

# ACCESS CONFERENCE ACCOUNT

## AT&T Teleconference Account (Audio only)

The account host and arranger will receive an email containing the new AT&T TeleConference Reservationless account information which includes access telephone numbers and passcodes once conference account is created. Upon receiving credentials, the host can begin using their AT&T TeleConference Reservationless account.

To have the AT&T TeleConference Reservationless re-sent:

Send an email to ITS Customer Service [telecomrequest@its.ms.gov](mailto:telecomrequest@its.ms.gov)

Your conference confirmation email has a Special Notes section. Please **DISREGARD** the following:  
**If your individual TeleConference account is not used within a six-month period, deactivation will occur.**

Conference accounts will only be deactivated at the request of your Telecom Contact.

## ZOOM Web/Video Account

**ZOOM Web Meeting** account hosts will receive an email with an invitation link from **ZOOM** to activate the account. Follow the prompts provide in the email to setup the ZOOM Web Meeting account. The link will deactivate within 30 days of receiving email

Once logged in, verify that your AT&T TeleConference access numbers are visible under the Personal Audio Conference option on the left side of your screen once you have activated your account.

The screenshot shows the Zoom web interface for a Personal Audio Conference. The left sidebar contains navigation options: Profile, Meetings, Webinars, Personal Audio Conference (highlighted), Recordings, Settings, Account Profile, and Reports. The main content area is titled 'Primary Settings' and includes the following fields:

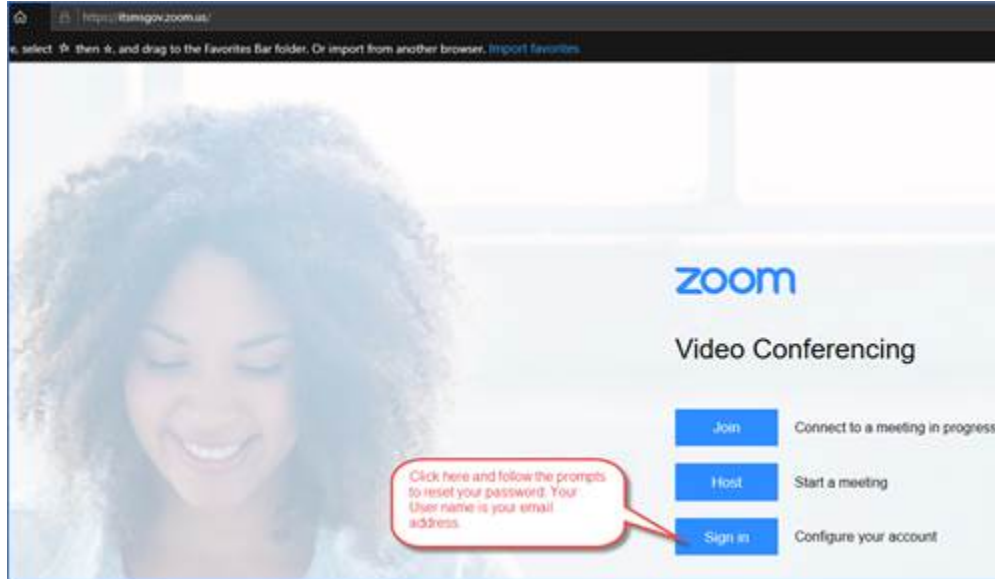
- Dial-in numbers: +1 (USA) [redacted] (Toll Free) and +1 (USA) [redacted] (Toll)
- Conference code: \*\*\*\*\* Show
- Leader PIN: \*\*\*\*\* Show
- Media link phone number: [redacted]
- Global Dial-In Numbers URL: The URL will display in the meeting invitation email. Not set

Annotations on the screenshot include:

- A red callout bubble pointing to the dial-in numbers: "You should see your toll free and toll numbers here"
- A blue arrow pointing to the conference code field: "Access code for participants"
- A red callout bubble pointing to the conference code and leader PIN fields: "The host will have to enter the access code above and the leader code to open the bridge"

If ZOOM link is deactivated, following the steps below to access the **ZOOM Web Meeting** account:

1. Go to: <https://itsmsgov.zoom.us/>
2. Select **SIGN IN**



3. Select **FORGOT PASSWORD** and follow prompts

