Calling User Portal – Meet-Me Conferencing

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What you need to know:

Meet-Me Conferencing is a great way to connect multiple callers at different locations into the same live call for an alternative to face-to-face meetings. You can establish a conference number to be shared across multiple users within a group.

IntroductionConfiguring Meet-Me Conferencingback to top

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# Configuring the Meet-Me Conferencing Feature

1. To enable the meet-Me Conferencing feature, from the Calling User Portal, click on the Call Settings page.
2. Click on the Additional Featured tab.
3. To enable, click on the toggle button to the right of the text. When it's enabled, it will turn to color from gray-scale. To disable, click on the toggle button again, when disabled, it should change from color back to gray-scale.
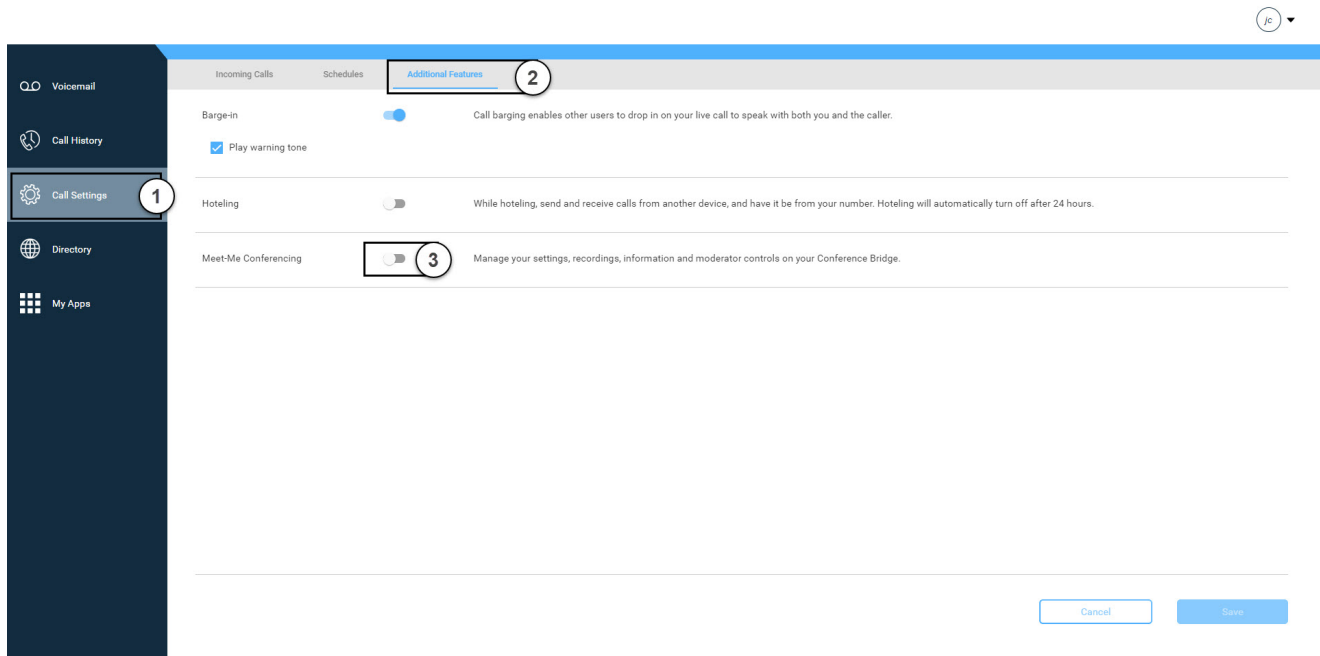
Click image for large view 🔍

4. When your Conference Bridge is enabled, you will have access to your Bridge Information consisting of a Direct Dial Number, Conference ID and Moderator PIN.

5. Proceed to select the settings you wish to activate for attendees for each Meet-Me Conferencing Session, including:

- **Play A Tone** – This Will Play a Tone When A Member Joins the Meeting.
- **Play A Recording of The Attendee's Name** – This Will Announce the Name of The Attendee When They Join the Meeting.
- **Don't Play Anything**
- **Mute All Attendees on Entrance** – No Tone or Name Announcement Will Take Place.
- **Require Moderator to Start Call**
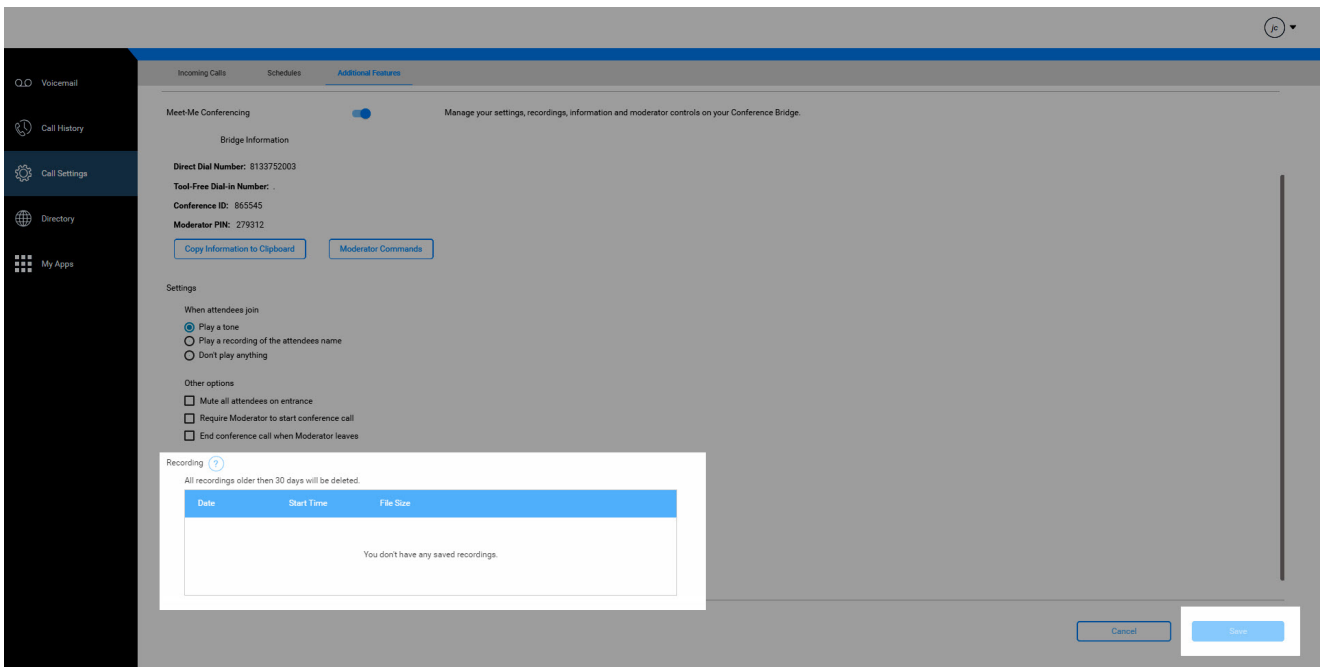- **End Conference When Moderator Leaves**
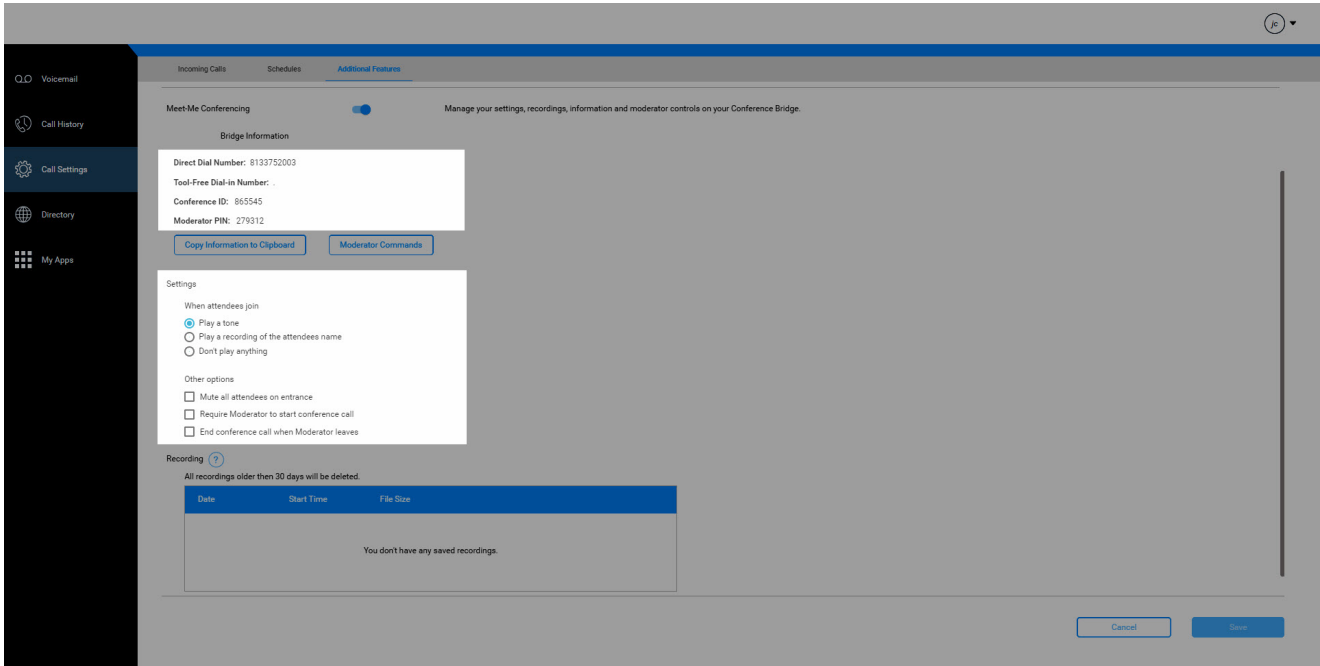
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6. To record a meeting, while on the conference Bridge, press 5. This will record the meeting and place it in your recording feed.
   Please Note: All recording older than 30 days will be deleted automatically.
7. When you are finished, click the Save button.

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