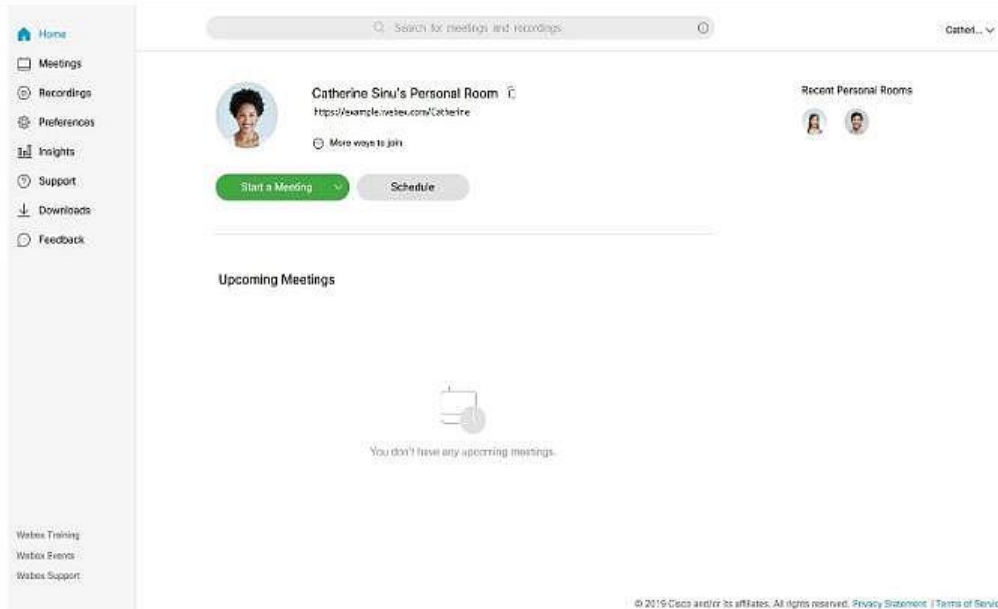


WebEx Account Set Up

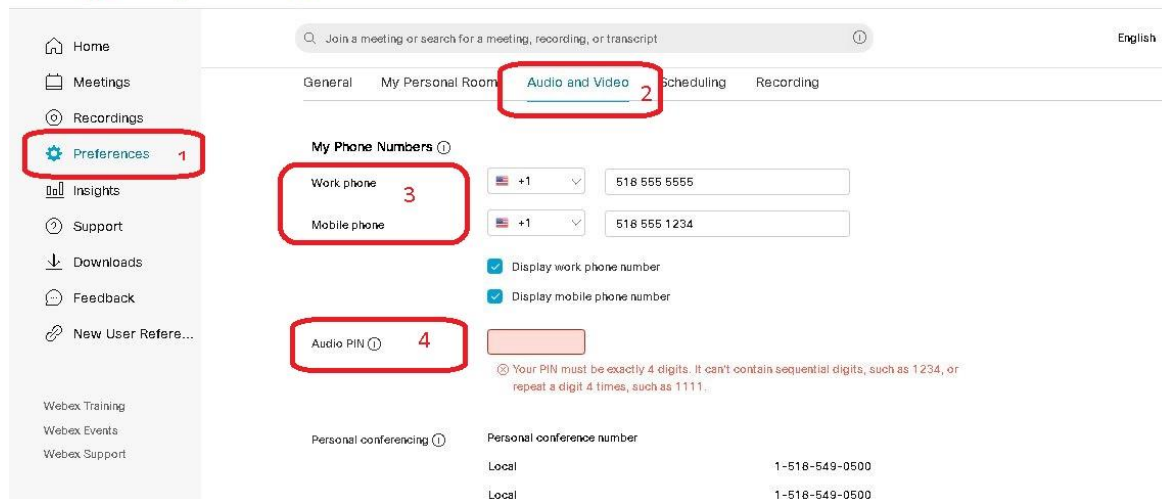
Log In to Your WebEx Account

Access WebEx at <https://meetny.webex.com> using your **work email address and logon password** (the same password used on your work computer).



Set Up Your Personal Pin

1. Click **Preferences**.
2. Click **Audio and Video Menu**.
3. Enter your **Work** and **Mobile Phone Numbers**.
4. Create a **4-digit 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.



Important: Your Personal PIN is used to start audio-only meetings conducted via your phone.

Generate Personal Conferencing Numbers

A WebEx 4-digit PIN is required in order to generate a personal conferencing number.





Audio PIN (1)

Personal conferencing (1) [Generate an account](#)

Video Systems

1. Click **Generate Account**. (You may create up to 3 accounts). This will create your account for phone meetings.

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

Account 1  	Default
Host access code	90012345
Attendee access code	90054321
Account 2  	Set as default
Host access code	99901234
Attendee access code	99943210

[Generate an account](#)

2. Click **Close**. The host access code and attendee access codes will be generated.
3. Click **Save**.

Important: The Host Access Code is used to start your phone meetings. The Attendee Access Code is provided to attendees so they can join your meetings.