MeetingOne university

Starting your Call

The following instructions are intended for audio hosts to start an audio meeting

Find your Audio Room Information from your MeetingOne Welcome Email*
Below is an example:

Access Number: (800)832-0736

Room Number: 1034919

Host PIN: 456789 *Keep private. For Host only.*

Start a call in 3 simple steps:

1 Share & use the access number to dial-in to the conference bridge.

2 Share & use your access number to enter your audio room.

3 Open your room with your PIN to start the call.

Starting an Audio Meeting as a Host using Your Meeting Room Number:

1. Dial the Provided Access Number
2. Enter the provided MeetingOne Room Number
3. When prompted, dial the six-digit host PIN, followed by #
4. You will now have started your meeting and opened the room for participants to join

Click here for a list of Audio Host Quick Key Commands to enter using your phone keypad

*Don't have your welcome email? Please reach out to your Account Administrator for your room details