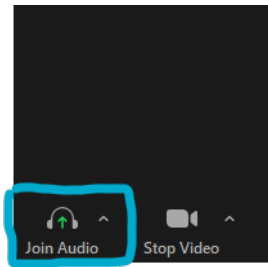
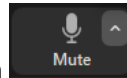
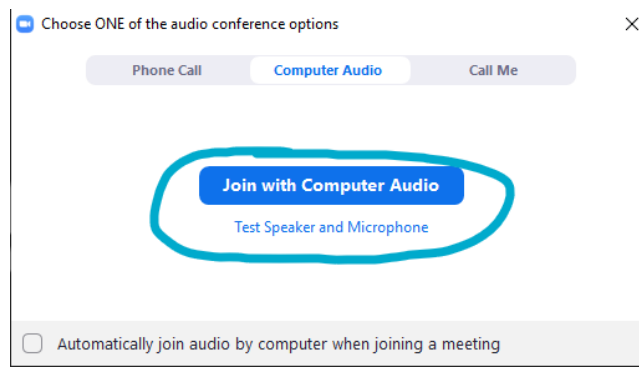


1. Click "Join Audio"

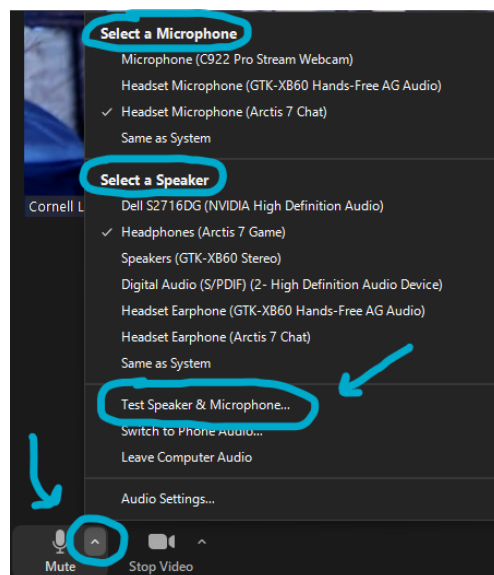


2. Click "Join with Computer Audio"

Note: If your computer audio isn't working, you can use the "Call Me" feature to call your phone.

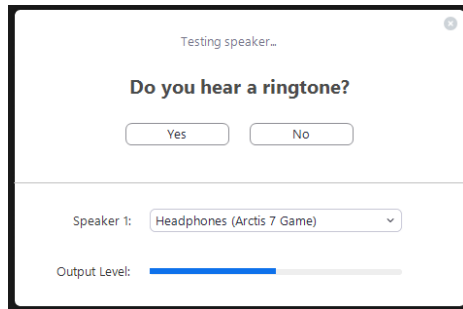


3. Next to the microphone "Mute" icon in the lower left-hand corner you will see an arrow. Click the arrow.
4. From the menu make sure you have the correct microphone and speaker selected.
5. Click "Test Speaker & Microphone"



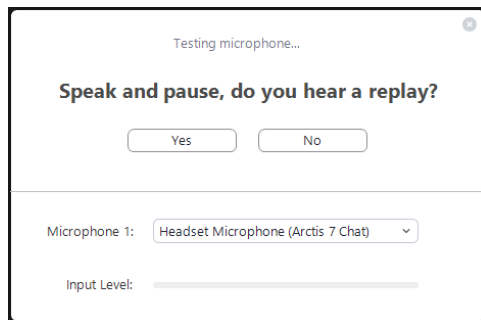
6. Test your speaker.

You should hear a ringtone. If you don't hear anything, you will want to check the selected speaker from the drop-down menu. Another issue could be your computer volume is turned all the way down or you may need to reconnect your speaker/headset



7. Test your microphone.

You will now talk into your microphone, pause, and hear the replay. If you don't hear anything, you will want to check the selected microphone from the drop-down menu. Some microphones/headsets have a physical mute button and will need to be unmuted. If your still having issues, you may need to reconnect your headset/microphone.



8. You're all set.

If you failed any of the tests, you can use the "Switch to phone audio" option from the microphone menu.

