How do I get a phone number to host a WebEx meeting?

Tell Me

1. Yes, you can only use your phone to host a WebEx meeting.
2. The easiest way is to share out your personal meeting room audio information
3. After logging into WebEx, click on More ways to join in the My Personal Room box

![My Personal Room]

4. Note the information about how to join by phone

![Name Here’s Personal Room]

5. Share the USA Toll number and Access Code with guests
   a. Only the host will need the Host PIN
6. When you are ready to start the meeting as the host, dial the US Toll number
7. Enter the Access code and press # when prompted
8. Enter the Host Pin and press # when prompted
   a. If you are the first person to enter the meeting, you will not hear anything until another attendee joins the meeting. As attendees join, you will hear a tone.
   b. If guests enter the room before you arrive, they will be waiting; once the host arrives, all participants will be automatically joined into the conference call

![Note]

The host will need to remain on the line the duration of the meeting.
If the host's phone is disconnected during the meeting, the meeting will automatically end after 5 minutes.

Related FAQs

- How do I book an Appointment with my Instructor through WebEx in Canvas?
• How do I delete a recording in WebEx?
• How can students use WebEx meetings?
• How do I check my WebEx recording storage?
• What's the difference between the WebEx meeting options?