# How to use WebEx for a dial-in / audio-only call

Before you begin:

1. You must have a MetroHealth WebEx host account already created.
2. You have installed the WebEx Productivity Tools on Outlook and can see the WebEx buttons.
3. You have reviewed the WebEx Productivity Tools activation guide or are familiar with how to host and start a WebEx meeting.
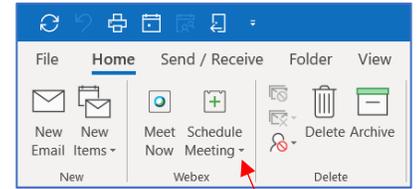


An audio-only call is set up and works similar to a full-function meeting, but there will be no meeting center, no screen sharing -- just a phone number that a team can call into. Follow these steps:

Step 1. With Outlook open, locate the Schedule Meeting button and click the arrow on the lower right of that button.

Step 2. In the menu, select "More," then "Start Personal Conference Meeting." That should bring up a box dialog similar to the below. This information is static and re-usable for all audio only bridges.
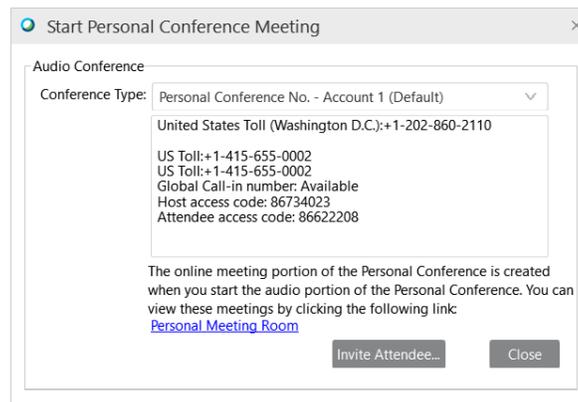


Step 3. Record this information – especially the Host access code – and share it as needed via email, text or other communications methods OR use the "Invite Attendee" option to have the information added to an email. The email will look like this:
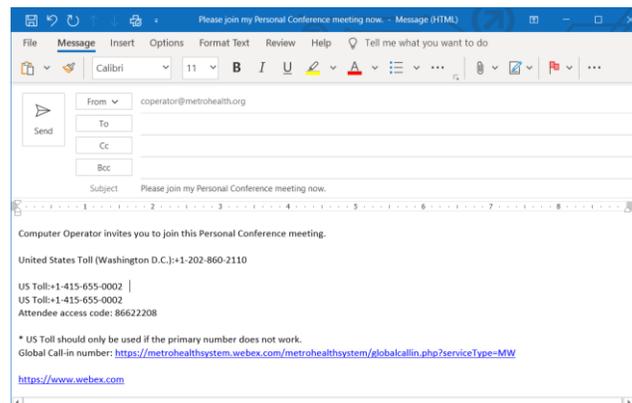


Step 4. When it is time to open the conference call, the host (or other assigned person) will need to open the bridge by using the host code. All other members needing to join the call should use the attendee code.

NOTE:  If the host leaves the call, the call will be disconnected.