



# WEBEX HOW TO AUDIO

In a WebEx event, you can use either your telephone or your computer to connect to the audio portion of your meeting. Participants can choose how they want to connect to the audio conference. They are prompted to choose:

- Telephone— use your telephone to receive a call-back or to dial in, or
- Computer— use your computer to communicate.

After joining the conference, participants can switch between audio connection modes with little or no listening interruption.

## Joining an Audio Conference

If the host has selected WebEx Audio as the conference type when scheduling the meeting, participants are prompted to join the WebEx Audio conference when they enter the meeting. Participants can select options from the Use Phone or Use Computer for Audio section of the Audio Conference dialog box depending on the method they want to use to join.

### To join using your telephone

In the *Audio Conference* dialog box, select one of the following options next to the *Use Phone*. **Note:** you cannot use the Call Me function if your organization uses extension numbers; instead, you can call in to the conference directly.





**FROM THE DROP-DOWN, SELECT... THEN...**

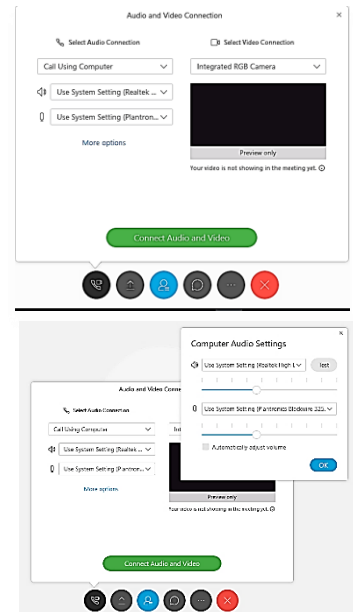
CALL ME AT A NEW NUMBER	<ol style="list-style-type: none"> <li>1. Type the phone number in the text box where you want to receive the call. <b>Note:</b> Select the check box <b>Remember phone number on this computer</b> if you would like to store this number for future meetings.</li> <li>2. Click <b>Call Me</b>. You will receive a call and may be prompted to press 1 to connect to the conference.</li> </ol>
CALL ME [STORED NUMBER]	Click <b>Call Me</b> . You will receive a call and may be prompted to press 1 to connect to the conference
I WILL CALL IN	<ol style="list-style-type: none"> <li>1. Dial 604.449.3026, enter the meeting access code, and enter your attendee ID#. <i>You will be connected to the meeting.</i> <b>Tip:</b> you can search other access numbers via the <a href="#">global access list</a>. Unfortunately there is no toll free option available.</li> <li>2. Close the window.</li> </ol>

To join using your computer:

Follow these steps to join the conference with your computer headset.

1. In the Audio Conference dialog box, click **Call Using Computer** beneath *Use Computer for Audio*. You are connected to the audio conference.
2. Click on **More Options** to test and select the microphone & speakers.
3. Once you have selected your speaker and microphone settings, click **Connect Audio and Video** to finish.

**\*Note:** Call using Computer Audio option is only supported on Chrome, Firefox and Safari.



Switching Phone Numbers in a Meeting

To switch from one phone number to another during a meeting:

1. In the Audio Conference dialog box, click Leave Audio Conference.
2. Do one of the following:
  - Select Call me at new number from the drop-down, and then type the new phone number in the text box.



- Select a stored phone number from the drop-down.

You can switch audio connection modes at any time during a meeting, without missing the conversation or interrupting. For example, if you are connected using your mobile phone but your battery is running low, you may switch to your computer (if you have a sound card and headset with microphone plugged in to your computer). You can also switch from one phone number to another.

### To switch from telephone to computer:

1. Click Audio in the Participants panel to open the Audio Conference window.
2. Click Switch to Using Computer beneath to Use Computer for Audio.
3. Click Yes in the confirmation message. You are connected to the audio conference through your computer and disconnected from your phone automatically.
4. Adjust your speaker and microphone settings, and then click the “x” to close the window.

### To switch from computer to telephone:

1. Click Audio in the Participants panel to open the Audio Conference dialog box.
2. Click Switch to Using Phone.
3. Select a call-back option next to Use Phone, and enter a phone number if necessary, or select I will call in.

You will receive a call at the designated number and may be prompted to press 1 on your phone to be connected to the conference.

## Leaving an Audio Conference

### To leave an audio conference:

Open the Audio Conference window and click Leave Audio Conference, then click Yes to confirm. You will be disconnected from the audio portion, but not the online portion, of the meeting.

For more WebEx support and trouble shooting, see [WebEx.ca](https://www.webex.com) or the below how to video:

- How to [Join a meeting as an Attendee](#) video