

While it is always possible to start or join any meeting online from your Webex applications without using any video components, Webex Standard or Premium license holders do have the ability to set up and host Webex audio Personal Room Meetings for those who wish to host or attend using audio only.

## Personal Room Meeting Settings

In your Webex Standard or Premium desktop application:

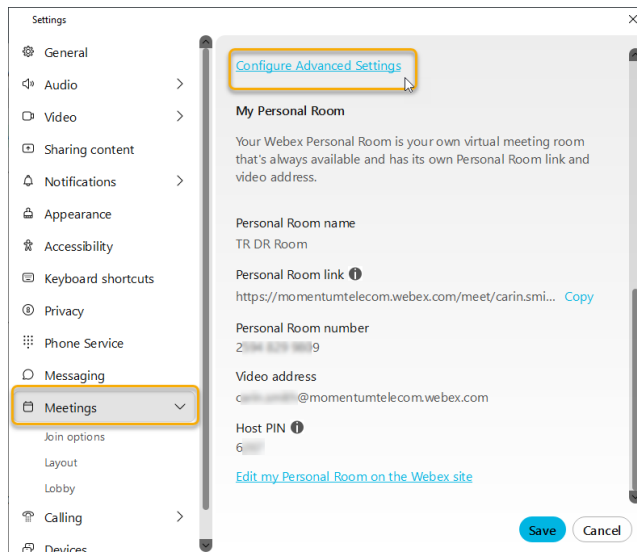
1. Navigate to **Settings > Meetings**
2. Scroll down to view the My Personal Room information and ensure you have the following defined:
  - Personal Room name
  - Personal Room number (11-digit - ex: 1234 567 8910)
  - Host PIN (4-digit - default is randomly assigned)

The default toll-free call-in number for the US is: **1 650-479-3208**, but you or your attendees may select a different call-in number option (if offered).

With this information you may invite others to dial into your personal meeting room much like joining an old-school audio only "conference bridge". They will dial the call-in number you provide and follow the prompts to enter requested information (meeting number/personal room number, etc.) followed by #.

- As a Host dialing in to start a meeting, you will also need to follow prompts to enter requested information (e.g., your Host PIN + #) to start the meeting and allow others to join.

- As an Attendee, you may be placed in a lobby to wait for the host to start the meeting if you attempt to join early. Press # to join when prompted for the Attendee ID.



## Modify Personal Room Settings/Information

(Optional)

While viewing your My Personal Room settings in Webex:

1. Click on the [Edit my Personal Room on the Webex site](#) link to open the advanced settings in a browser.
2. Go to **Settings > Audio and Video tab**
3. Edit/Define the following *required* dial-in settings:
  - **\*Audio connection type = Webex Audio**
  - **\*Show global call-in numbers to attendees = ON**
  - **\*Default call-in number = United States Toll**  
...or choose an alternate option in the drop-down.
  - **\*Host PIN = 4-digits** (see instructions)
4. Click **Save**.

When the \*required settings are defined as shown above, Webex also includes the call-in number(s) you chose in the calendar invitations for scheduled Personal Room meetings.

**Recommendation:** Note your PIN and keep the audio call-in phone number(s) and your Personal Room number handy to share with others for ad-hoc audio meetings.

