

In a WebEx audio conference, you can use either your telephone or your computer to connect to the audio portion of your meeting. If you are a host, you can invite up to 500 attendees to participate in the audio conference. Participants can choose how they want to connect to the audio conference. They are prompted to choose:

- **Telephone**— use your telephone to receive a call-back or to dial in, or
- **Computer**— use your computer to communicate through VoIP (Voice over Internet Protocol) if you have a computer with a supported sound card and a connection to the Internet.

After joining the conference, participants can switch between audio connection modes with little or no listening interruption. In a mixed-mode audio conference, where some participants are using the telephone and others are using the computer, up to 125 people can speak.

## Joining an Audio Conference

If the host has selected WebEx Audio as the conference type when scheduling the meeting, participants are prompted to join the WebEx Audio conference when they enter the meeting. Participants can select options from the *Use Phone* or *Use Computer for Audio* section of the *Audio Conference* dialog box depending on the method they want to use to join.



### To join using your telephone:

In the *Audio Conference* dialog box, select one of the following options next to *Use Phone*:

From the drop-down, select...	Then...
Call me at a new number	<ol style="list-style-type: none"> <li>1. Type the phone number in the text box where you want to receive the call. <b>Note:</b> Select the check box <b>Remember phone number on this computer</b> if you would like to store this number for future meetings.</li> <li>2. Click <b>Call Me</b>. <i>You will receive a call and may be prompted to press 1 to connect to the conference.</i></li> </ol>
Call Me <stored number>	Click <b>Call Me</b> . <i>You will receive a call and may be prompted to press 1 to connect to the conference.</i>
I will call in	<ol style="list-style-type: none"> <li>1. Dial the phone number listed, enter the meeting access code, and enter your attendee ID #. <i>You will be connected to the meeting.</i></li> <li>2. Close the window.</li> </ol>

**Note:** You cannot receive a call-back if your organization uses extension numbers; instead, you can call in to the conference directly.

### To join using your computer:

Follow these steps to join the conference with your computer headset.

1. In the *Audio Conference* dialog box, click **Call Using Computer** beneath *Use Computer for Audio*. *You are connected to the audio conference.*
2. Adjust your speaker and microphone settings in the *Volume* window, and then click the “x” to close the window.

## Managing Stored Phone Numbers

You can edit the stored phone numbers that appear in the *Audio Conference* dialog box.

**Note:** Stored phone numbers are either saved as cookies from previous WebEx meetings, or pulled from the call-back numbers listed in your My WebEx profile. Be aware that you cannot edit phone numbers if you are currently connected to a teleconference.

### To edit stored phone numbers:

1. Select **Manage phone numbers** from the drop-down next to *Use Phone*.

- Select an option below:

Click...	To...
Edit	Modify the phone numbers in your My WebEx Profile on your WebEx site. Edit the phone numbers, and then click <b>Update</b> to save your changes.
Clear	Delete all previously used phone numbers.

Any changes you make to stored phone numbers will not take effect until the next time you join a meeting.

## Switching Phone Numbers in a Meeting

To switch from one phone number to another during a meeting:

- In the *Audio Conference* dialog box, click **Leave Audio Conference**.
- Do one of the following:
  - Select **Call me at new number** from the drop-down, and then type the new phone number in the text box.
  - Select a stored phone number from the drop-down.

You can switch audio connection modes at any time during a meeting, without missing the conversation or interrupting. For example, if you are connected using your mobile phone but your battery is running low, you may switch to your computer (if you have a sound card and headset with microphone plugged in to your computer). You can also switch from one phone number to another.

To switch from telephone to computer:

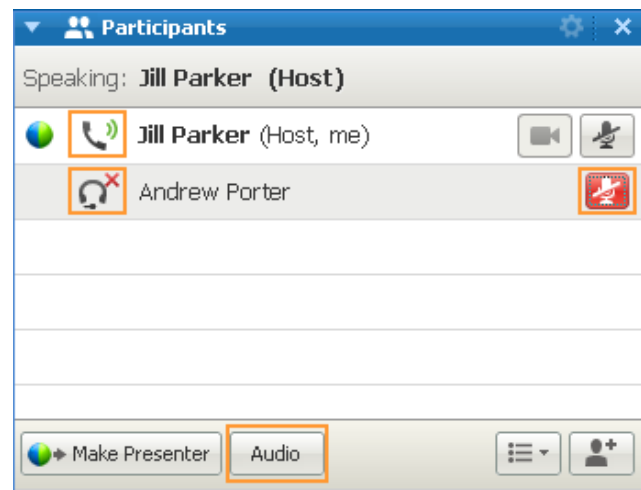
- Click **Audio** in the *Participants* panel to open the *Audio Conference* window.
- Click **Switch to Using Computer** beneath to *Use Computer* for Audio.
- Click **Yes** in the confirmation message. *You are connected to the audio conference through your computer and disconnected from your phone automatically.*
- Adjust your speaker and microphone settings, and then click the “x” to close the window.

To switch from computer to telephone:

- Click **Audio** in the *Participants* panel to open the *Audio Conference* dialog box.
- Click **Switch to Using Phone**.

- Select a call-back option next to *Use Phone*, and enter a phone number if necessary, or select **I will call in**. *You will receive a call at the designated number and may be prompted to press 1 on your phone to be connected to the conference.*

The *Participants* panel allows hosts and participants to manage their audio and communicate effectively during the meeting.



- Phone icons** identify participants connected through the telephone.
- Headset icons** identify participants connected through their computers.
- A red “x” and a highlighted microphone icon identify muted participants.
- Green sound waves** indicate an “active talker” or a connection that is producing noise.
- The **Audio button** opens the *Audio Conference* dialog box.
- The **microphone icon** allows hosts to mute and unmute attendees, or attendees to mute and unmute themselves, with a single click.

## Leaving an Audio Conference

To leave an audio conference:

Open the *Audio Conference* window and click **Leave Audio Conference**, then click **Yes** to confirm. *You will be disconnected from the audio portion, but not the online portion, of the meeting.*