

WebEx: One Touch Links For Mobile Devices

System Instructions

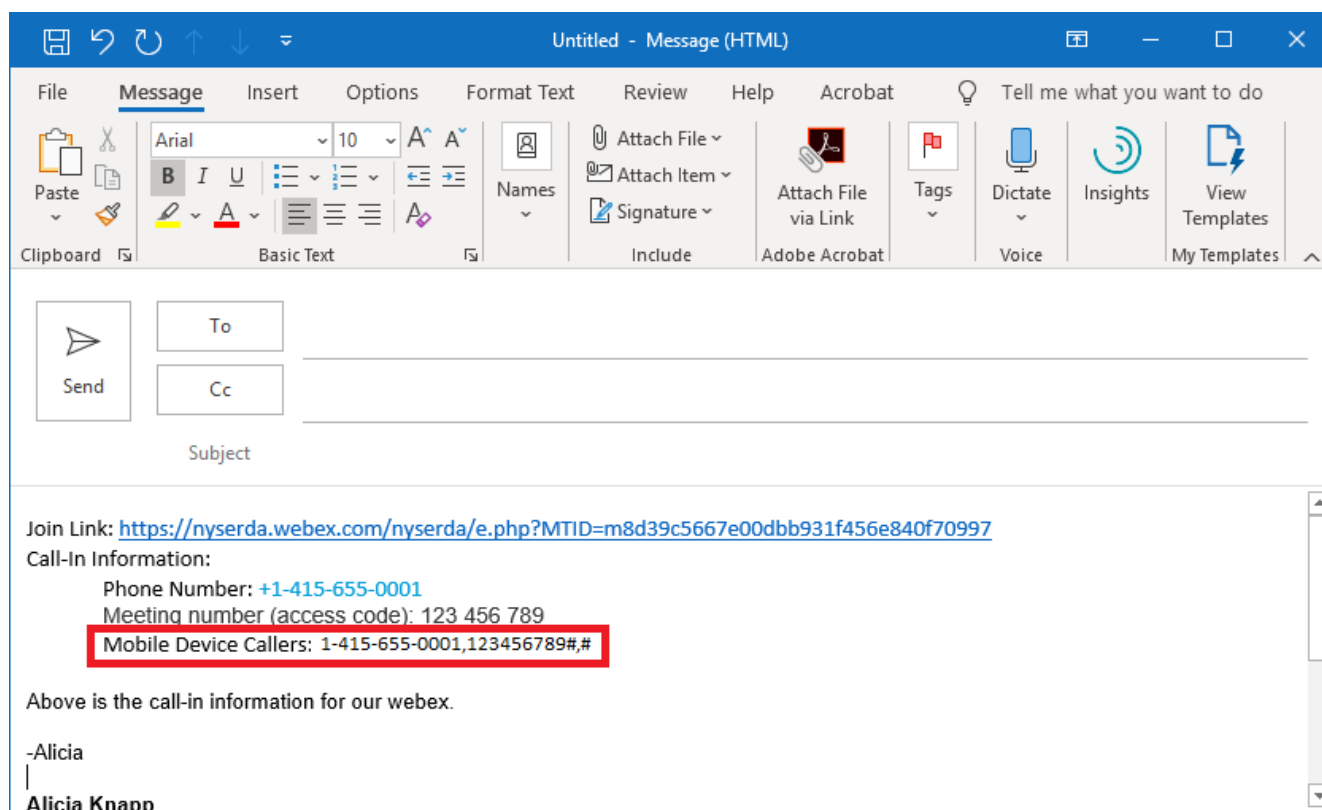
Introduction

When setting up meetings in WebEx that will have a call-in phone number it is recommended to provide the call-in information within the email /invite such that it will allow mobile users to join using one touch dialing.

Instructional Guidance

For NYSDA WebEx lines, enter the number and conference code in the following format where 123456789 represents the provided meeting number during the setup process.

1-415-655-0001,123456789#,#



The screenshot shows an email client window titled "Untitled - Message (HTML)". The ribbon includes tabs for File, Message, Insert, Options, Format Text, Review, Help, Acrobat, and a search bar. The "Message" tab is active, showing options for Paste, Basic Text, Names, Attach File, Attach Item, Signature, Adobe Acrobat, Tags, Dictate, Insights, and View Templates. The email body contains the following text:

Join Link: <https://nyserda.webex.com/nyserda/e.php?MTID=m8d39c5667e00dbb931f456e840f70997>

Call-In Information:

- Phone Number: +1-415-655-0001
- Meeting number (access code): 123 456 789
- Mobile Device Callers: 1-415-655-0001,123456789#,#

Above is the call-in information for our webex.

-Alicia
Alicia Knapp