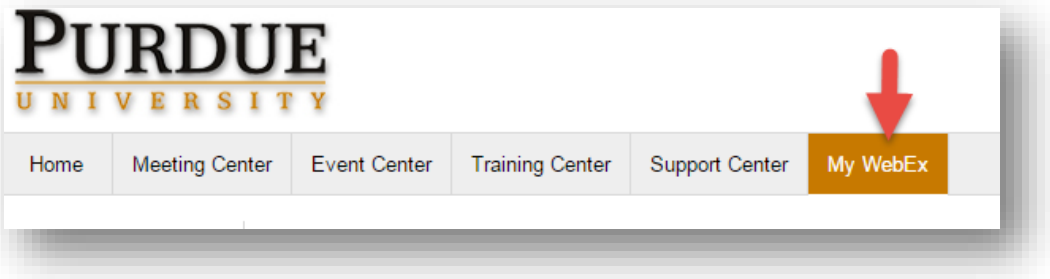
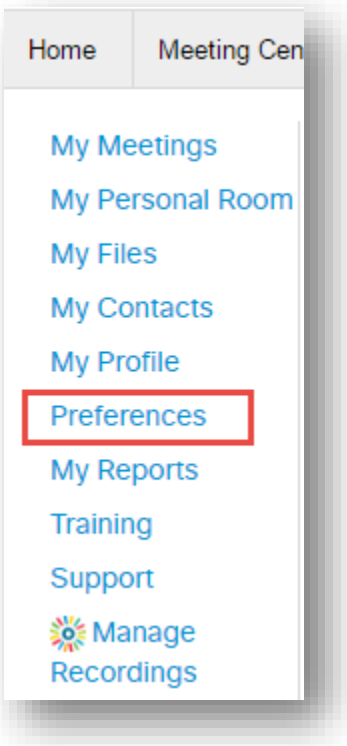
How to generate a Personal Conference number via Webex.

Note: The School of Engineering, Math, and Science (EMS) requires a plugin to be installed in order to run Webex on your department computers. Please contact Tom Dobes at 219.989.2083 for assistance with this.

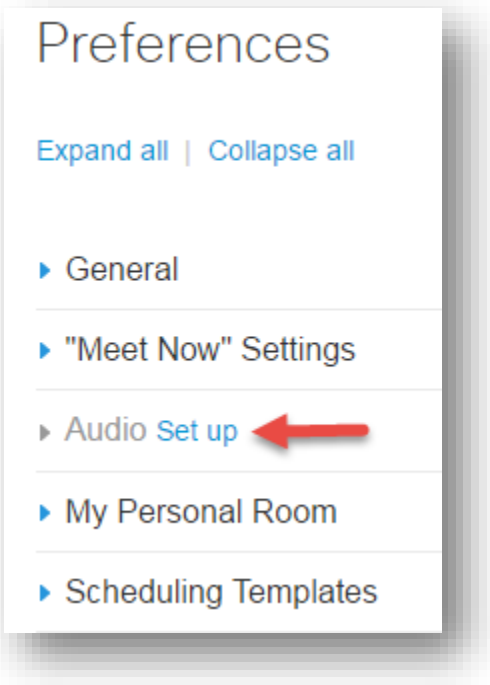
1. Browse to https://purdue.webex.com.
2. In the upper right, click Log In.
3. Log in with your Purdue Career Account.
4. Click the **MyWebex** tab.



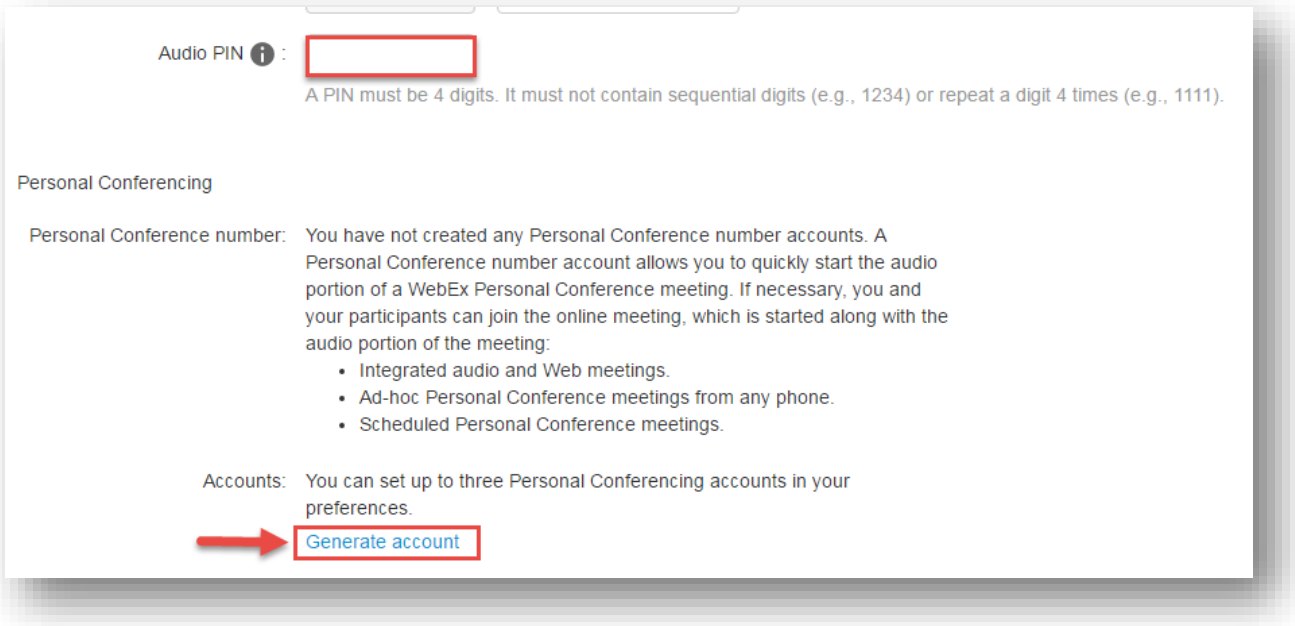
5. In the main menu, select **Preferences.**



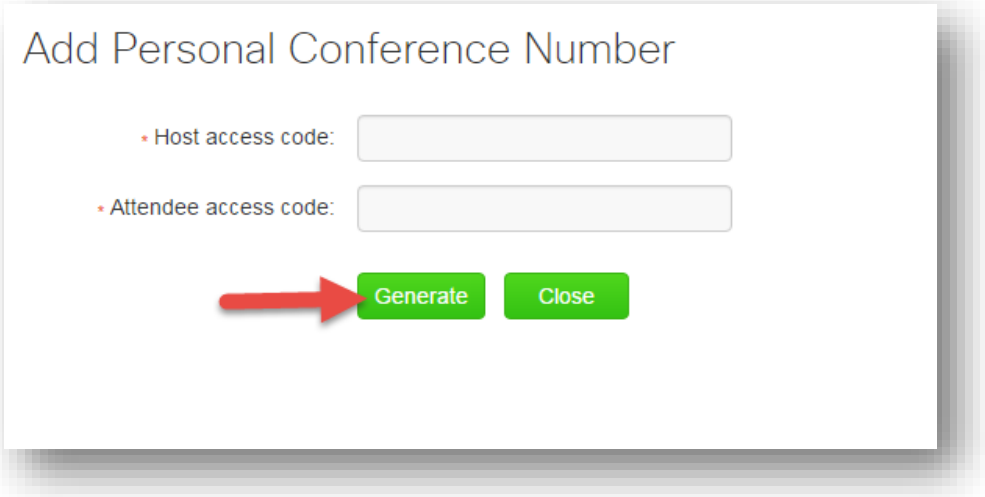
6. Click **Audio Set-up.**



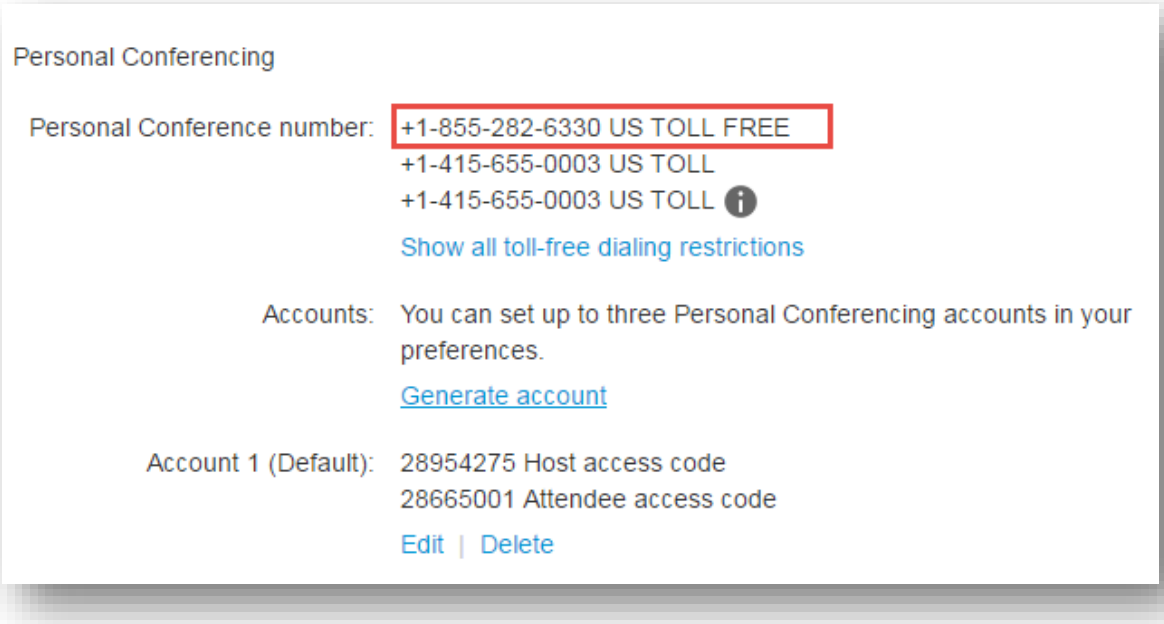
7. Scroll down and choose a 4-digit pin. When finished, click **Generate Account**.



8. Leave the two areas blank and click **Generate** again. The Host and Attendee access codes will appear.



9. You will see the toll-free conferencing number appear. This is what you will need to dial to join a meeting via phone.



10. Click **Save** to finalize changes.