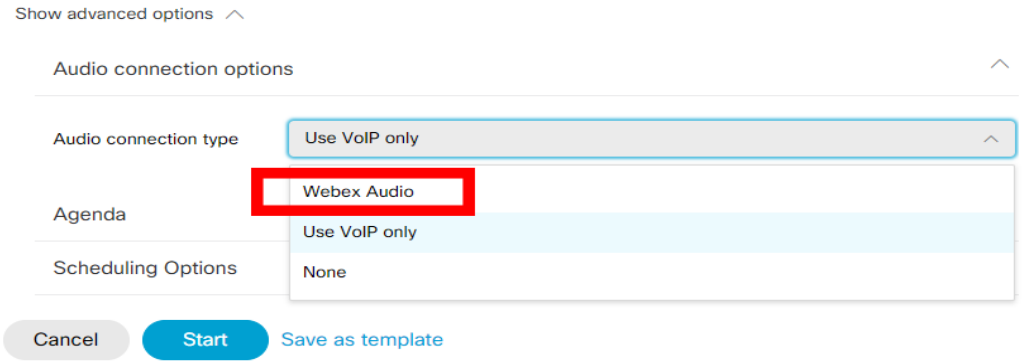
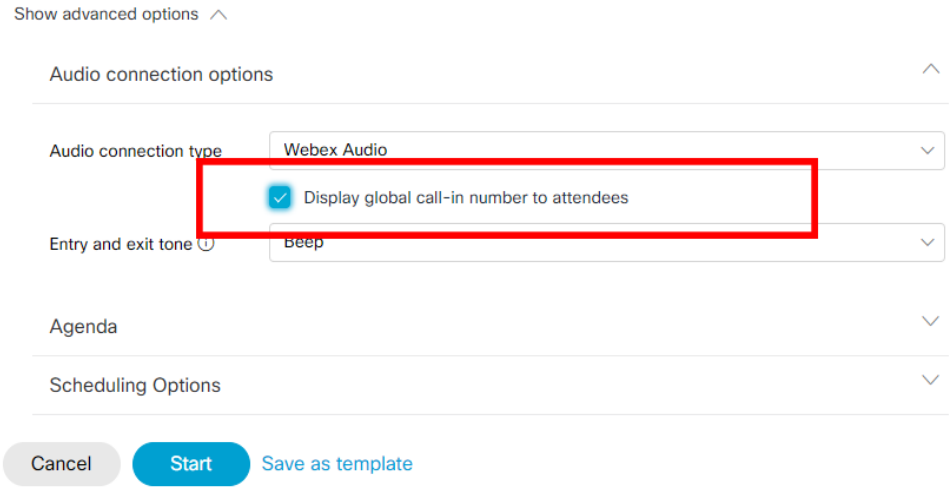
To update the audio settings for future meetings from the Webex site on *modern view*, follow the steps below.

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.

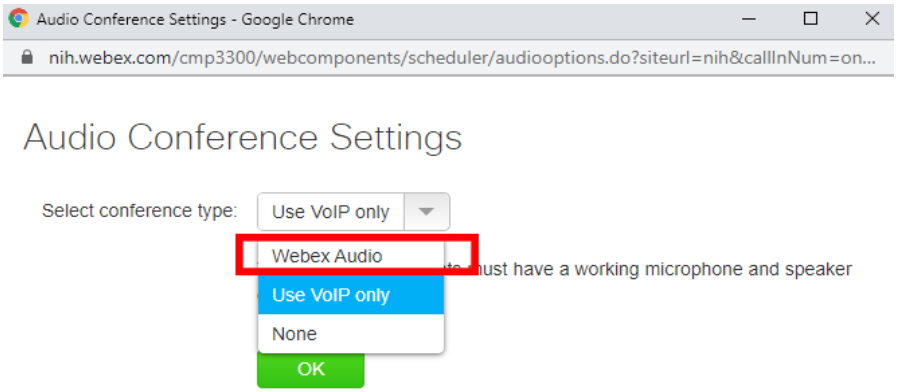
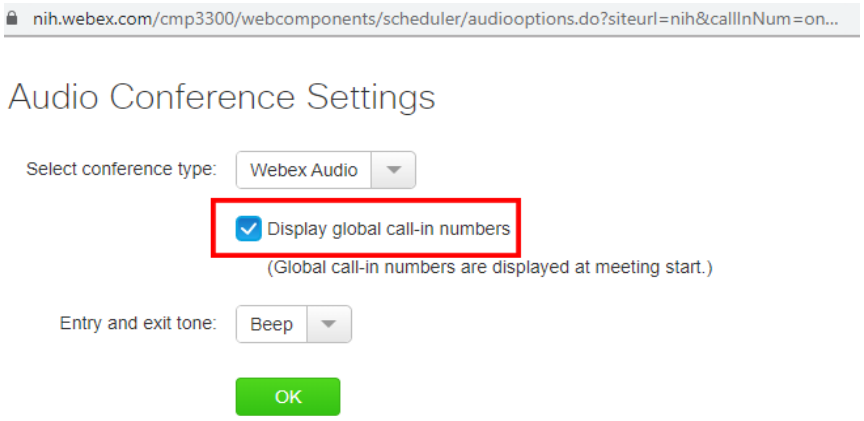


4- If you need **Global call-in numbers,** check the "Display global call-in numbers to attendees" box (as shown below):



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.



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