

# Cisco Webex Meetings

## Use Cisco Webex Audio in Cisco Webex Meetings

### Connect to Webex Audio

Webex Meetings provides the flexibility to connect audio in multiple ways.

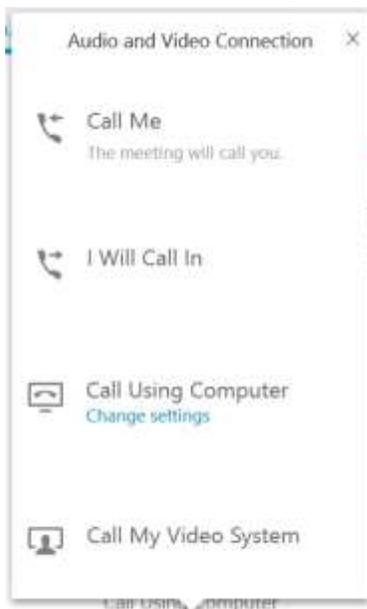
1. After you join the meeting, select one of the following:

**Call Me**— Enter a phone number, select Call Me. You will receive a call and may be prompted to press 1 to connect.

**I Will Call In**— Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.

**Call Using Computer**— Choose this option to connect to audio using VoIP. To adjust your speaker and microphone settings, select Audio > Audio and Computer Audio Settings in the menu bar.

**Call My Video System**— Enter your video system address, if it's not already there, and select Call Me to connect using your video conferencing device.



Your audio selections are saved for your next meeting on this site.

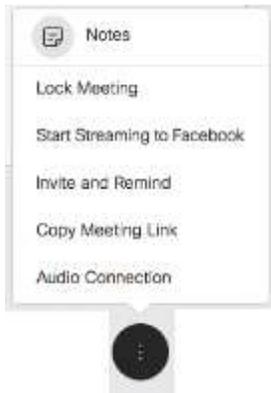
If these options are dimmed, audio may not be available until the host joins the meeting.

2. To mute or unmute yourself at any time, select the microphone icon.

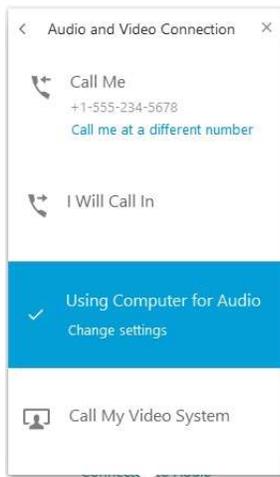
WBS33

## Change Your Audio Connection

1. Mouse over the meeting control panel, select More options 

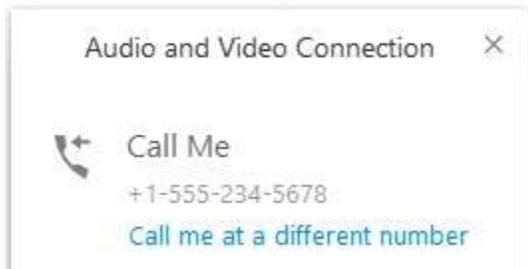


2. Select Audio Connection, and then choose Switch Connection. Then in the Audio and Video Connection dialog box, choose a different audio connection.

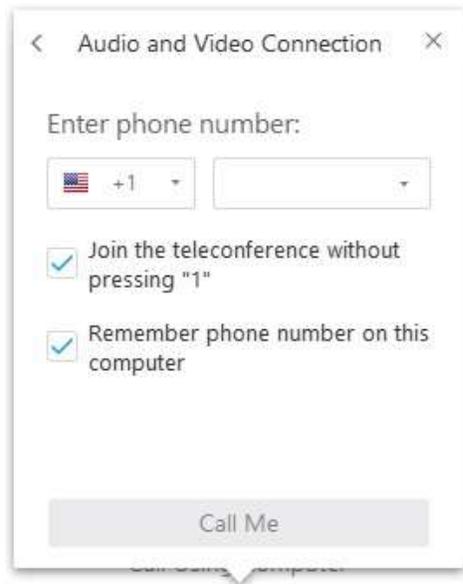


## Get Called at a Different Number

1. Mouse over the meeting control panel, select More options 
2. Select Audio Connection, and then choose Switch Connection.
3. Select Call me at a different number.



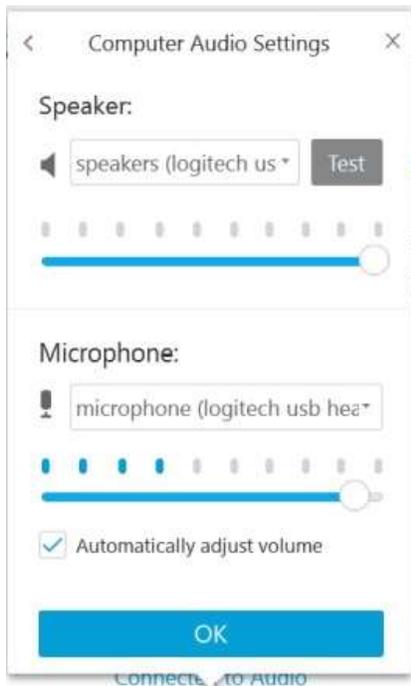
4. Enter a phone number and select Call Me.



The phone number that you enter into Webex Meetings is saved for your next meeting on this site.

#### Adjust Your Microphone and Speaker Volume

1. Hover over the meeting controls and select More options.
2. Go to Audio Connection > Change settings.



3. Select Test to hear the volume at its current setting.

You can use the sensitivity sliders to adjust the speaker volume and microphone sensitivity.

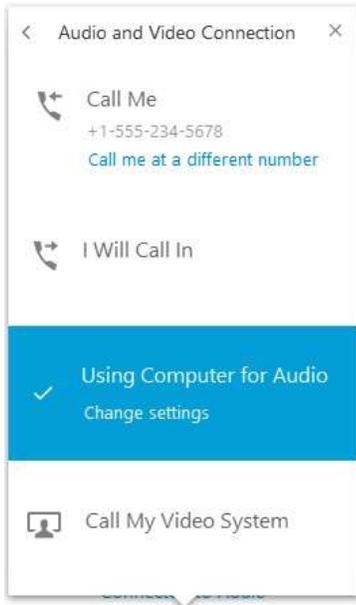
WBS32

### Change Your Audio Connection

1. On the Quick Start page, select Connected to Audio.



2. Select Switch Connection. Then in the Audio and Video Connection dialog box, choose a different audio connection.

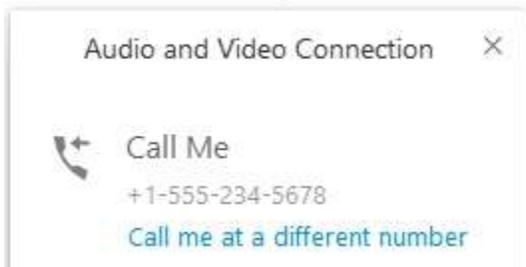


### Get Called at a Different Number

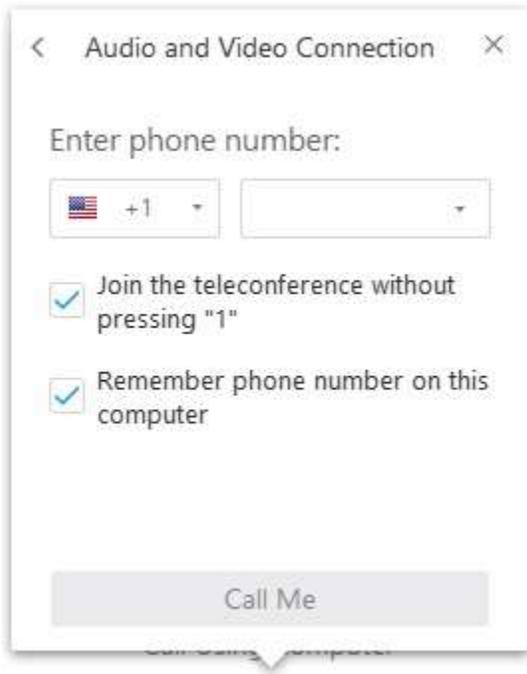
1. On the Quick Start page, select Connected to Audio, and then select Disconnect Audio.
2. Under your previous audio connection method, select More Options.



3. Select Call me at a different number.



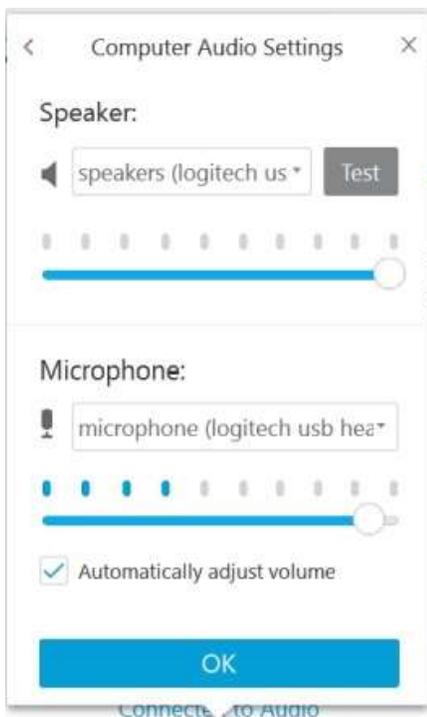
4. Enter a phone number and select Call Me.



The phone number that you enter into Webex Meetings is saved for your next meeting or event.

#### Adjust Your Microphone and Speaker Volume

1. On the Quick Start page, select Connected to Audio.



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2. Select Test to hear the volume at its current setting.

You can use the sensitivity sliders to adjust the speaker volume and microphone sensitivity.