KDDI Audio Conference Service with WebEx
User Guide

How to schedule, start, join a audio conference with WebEx

Scheduling a meeting and invite participants

1. Go to https://kddiconf.webex.com and click "Host Log In" on the right top of the screen.
2. Enter **"User name"** and **"Password"** and click **"Login".**
3. Click **"Host a meeting"** then **"Schedule a Meeting".**
4. You can easily schedule a meeting from **"Advanced Scheduler".**
   Click**"Advanced Scheduler"** and 9 tabs appear on the right hand side of the screen.
5. For Audio conference set up, click **"Audio Conference"** tab and choose **"Other Teleconference service"** under **"Select Conference Type"**. In **"Instructions"** section, enter **KDDI Audio Conference Access Numbers** and **participant passcode**.
6. To invite participants, go to **"Invite Attendees"** tab.
   o Enter the e-mail addresses of attendees.
   o Upon the completion of scheduling a meeting, an invitation e-mail for attendees will be sent out.
7. Once a meeting is scheduled, click **"My Meetings"** and the details of scheduled meetings will be shown. Click **"OK"**. (To start the meeting immediately, click **"START NOW"**).
8. You will receive an e-mail stating "You are the host for this online meeting". Please confirm the meeting details indicated.
9. You will also receive an e-mail titled **"(Forward to attendees) Meeting invitation"** which you can forward to invite attendees. It starts with a sentence **"You can forward this email invitation to attendees"**

   Please confirm the conference details shown in the invitation e-mail such as:

   o Meeting **Date and Time**
   o **Meeting Number**
   o **URL:** https://kddiconf.webex.com
   o KDDI Audio Conference **Access Numbers**
   o If any participants are joining from overseas, include the **access numbers** for the country.
   o KDDI Audio Conference **Participant Passcode**
   o **Note:** DO NOT include Chairperson Passcode

How to start a scheduled conference

Connecting to WebEx

1. Go to https://kddiconf.webex.com. and click "Host Log In" on the right top of the screen.
2. Enter **"User name"** and **"Password"** and click **"Login".**
3. Click "**Start Now**" to start web conference.

Connecting to KDDI Audio Conference

1. To join a meeting, dial one of KDDI Audio Conference **Access Numbers** and follow the prompt. Enter your chairperson passcode and press #. To avoid unauthorised use, please DO NOT provide chairperson passcode to others.

How to Join a Meeting

1. To join web conference, simply access the WebEx URL shown above or the URL shown in the invitation e-mail and enter meeting number.
2. To join audio conference, participants dial one of KDDI Audio Conference Access Numbers, enter participant passcode followed by #.

First time users of WebEx need to download WebEx Plug-in prior to the meeting. Please be noted that it may take 3-5 minutes to download.