

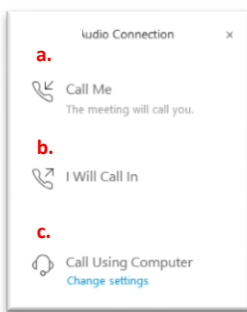
Connecting to Webex Audio

Quick Reference Guide

This document explains how to connect audio when joining a Webex meeting.

When joining a Webex meeting, there are three options:

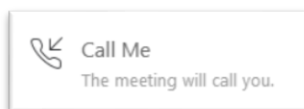
- a. Call Me – enter your call back number and it will call you back at that number
- b. I Will Call In – use a dial-in or conference number provided to you in the meeting invite
- c. Call Using Computer



A. Call Me

If you don't have a headset or computer audio but your phone number can be dialed directly, use this method. If you have a phone number that's associated with an extension, use the **I Will Call In** method.

1. Click the **More Options** icon. Select **Call Me**.



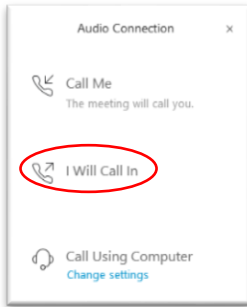
2. Enter your phone number and click the **Call Me** button.
3. Your phone will ring, answer it and press 1 on the phone to connect to audio.

B. I Will Call In

If you don't have a headset that connects to your computer or computer audio, and your phone number is associated with an extension, you will need to dial in.

After joining the Webex meeting:

1. Click the **I Will Call In** option

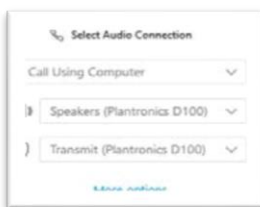


2. The audio conference information will display. Dial the number displayed under **Call**. When prompted to enter the access code or meeting ID, enter the **access code** displayed. When prompted, enter the **Attendee ID** displayed. You will then be connected to the audio conference.

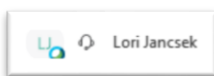
C. Call Using Computer

This option provides the ability to join the audio conference with one click.

1. If **Call Using Computer** displays, click it once to automatically connect to the audio conference.



2. When the headset icon displays next to your name in the side panel, you're connected.



If this method does not work for you, disconnect from the audio and click the **More Options** icon. Click **Audio Connection** and **Disconnect Audio** and proceed to connect audio by using the above options.

