

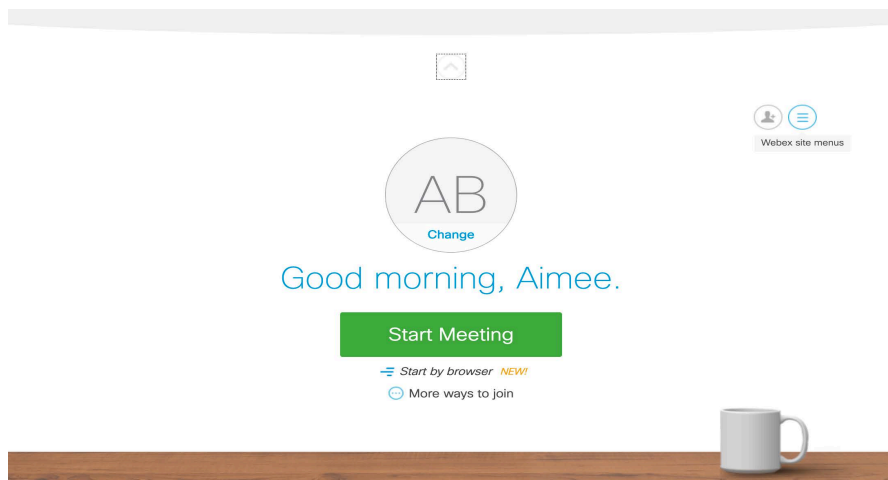
# Webex - Setting Your U.S. Toll Call-In Number (415) to a Local 202 Exchange

Webex users have the ability to select a local DC call-in number (202-860-2110) as a replacement for the current default U.S. toll call-in number (415 exchange). This reference guide will walk users through the steps to configure this option themselves at their convenience.

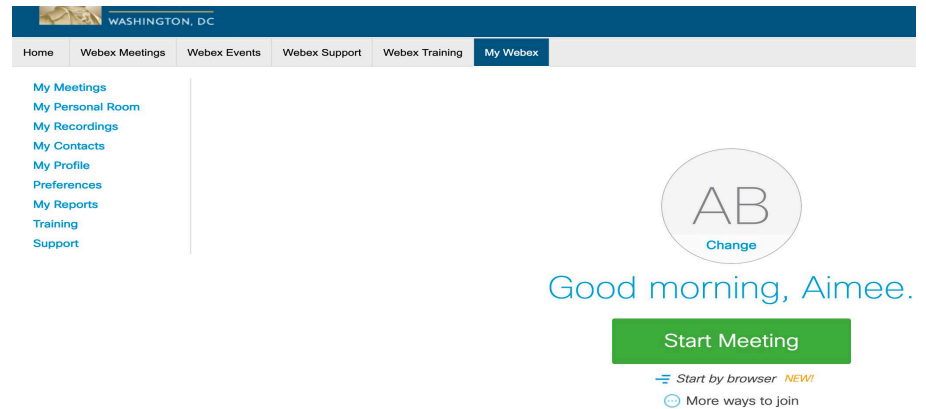
## How to Enable United States Toll (Washington D.C.) Option:

- Log into your Webex account via gwu.webex.com with your GW email address (NetID@gwu.edu) and your corresponding password.
- Once you are logged in, follow these steps to enable United States Toll (Washington D.C.) option:

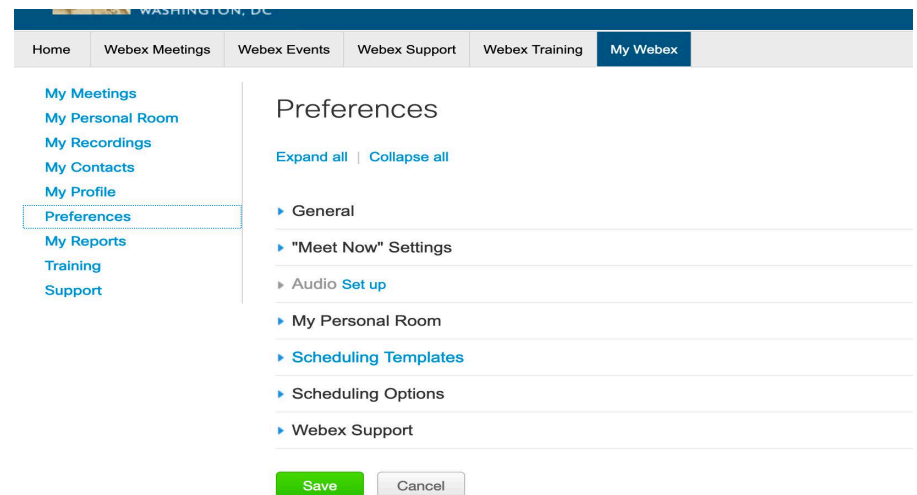
### Step 1: Click on Webex Site Menu



### Step 2: Click on My Webex



### Step 3: Click on Preferences and then Click Audio Set Up



Continued on page 2



Need Support?  
Call 202-994-4948  
Email [ithelp@gwu.edu](mailto:ithelp@gwu.edu)  
Visit [IT.GWU.EDU](http://IT.GWU.EDU)

## Step 4: Scroll Down Through Call-In Default Options and Locate United States Toll (Washington D.C.)

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex**

My Meetings  
My Personal Room  
My Recordings  
My Contacts  
My Profile  
Preferences  
My Reports  
Training  
Support

### Preferences

Expand all | Collapse all

- General
- "Meet Now" Settings
- Audio

Set default call-in number for the sessions you host or attend (Meetings and Training only)

Set up to two call-in numbers for display when joining:  
- for you and your participants when you are the meeting host.  
- for you only when you are not the meeting host.

United States Toll (New York City)  
United States Toll (Seattle)  
United States of America -Toll (Phoenix)  
Uruguay Toll Free  
Venezuela Toll Free  
Vietnam Toll Free  
us toll  
**United States Toll (Washington D.C.)**

Add>> <<Remove Reset Move Up Move Down

## Step 5: Click Add to move United States Toll (Washington D.C.) to Rightside Window

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex**

My Meetings  
My Personal Room  
My Recordings  
My Contacts  
My Profile  
Preferences  
My Reports  
Training  
Support

### Preferences

Expand all | Collapse all

- General
- "Meet Now" Settings
- Audio

Set default call-in number for the sessions you host or attend (Meetings and Training only)

Set up to two call-in numbers for display when joining:  
- for you and your participants when you are the meeting host.  
- for you only when you are not the meeting host.

United States Toll (Los Angeles)  
United States Toll (New York City)  
United States Toll (Seattle)  
United States of America -Toll (Phoenix)  
Uruguay Toll Free  
Venezuela Toll Free  
Vietnam Toll Free  
us toll

Add>> **United States Toll (Washington D.C.)** <<Remove Reset Move Up Move Down

## Step 6: Scroll Down to Save Your Change and then Click to Confirm your Change

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex**

My Meetings  
My Personal Room  
My Recordings  
My Contacts  
My Profile  
Preferences  
My Reports  
Training  
Support

Conference number account allows you to quickly start the audio portion of a Webex Personal Conference meeting. If necessary, you and your participants can join the online meeting, which is started along with the audio portion of the meeting:

- Integrated audio and Web meetings.
- Ad-hoc Personal Conference meetings from any phone.
- Scheduled Personal Conference meetings.

Accounts: You can set up to three Personal Conferencing accounts in your preferences.  
[Generate account](#)

- My Personal Room
- Scheduling Templates
- Scheduling Options
- Webex Support

**Save** Cancel

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex**

My Meetings  
My Personal Room  
My Recordings  
My Contacts  
My Profile  
Preferences  
My Reports  
Training  
Support

### Preferences

Expand all | Collapse all

- General
- "Meet Now" Settings
- Audio

Set default call-in number for the sessions you host or attend (Meetings and Training only)

Set up to two call-in numbers for display when joining:  
- for you and your participants when you are the meeting host.  
- for you only when you are not the meeting host.

US TOLL  
US TOLL FREE  
Argentina Toll  
Argentina Toll Free  
Australia Toll (Adelaide)  
Australia Toll (Brisbane)  
Australia Toll (Melbourne)

Add>> **United States Toll (Washington D.C.)** <<Remove Reset Move Up Move Down

**Confirmation** x

All the changes are saved.

**OK**



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