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.

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File Hom	e Send / Receive	e Folder View
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New New Email Items -	Meet Schedule Now Meeting -	Selete Archive
New	Webex	Delete

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.

Start Persona	I Conference Meeting	×
Audio Conference		
Conference Type:	Personal Conference No Account 1 (Default) $\qquad \lor$	
	United States Toll (Washington D.C.):+1-202-860-2110 US Toll:+1-415-655-0002 US Toll:+1-415-655-0002 Global Call-in number: Available Host access code: 86734023 Attendee access code: 86622208	
	The online meeting portion of the Personal Conference is created when you start the audio portion of the Personal Conference. You c view these meetings by clicking the following link: Personal Meeting Room Invite Attendee Close	an

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:

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File Me	essage Inser	rt Options Format Text Review Help 📿 Tell me what you want to do	
🛱 × 🧐	Calibri	$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$	~
	From 🗸	coperator@metrohealth.org	
Send	To		
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	Subject	Please join my Personal Conference meeting now.	
Computer O United State US Toll:+1-4 US Toll:+1-4 Attendee ac * US Toll sho Global Call-in	perator invites IS Toll (Washin 15-655-0002 15-655-0002 cess code: 866 puld only be us n number: <u>http</u>	s you to join this Personal Conference meeting. gton D.C.):+1-202-860-2110 622208 Sed if the primary number does not work. spsi//metrohealthostem.webex.com/metrohealthosytem/plobalcallin.phg?serviceType=MW	
https://www	v.webex.com		
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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.