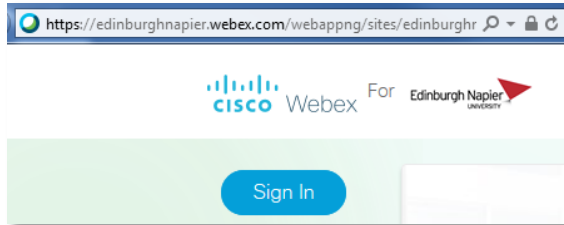


Accessing Webex for the first time

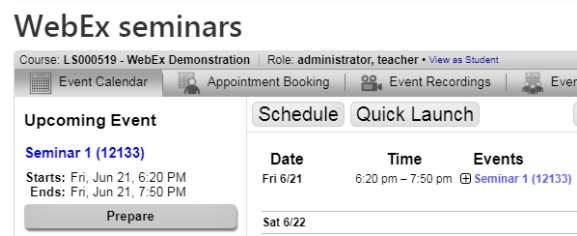
There are two ways to access Webex to host an event; 1) through the Moodle plugin, or 2) directly at <https://edinburghnapier.webex.com>.

When you access Webex for the first time you will be prompted to verify your email address when...

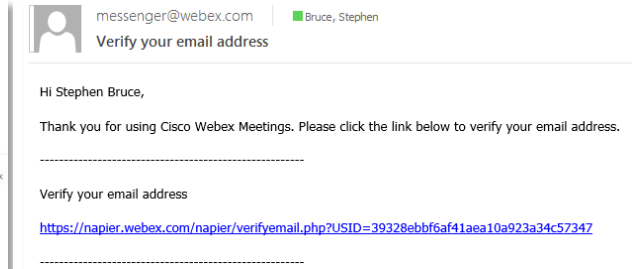
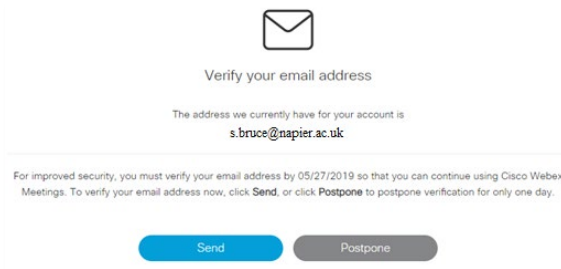
.... signing into Webex directly...



.... scheduling/preparing/hosting in Moodle...



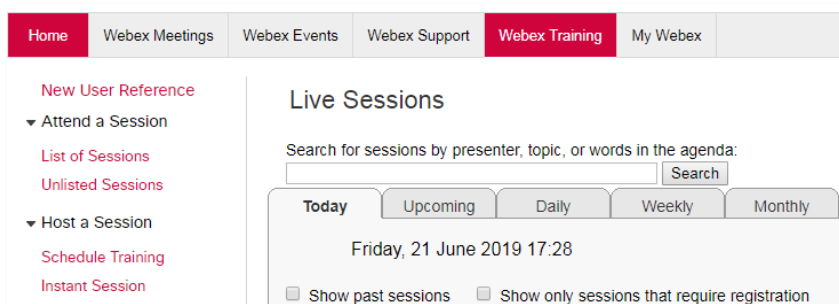
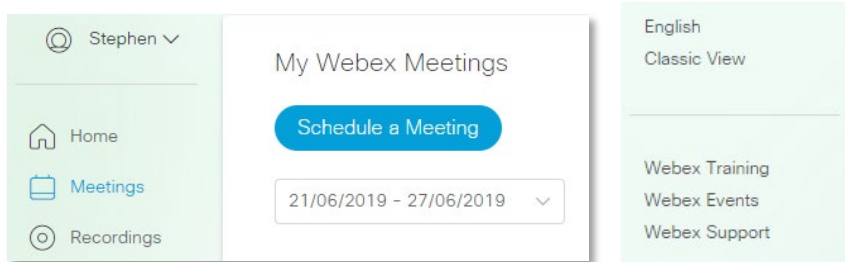
At the prompt click **Send** and check your Outlook Inbox for an email from **messenger@webex.com**. Follow the link to verify your email address.



You are now ready to schedule and host Webex events wither directly or through the Moodle plugin.

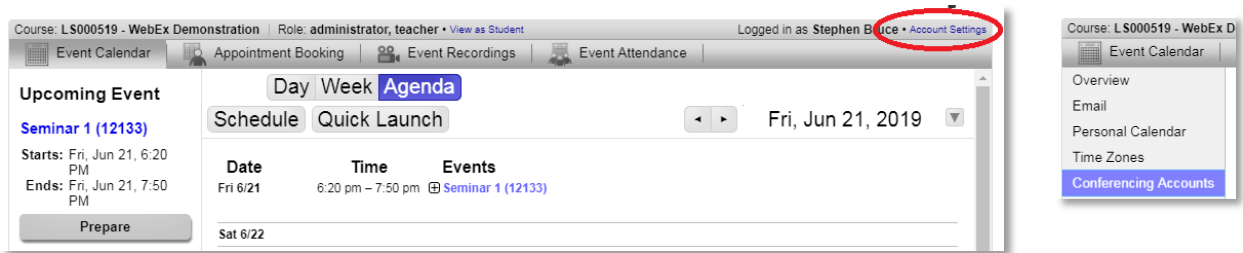
1. Webex directly at <https://edinburghnapier.webex.com>

The default event type is a Webex Meeting but there is also Webex Training which is accessed further down the page. Webex Training has a separate calendar to Webex Meeting.



2. Moodle-Webex plugin

There is a further step to complete before scheduling Webex Meeting or Training events through Moodle. Click the **Account Settings** link and then the **Conferencing Accounts** option.



You should see two green ticks confirming your access to Webex through the Moodle-plugin.

Note: If your account name appears as MEETS_AUTOGEN then this can be ignored. Your authentication to Webex is through your University email address and you will not be prompted to enter your account name.



You can now schedule Webex Meeting or Training events which will appear on the Moodle-Webex plugin calendar and also in the Web direct calendar.

