How do I set up a Webex Personal Conference Number?

To set up a Personal Conference Number, do the following:

2. If you're not already logged in, you'll be taken to a log in page. Click Log in. You will be logged in using your MIT Personal Certificate.
3. After logging in, click Personal Conferencing on the left-hand menu bar.
4. The My Webex Personal Conferencing page lists your Personal Conference Numbers you have in your account. If you do not see one listed, click Add Account to add a new Personal Conference Number.
5. The Add Personal Conference Number window loads. If you would like to allow attendees to join the conference before the host, be sure to toggle the checkbox on for that option.
6. Click Generate to create the access codes for the host and attendees. Click Close.
7. After clicking close, the window will refresh with your personal conference numbers and access codes.
8. Your conference call should be immediately available.

   - To test, dial into Webex: 617-324-0000 and enter your 8-digit Host Access code followed by #.
   - Result, you will placed into the conference call.

Some notes:

   - There is a limit of 3 accounts per user at MIT.
   - Each account can be configured differently.
   - You need to use the default Personal Conference Number
   - The PCN can be used at any time and requires no additional configuration.

See also

   - Webex Audio: Personal Conference Numbers
   - Webex Landing Page