







Join Audio - VoIP

If the host of the meeting has enabled VoIP on his or her account, meeting participants can join the audio portion of the meeting using their computer microphone and speaker using the steps below.

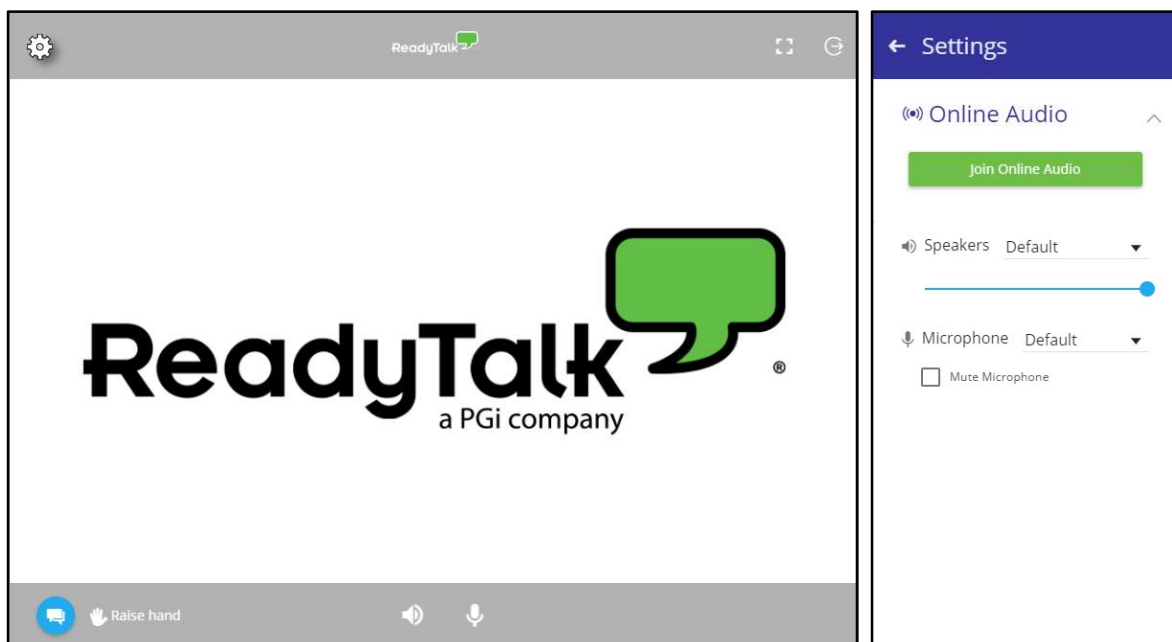
1. After joining a web conference, click on the  button near the left side of the screen.
2. When prompted, select your microphone and grant permission to share your microphone and speakers.

Note: If you are using Internet Explorer 11 or Safari 9+, you will need to follow the prompts to install the Audio Video Plugin.

3. You will then hear the following message as you are being connected to the call: ***"You are now being connected to the conference. Please stand by...You will now be placed into conference"***.
4. You can adjust your microphone and speaker volume by selecting the   buttons on the bottom toolbar.
5. To adjust which microphone is being used, click the  icon near the top left corner of the screen to open the Audio Settings panel.

Notes:

- The Firefox and Chrome web browsers will connect to VoIP without any downloads required. The IE 11 & Safari 9+ web browsers will require a plugin be downloaded before VoIP can be used.
- Users on IE 11 or Safari 9+ will not be able to control their microphone via the in-conference audio settings. The microphone will need to be controlled within your computer's audio settings.



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