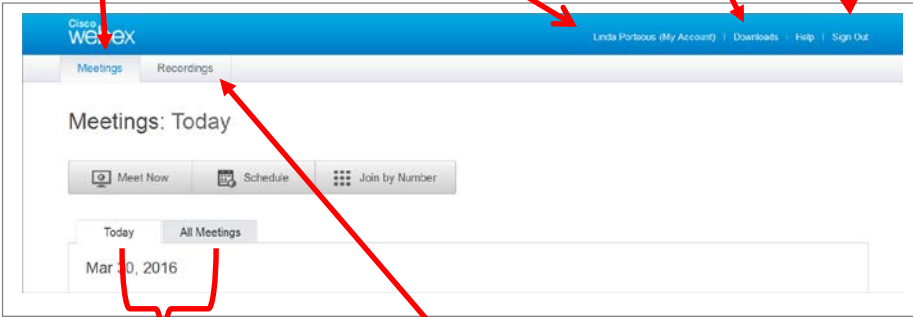# Audio Conferencing

Quick Reference Guide

HUMBER

Home Screen

Meetings – Lists meetings for today (default).

My Account – Used to access account info and settings.

Downloads – Used to access account information and download tools (e.g. Productivity Tools).

Sign Out - Used to sign out of the system.

Recordings – Lists meetings you have recorded.

Meeting Tabs – Use the tabs to toggle between today's meetings and All Meetings.
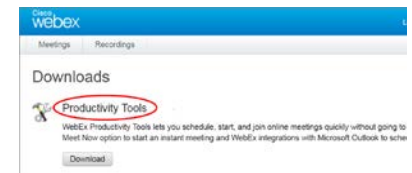
Logging In

1. Open a web browser and type **mymeeting.humber.ca**
2. Press **Enter**.
3. Enter your Humber email address and password.
4. Click **Sign In**.

Firefox is the recommended browser
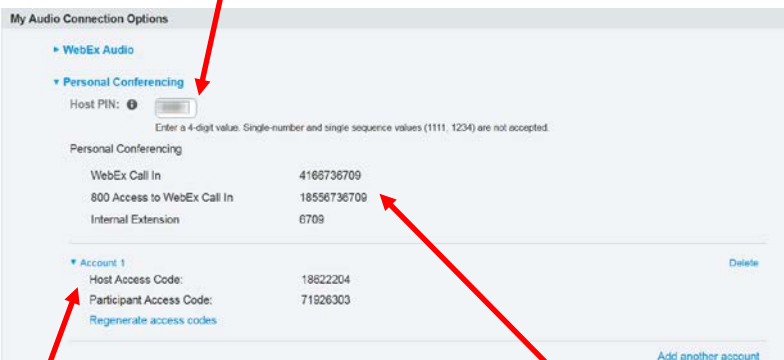
First Time Use

If this is your first time logging in, click the **Downloads** link at the top right and install **WebEx Productivity Tools**.

Detailed instructions are located in the WebEx Quick Reference Guide.

Creating a Personal Conference Number Account

1. Click **My Account** on the home page.

2. Under My Audio Connection Options, click **Personal Conferencing**.

3. Enter a 4 digit value for your **Host PIN**.

4. Your Personal Conference Number is displayed.

5. A Personal Conference Number account called **Account 1** is displayed with your Host Access Code and Participant Access Code.

6. If you need another conference account, click **Add another account**.

7. Scroll down and click the **Update** button.

Host PIN – Used by the host when calling in.

Personal Conference Number account – Shows the Host and Participant Access Codes for the account.

Personal Conference Number – Displays the call in numbers (local, toll-free, extension)

Scheduling a Personal Conference Meeting

Using Outlook (Preferred Method)

1. Click the **Calendar** icon in the WebEx group.

2. Schedule a meeting:
   - Add names or email addresses
   - Add subject, location, date & time

3. Click the **Add WebEx Meeting** icon.

4. In the WebEx Settings dialog box:
   a. Enter a meeting password, if required.
   b. Check the box if you do <u>not</u> want attendees to see the meeting password in their email invitation.
   c. For the Audio Connection, select the appropriate Personal Conferencing account.
   d. Click **OK**.

5. In the email message displayed, add your email content <u>above</u> the lines of text displayed, if required.

6. Click the **Insert** tab to add attachments.

7. Click **Send**. The meeting is posted in your Outlook calendar with all the WebEx details. External attendees will receive an email from you (the host) containing all the WebEx details. Internal attendees will have the meeting added to their Outlook calendars.

Using myMeeting.humber.ca

1. From the Meetings page, select **Schedule**.

2. Enter details, date and length of meeting, reoccurrence and the names or email addresses of the people you want to invite to your meeting.

3. Click **Audio Connection**.

4. Click the drop down arrow and select the appropriate **Personal Conferencing account**.

5. Click the **Schedule It!** button.

   You (the host) will receive an email. Each invited attendee receives an email message containing the information required for calling in.

Joining a Scheduled Personal Conference Meeting

1. Call in to WebEx using the phone number provided in the email or meeting entry.

2. Enter your access code.

   If you are the host:
   - Enter the **Host Access Code** followed by #.
   - Enter your **Host PIN** followed by #.
   - Announce your name & press #.

   If you are an attendee:
   - Enter the **Participant Access Code** followed by #.
   - Enter # again.
   - Announce your name & press #.

3. To start or join the online portion (if applicable), click the link in the Outlook meeting entry (host) or email (attendee).

Making an Unscheduled Personal Conference Meeting

Host
1. Dial the **WebEx call in** number.
2. Enter the **Host Access Code** followed by #.
3. Enter the **Host PIN** followed by #.
4. Enter # for the attendee number.
5. Announce your name and press #.

Attendee
1. Dial the **WebEx call in** number.
2. Enter the **Participant Access Code** followed by #.
3. Enter # for the attendee number.
4. Announce your name and press #.

Leaving a Personal Conference Meeting

To leave a Personal Conference meeting, end the call.

If you are the host, ending the call will end the Personal Conference meeting.