My Meeting Room
1. Once you have started your meeting, at the bottom of the screen is an icon tool bar. Click on the telephone icon.

Select Audio Connection
1. In the Audio and Video Connection window, click on the drop down menu under Select Audio Connection.

Option Call Me
1. Click on the option Call Me to have WebEx call your phone directly. Enter your phone number and select Connect Audio and Video.
Manage the Audio Settings

Option I Will Call In
1. Click on the option I Will Call In to enter the meeting by calling from your device. **Call the number provided and enter in your access code and attendee ID when prompted.** Once you have entered in your information, it will say You called into the meeting.

2. You can connect your video by clicking **Start My Video** or choose **No Video**.

Option Call Using Computer
1. Click the option Call Using Computer to use your computer’s speakers and microphone to call into the meeting. Choose your speakers and microphone. Then click **Connect Audio and Video**.
Manage the Audio Settings

Testing Your Audio

1. On the bottom toolbar, click on the button with the three dots to access More Options. Select Audio Connection.

2. Select Change settings.

3. To test the audio input, click Test. You should hear a ring tone come through your speakers or headphones.
Manage the Audio Settings

4. To test the audio output, speak into the microphone. You should see the **blue lines** indicating it is registering your voice.

5. Click **OK** to save your settings. You must select OK once you have changed the audio settings in order for participants to hear you.