WebEx (Cloud) Audio Only Meeting - Quick Steps

1  SCHEDULING A MEETING

1. Go to http://www.webex.com
2. Click the Host Login button in the upper right-hand corner of the page.
3. Login using your Net-Id and password.
4. From the left-hand toolbar, select Host a Meeting, then Schedule a Meeting.
5. Fill in your meeting information. A password is not required for audio only meetings.
6. Once complete, click the Schedule Meeting button.
7. All attendees will receive an email with the meeting information, including the call-in phone number and meeting id number.

2  STARTING AN AUDIO ONLY MEETING (AS A MEETING HOST)

1. Go to http://www.webex.com
2. Click the Host Login button in upper right hand corner of the page.
3. Login using your Net-ID and password.
4. Select Host a Meeting | My Meetings from the left hand toolbar.
5. Locate your meeting and click the Join or Start link located over to the right of your meeting name.
6. WebEx meeting center will now launch.
7. The meeting is now active.

NOTE: Once other users have logged into the meeting, the host/presenter of the meeting can leave by clicking the End Meeting button. Then, select Leave Meeting. This will leave the current meeting active and pass host/presenter rights to another meeting attendee.

3  JOINING A MEETING AS AN ATTENDEE

1. Call into the WebEx phone number: 1-415-655-0001
2. Enter the 9 digit meeting id number provided to you in the WebEx email followed by the # sign.
3. When you are prompted to enter an attendee id code, enter that, then press the # key. If you do not know your attendee id, hit the # button to continue.
4. You may be prompted to speak your name, do so and press #.
5. You will now be entered into the audio only conference.