

Checking WebEx Meetings Audio Settings

Sign into <https://edinburghnapier.webex.com/>

1. Select **Meetings** from the navigation panel on the left of the window.
2. Ensure **My Meetings** is selected from the drop down menu and adjust the date range as required, ensuring the range includes any planned events.
3. Select the title of a meeting you are the host for – you do not need to check the meetings you are not hosting, unless you are checking on someone else's behalf.

The screenshot shows the WebEx interface. On the left is a navigation menu with 'Meetings' highlighted by a red box and the number '1'. The main content area is titled 'My Webex Meetings' and has two tabs: 'Upcoming' (selected) and 'Completed'. Below the tabs, a red box with the number '2' highlights a dropdown menu set to 'My Meetings' and a date range selector set to '09/02/2021 - 09/08/2021'. To the right of these is a checkbox labeled 'Show earlier meetings'. Below this, a meeting card is shown for '12:00 PM - 1:00 PM Mon, Sep 6' with the host 'Liam Hutchinson'. A red box with the number '3' highlights the meeting title 'WebEx Meeting'.

Scroll to the bottom of the Meeting page and check the **Join by Phone** information – if it says **Use Voip only** your meeting should be ok and can be left as it is:

Meeting link:	https://edinburghnapier.webex.com/edinburghnapier/j.php?MTID=m727d7b91d3274a9139c8bb2071125b17
Meeting number:	2673 150 9462
Password:	XjXmKhuv477
Host key:	879917

More ways to join

Join by video system	Dial 26731509462@edinburghnapier.webex.com You can also dial 62.109.219.4 and enter your meeting number.
Join by phone	Use VoIP only

Checking WebEx Meetings Audio Settings




If the Join by phone information says **None** you will need to edit the meeting or schedule a new meeting if it cannot be edited (the existing meeting should be deleted if re-scheduling):

Meeting link:	https://edinburghnapier.webex.com/edinburghnapier/join?MTID=m12e681900111e69453991f4b441d
Meeting number:	121 432 71
Password:	TaqEj9yRU

More ways to join

Join by phone **None**


To edit an affected meeting, scroll back to the top of the meeting page and select the **Edit** (pencil) icon – note if this is not available the meeting cannot be edited and you will need to schedule a new meeting:

WebEx Meeting   


Hosted by Liam Hutchinson


12:00 PM - 1:00 PM | Monday, Sep 6 2021 | (UTC+01:00) Dublin, Edinburgh, Lisbon, London


[Preassign breakout sessions](#)


Start Meeting 

When editing the meeting, select **Show advanced options** (above the Save button), then **Audio connection options**. Ensure Audio connection type is set to **Use VoIP only** before saving your meeting :


Hide advanced options 


Audio connection options 

Audio connection type **Use VoIP only** 

Mute attendees  Allow attendees to unmute themselves in the meeting

Always mute attendees when they join the meeting

Agenda 

Scheduling options 

Note if you are creating a new meeting, you should ensure this setting is used. **Changes to meeting links should be updated in the induction calendar and/or anywhere else they may be listed.**

Please contact the IS Service Desk if you require support.