



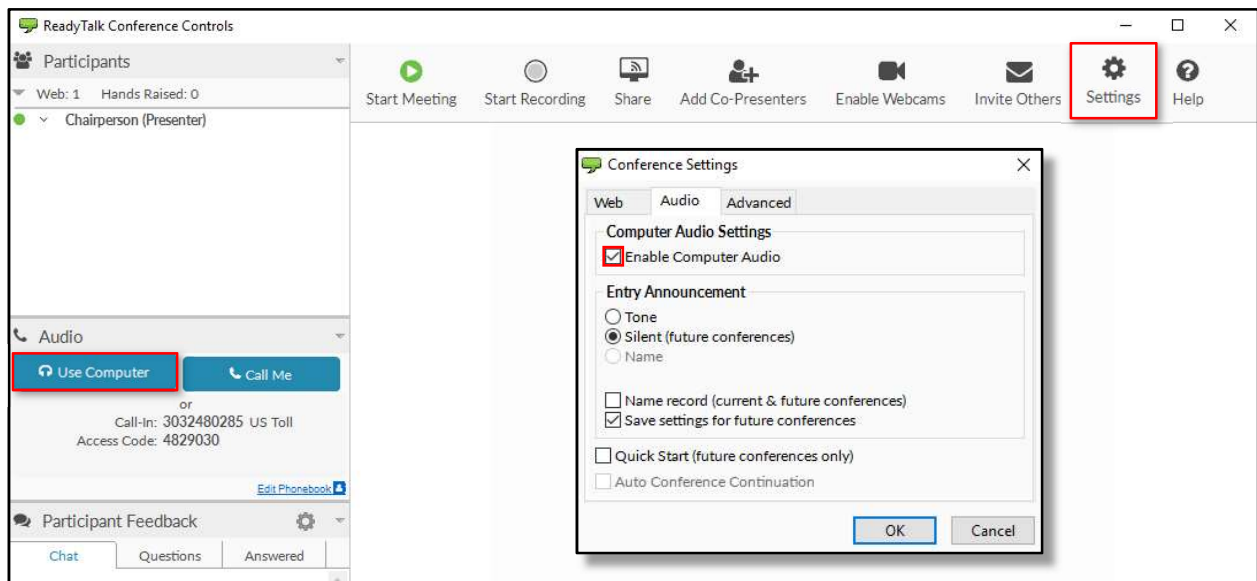
Start Audio - VoIP

From the Web Meeting Controls, you can initiate the audio portion of your meeting using a computer microphone. To get started...

1. Click the **Settings** button near the top right corner of the controls and then select the **Audio** tab.
2. Check the box next to **"Enable Computer Audio"** and then click **OK**.*
3. Click the **Use Computer** button on the left side of the screen.
4. From the **Computer Audio** window that opens, select which **Microphone** you would like to use for the call using the drop down menu, adjust the **Microphone Volume** as desired (This can be changed during the meeting), and then press the **Call** button.
5. 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"**. Once you are connected, you will see an audio control panel on the left side of your web meeting control window.

Notes:

- To use VoIP, your account must be configured for this feature. If your account is not configured, you will not be able to activate the feature from the **Settings** panel. Please contact [customer support](#) for more information.
- Participants can use their phone or their computer microphone to join the audio portion of your meeting, regardless of what you as the host use to initiate your conference call.



Need Help?

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