



# Catholic Apostolate Center

Reviving Faith • Rekindling Charity • Forming Apostles

## WebEx Audio Guide

### Connecting to an audio conference

Once you start or join a meeting that uses WebEx Audio, the Audio Conference dialog box appears automatically on your screen.

What device do you want to use for speaking and listening in the meeting?

- **your phone:** typically provides good voice transmission, but may have a cost attached.
- **your computer (with a headset, and an Internet connection):** Sometimes causes noisy transmission, or an irregular voice stream, but has no cost attached.

You can select your preferred device from the Audio Conference dialog box that appears automatically after you start or join a meeting:



1. **Use Phone:** You can call in or have the meeting call you.
2. **Use Computer for Audio:** Select the arrow, then choose **Call using Computer**. [More](#)

At any time during the meeting, you can [switch your audio device](#).

## Using your telephone to connect to audio

After you join a meeting, the Audio Conference dialog box appears automatically. When you use your telephone to connect to the audio portion of the meeting, you can call in or receive a call back.

- Call back—receive a call at a valid number you provide, or at number that is already stored in your user profile. A valid number must contain the area code and the seven-digit local telephone number.
- Call in—call in from your phone to a number your host provides.

The Audio Conference dialog box appears automatically.

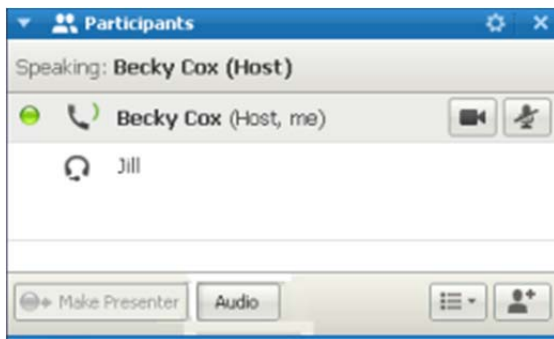
### To receive a call back:

In the Use Phone pane of the Audio Conference dialog box, do one of the following:



- Click **Call Me** to receive a call at the number displayed.
- Select another number from the dropdown list of available numbers, then click **Call Me**.
- Select **Call me at a new number** from the dropdown list, enter a number, then click **Call Me**.

A telephone icon appears next to your name in the participant list to indicate that you are using your phone in the audio conference, and a mute icon appears next to the video icon so that you can mute or unmute your microphone as desired. [More](#)



You can switch from using your telephone as your audio device to using your computer at any time during the audio conference. [More](#)

### To call in:

1. In the Use Phone pane of the Audio Conference dialog box, select **I will call in** from the dropdown menu.

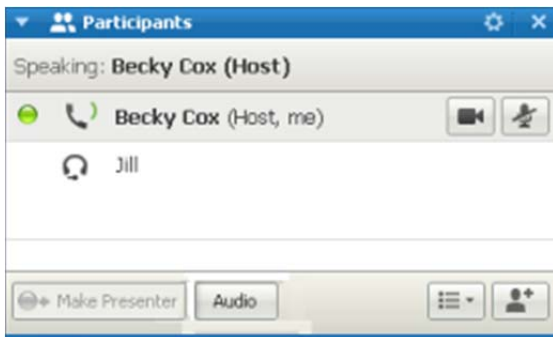


The Audio Conference dialog box displays default call-in numbers.

2. Follow the instructions to join the audio conference.
3. **Optional.** To view all international numbers, click the link **All global call-in numbers**.

An information dialog box appears, which lists international numbers.

A telephone icon appears next to your name in the participant list to indicate that you are using your phone in the audio conference, and a mute icon appears next to the video icon so that you can mute or unmute your microphone as desired. [More](#)



You can switch from using your telephone as your audio device to using your computer at any time during the audio conference. [More](#)

### To leave an audio conference:

1. Click **Audio** below the Participant list.

The Audio Conference dialog box appears.

2. Click **Leave Audio Conference**.

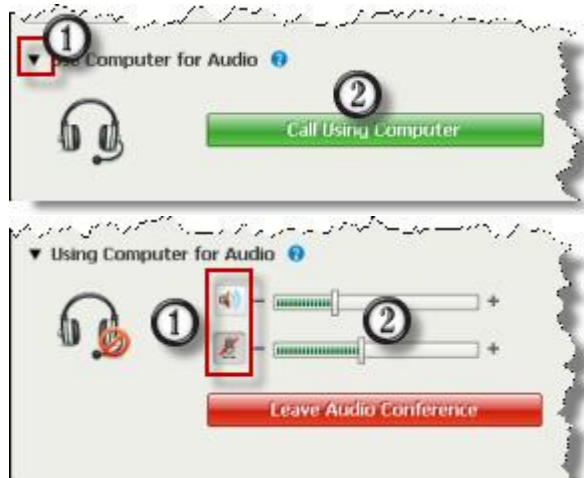
Your participation in the audio conference ends; however, your participation in the meeting continues until you leave it or the host concludes it.

## Using your computer to connect to audio

After you join a meeting, the Audio Conference dialog box appears automatically. When you use your computer to speak and listen in a meeting, your computer sends and receives sound across the Internet. To do this, your computer must have a supported sound card and be connected to the Internet.

**Note:** For purposes of audio quality and convenience, use a computer headset with a high-quality microphone rather than speakers and a microphone.

### To use your computer for audio:



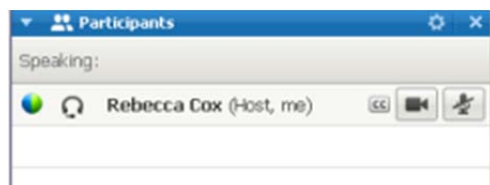
1. Select the arrow.
2. Select **Call Using Computer**.

**Note:** If this is your first time connecting to a meeting with your computer, a wizard appears to [fine tune your sound settings](#).

After you are connected to your meeting, you can

1. mute or unmute your speaker or microphone
2. change the volume on your speaker or microphone

A headset icon appears next to your name in the participant list to indicate that you are using your phone in the audio conference, and a mute icon appears next to the video icon so that you can mute or unmute your microphone as desired. [More](#)



You can switch from using your computer as your audio device to using your telephone at any time during the audio conference. [More](#)

## Switching audio devices during a meeting

You can easily switch from one audio device to another during a meeting with little disruption.

### To switch from your computer connection to a phone connection:



1. Open the Audio Conference dialog box from
  - the Quick Start page
  - your participant list
  - the Audio menu.
  - the Meeting Controls Panel (If you are sharing)
2. Select the down arrow beside **Use Phone**.
3. Call the number in the **Use Phone** area and enter the access code and attendee ID, as directed by the automated operator.

After you are connected by phone, your computer connection is dropped automatically.

### To switch from your phone connection to a computer connection:



1. Open the Audio Conference dialog box from
  - the Quick Start page
  - your participants list
  - the Audio menu.
  - the Meeting Controls Panel (If you are sharing)
2. Select the down arrow beside **Use Computer for Audio**.
3. Select **Switch to Using Computer**.

Your phone connection is dropped after your computer connection is established.

(Remember to switch to your computer headset.)

## Connecting to audio during sharing

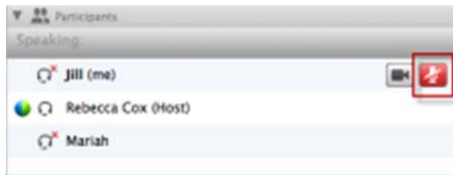
If you join a meeting that is already in progress and shared content is all you see, you can connect to the audio portion of the meeting from the Meeting Controls Panel.

To connect to the audio portion of the meeting:



1. On the Meeting Controls Panel at the top of your screen, select Audio.  
The Audio Conference dialog box opens
2. [Connect to the audio](#) portion of the meeting as usual.

## Muting and unmuting microphones in an audio conference



Select the **Mute** or **Unmute** icon to mute or unmute your own microphone.



The microphone icon to the right changes state.

**Tip:** During sharing, participants can mute and unmute their microphones from the Meeting Controls Panel at the top of their screens.



## Asking to speak in an audio conference

If you want to speak and the host has muted your microphone, you can ask the host to unmute your microphone so that you can speak. You can cancel a request to speak at any time.

To ask to speak	Windows	result
Select <b>Raise Hand</b> on the Participants panel		The <b>Raised Hand</b> indicator appears on the participant list for the host and presenter.
To cancel a request to speak	Windows	result
Select <b>Lower Hand</b> On the Participants panel		The <b>Raised Hand</b> indicator is removed from the participant list for the host and presenter.
To ask to speak	Mac	result
Select the Raise Hand icon at the bottom of the Participants panel		The <b>Raised Hand</b> indicator appears on the participant list for the host and presenter.
To cancel a request to speak	Mac	result
Select the Lower Hand icon at the bottom of the Participants panel		The <b>Raised Hand</b> indicator is removed from the participant list for the host and presenter.