

Participant Audio Options

Meeting Hosts can choose from multiple audio options for any given session.

Participants will see options based on those choices.

Join Meeting Audio

Phone

○ Receive a Call -

- Type in your phone number
- Click **Call Me**
- Answer the phone – press 1 if prompted to enter the conference

Note: Must be a direct number, no extensions.

***Contact MeetingOne Support for International Dial-Outs*

○ Dial-in

- Dial the number provided
- Enter the conference details (room number) when prompted followed by #
- Enter your individual identifier (i.e. *65*1234#)
- Click **Join Meeting**

Note: International Participants can Dial-in using a Local Access Number found [here](#).

□ Device Speaker/Microphone – Automatically connects device microphone and speakers (i.e. PC/Tablet speakers or headset)

- Displays connection at the top of the room

**Best for Participants with No Phone Access*

***Completely Dependent on Internet Connectivity and increases bandwidth usage*

○ Device Speaker – Listen only via Device (i.e. PC/Tablet speakers or headset)

**If Microphone is not available Microphone rights have not been granted by the meeting host*

