Adobe Connect

Host



Integrated Audio – Audio Options

OST OPTIONS

Start Audio Conference

Audio Profile must be set up and selected in Adobe Connect Central before proceeding *These settings must be completed BEFORE starting meeting audio*

- Click the drop down menu 1.
- 2. Click Settings
- Choose your preferred Audio Conference Settings 3.
- Phone: (Check this to enable telephone audio)

A. Using Phone

- Broadcast Telephony audio (Required for using both VoIP and Phone service a.
- b. Provide Dial-in details to participants (Hosts/Presenters will be able to see a connection options)
 - a. If Dial-in is selected, and audio has started the below will pop up for Participants
 - Select Dial-in
 - Follow the steps outlined on the Dial-In page
 - Click Join Meeting
 - International Participants Can Dial Using a Local Access Number
 - Contact MeetingOne Support or visit www.meetingone.com for International Access Numbers
- **Provide Dial-out option to participants** С.
 - d. If Dial-out is selected, and audio has started the below will pop up for Participants
 - Select Receive a Call •
 - Enter Phone Number, then select "Call Me"
 - Answer your phone
 - May be prompted to press "1" to enter the conference

Microphone: Select these if anyone will be using Microphone (Computer/Device) audio for the conference

- B. Using Microphone (Computer/Device) Host/Presenter access
 - a. Allow participants to use microphones
 - Select Device Speaker/Microphone
 - You are connected. Use the microphone drop down for more options
 - Best for Participants with No Phone Access •
 - **Completely Dependent on Internet** Connectivity
 - Uses Bandwidth

Start Audio Conference Settings

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- Show Start Audio Conference dialog when meeting starts
- Start Audio Conference automatically with this meeting

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	Join meeting audio	
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