




Join Meetings

ReadyTalk allows for meeting participants to join web & audio conferences on their desktop/laptop computer, from a telephone, or from their mobile device.



To join from a desktop or laptop computer...

1. Open your confirmation email on your computer and click on the  button or the **Web Login** link.
2. Enter any required information on the login page and then click **Login**.
3. A few seconds later, you will be brought into the meeting lobby/live conference.
4. If the host of your meeting enabled streaming audio, you will hear the sound over your computer speakers automatically. If the host has *not* enabled streaming audio, you will need to either dial into the audio conference on your telephone (See below for further details) or manually connect your computer microphone and speaker using the on-screen controls.

To join from a telephone...

1. Dial the **conferencing telephone number** provided on your confirmation email.
2. *If* prompted to enter an **Access Code**, enter the 7 digit number, provided on your confirmation email, followed by **#** (Not all meeting types require an Access Code).
3. You will then be placed into the live audio conference.

To join using the mobile app...

1. Begin by downloading the **ReadyTalk** app from Apple's App Store (iPhone) or Google's Play Store (Android).
2. Once the app has been installed, navigate back to your confirmation email and click on either the  button or the **Web Login** link.
3. Enter any required information on the login page and then click **Login**.
4. A few seconds later, you will be brought into the meeting lobby/live conference.
5. If the host of your meeting has enabled streaming audio, you will hear the sound over your mobile device automatically. If the host has not enabled streaming audio, you will need to either dial into the audio conference using the instructions on your confirmation email or use the *Call-Me* feature to join the audio portion of the meeting. To use the *Call-Me* feature, click on the  icon near the top corner of the app and follow the on-screen prompts (The Call-Me feature is not available for all meeting types).



Notes:

- Click [here](#) for a list of System Requirements.
- Click [here](#) to test your desktop or laptop computer for compatibility.

Need Help?

<https://www.readytalk.com/contact>