
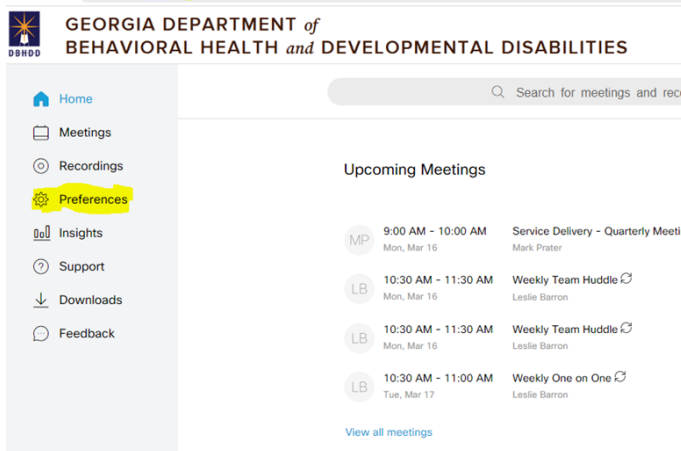
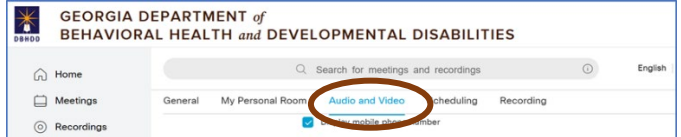
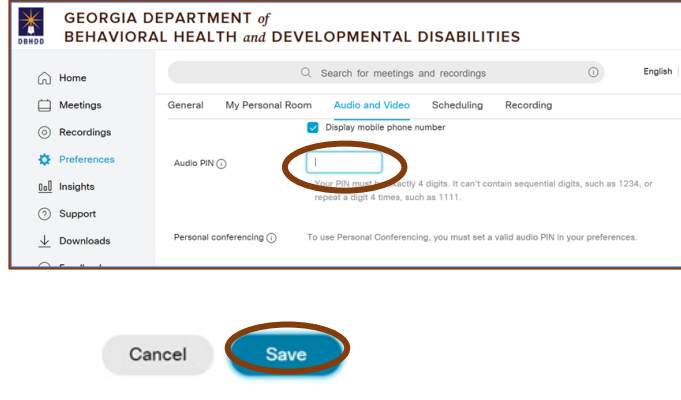






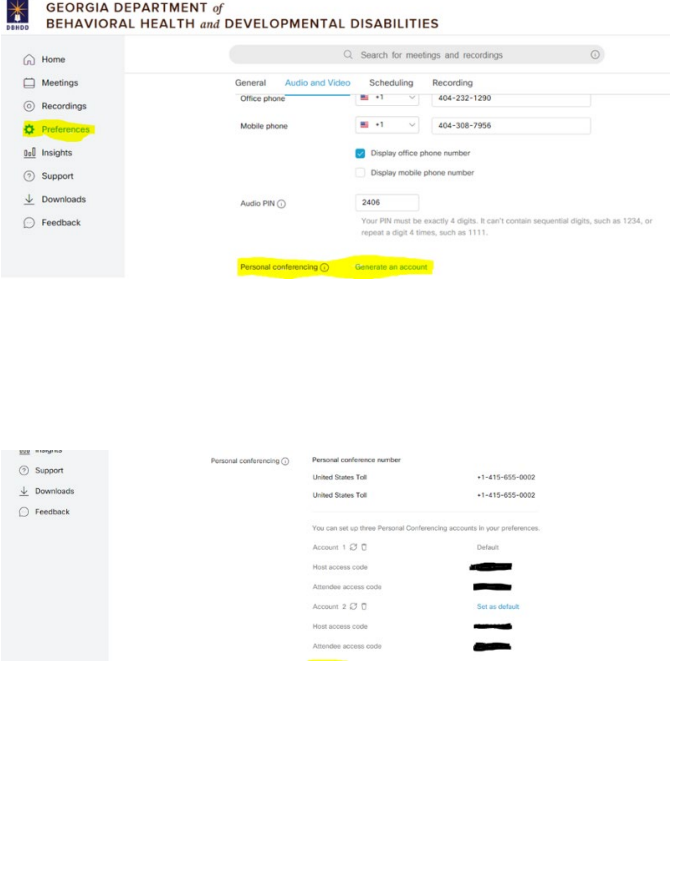
# Set Up WebEx Conference Lines

## For Staff with WebEx Host Accounts

Step	Action	Visual
1	Go to your browser and type <a href="https://dbhdd.webex.com">dbhdd.webex.com</a> , then sign into your WebEx Host account using your credentials.	
2	Select <b>Preferences</b> on the left side margin.	
3	Select the <b>Audio and Video</b> tab in the center of the screen.	
4	Scroll down to the <b>Audio PIN</b> field and enter a 4-digit pin and then click <b>Save</b> at the bottom of the screen.	



# Set Up WebEx Conference Lines

Step	Action	Visual																		
5	<p>Scroll down to <b>Personal Conferencing</b> and click on <b>Generate an account</b>, then select <b>Save</b> to save changes.</p> <p> You can click the <b>Generate an account</b> to generate up to 3 audio-only conference accounts.</p> <p> Save the conference line information and share them with your team members. Start using the lines as you would do using AT&amp;T Connect or other audio-conferencing applications.</p>	 <p>GEORGIA DEPARTMENT of BEHAVIORAL HEALTH and DEVELOPMENTAL DISABILITIES</p> <p>Home Meetings Recordings <b>Preferences</b> Insights Support Downloads Feedback</p> <p>Search for meetings and recordings</p> <p>General <b>Audio and Video</b> Scheduling Recording</p> <p>Office phone +1 404-222-1290</p> <p>Mobile phone +1 404-308-7955</p> <p><input checked="" type="checkbox"/> Display office phone number <input type="checkbox"/> Display mobile phone number</p> <p>Audio PIN 2406</p> <p>Your PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.</p> <p><b>Personal conferencing</b> <a href="#">Generate an account</a></p> <p>Personal conferencing</p> <table border="1"><thead><tr><th>Personal conference number</th><th></th></tr></thead><tbody><tr><td>United States Toll</td><td>+1-415-655-0002</td></tr><tr><td>United States Toll</td><td>+1-415-655-0002</td></tr></tbody></table> <p>You can set up three Personal Conferencing accounts in your preferences.</p> <table border="1"><thead><tr><th>Account</th><th>Host access code</th><th>Attendee access code</th><th>Default</th></tr></thead><tbody><tr><td>Account 1</td><td></td><td></td><td>Default</td></tr><tr><td>Account 2</td><td></td><td></td><td>Set as default</td></tr></tbody></table>	Personal conference number		United States Toll	+1-415-655-0002	United States Toll	+1-415-655-0002	Account	Host access code	Attendee access code	Default	Account 1			Default	Account 2			Set as default
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