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.

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
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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 example]

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 interface]

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:

![Audio connection 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.