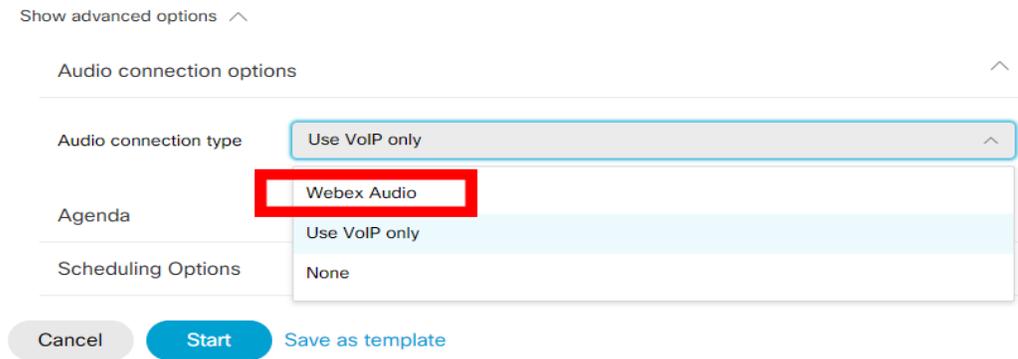


To update the audio settings for future meetings from the Webex site on *modern view*, follow the steps below.

- 1- Log in to nih.webex.com.
- 2- Follow the steps for scheduling a meeting.
- 3- From the “Audio connection type” drop-down menu, select the “Webex Audio” option as your default.



Show advanced options ^

Audio connection options ^

Audio connection type Use VoIP only ^

Agenda

Scheduling Options

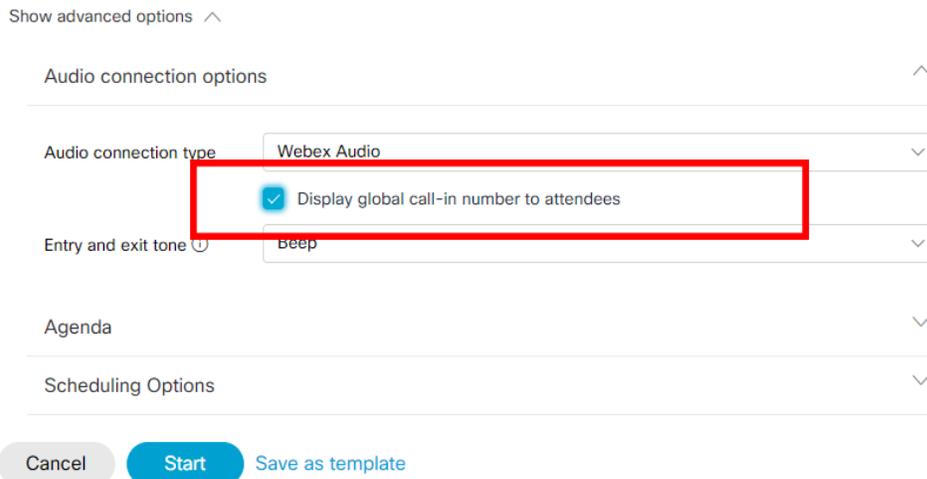
Webex Audio

Use VoIP only

None

Cancel Start Save as template

- 4- If you need **Global call-in numbers**, check the “Display global call-in numbers to attendees” box (as shown below):



Show advanced options ^

Audio connection options ^

Audio connection type Webex Audio v

Entry and exit tone Beep v

Agenda v

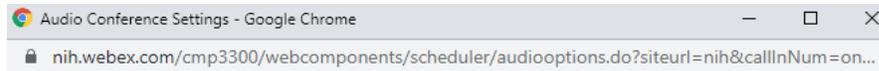
Scheduling Options v

Display global call-in number to attendees

Cancel Start Save as template

To update the audio setting for future meetings from Webex site on *classic view*, follow the steps below.

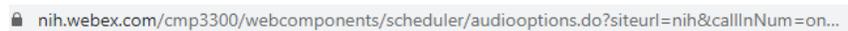
- 1- Log in to nih.webex.com.
- 2- Follow the steps for scheduling a meeting.
- 3- Scroll down to Audio Conference Settings and select the “Change audio conference” link.
- 4- In the pop-up window, click the “Select conference type” drop-down menu, and select the “Webex Audio” option as the default.



## Audio Conference Settings

Select conference type:    
 Webex Audio ... must have a working microphone and speaker  
 Use VoIP only  
 None

- 5- If you need **Global call-in numbers**, check the “Display global call-in numbers” box (as shown below):



## Audio Conference Settings

Select conference type:    
 Display global call-in numbers  
(Global call-in numbers are displayed at meeting start.)  
Entry and exit tone: