

## CONNECTING TO THE VOICE/AUDIO CONFERENCE

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### SET UP AUDIO

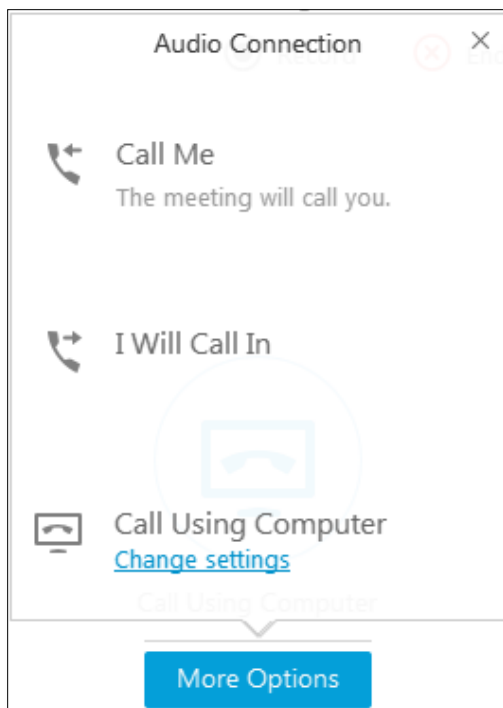
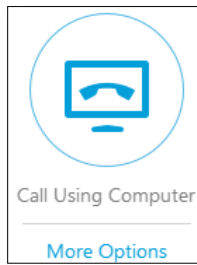
- Speakers + Microphone – Can cause an echo in sound when the sound coming from the speakers plays back through a user’s microphone, then back through the speakers...
- Headphone + Microphone – Using a headset that includes headphones and a microphone creates the best possible sound for users.
- Phone – Alternative for best possible sound for users. Users may sound “far away” if using the speaker phone.

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### CONNECTING TO AUDIO

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Select the More Options button



**Call Me** – Enter your phone number and WebEx will call you and connect you to the audio conference.

**I Will Call In** – WebEx will give you a phone number to call as well as an access code and Attendee ID to enter.

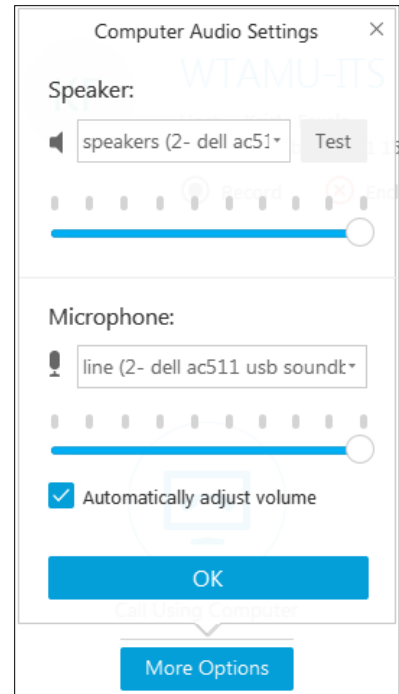
**Call Using Computer** – Use your computer speakers and microphone or headset including a microphone to connect to the audio.

## SPEAKER/MICROPHONE AUDIO TEST

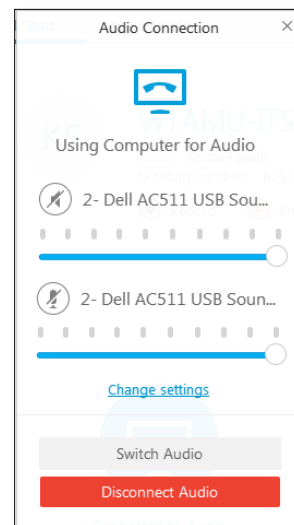
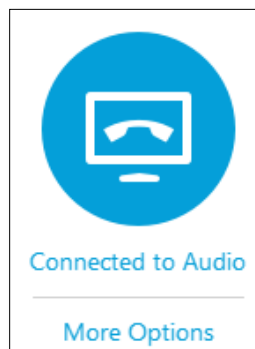
**Speaker:** Select the speakers you would like to use from the dropdown menu. Click Test to ensure that these speakers are functioning properly.

**Microphone:** Select the microphone you would like to use from the dropdown menu. The system will check your Audio input. You should see a green bar indicator in the microphone area if your microphone volume is working.

Click **OK** when finished.



On the Quick Start tab, the Audio Conference button shows that you are now connected to the Voice Conference. To access the Volume control window select the Audio Conference button.



## MUTING YOUR MICROPHONE

Mute your microphone/phone upon entering the audio conference until you are ready to speak to ensure that extraneous noise is reduced by clicking on the microphone icon to the right of your name.

