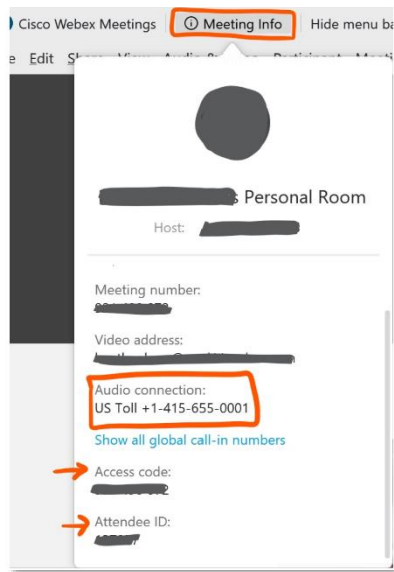


Having Trouble with WebEx Audio?

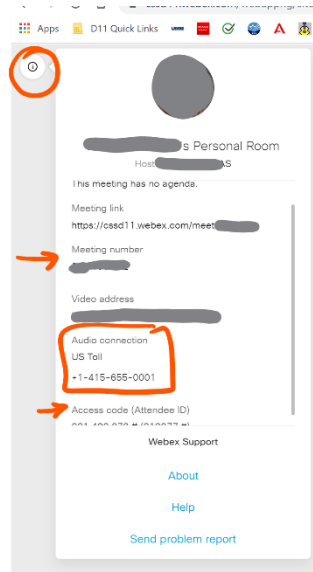
If you are having issues with the audio in WebEx (hearing or being heard), you can call in to the meeting to use your phone for audio and keep the video on your computer and still use the mute/unmute button on your computer to control your microphone.

Open **Meeting Information** to access the information you need to call-in to the meeting.

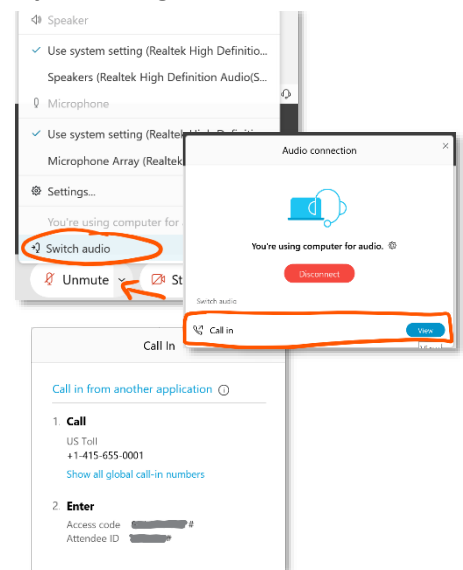
In the Desktop Application:



In the Web Browser:



By Switching Audio Source:

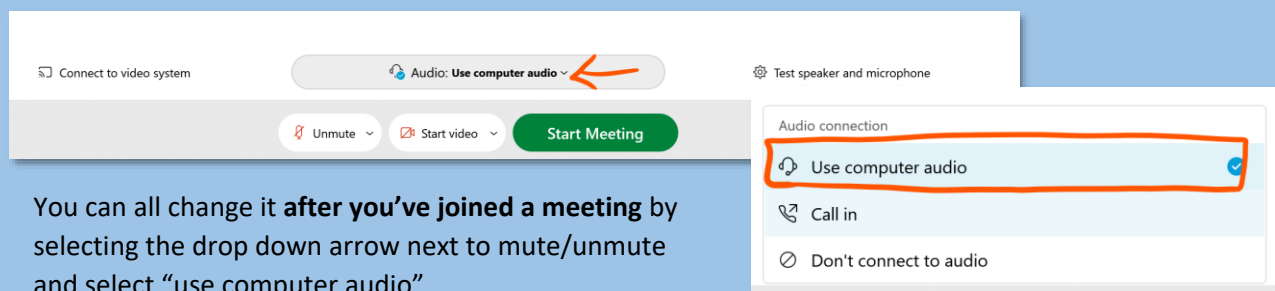


You will need the following information:

- The call in number (**audio connection**)
- **Meeting Number** or **Access Code**
- Your unique **Attendee ID** number - every participant has their own for each meeting they join (it changes for different meetings)

TIP: After connecting your audio this way in a meeting, the next time you join a meeting your audio connection will be set to “call-in”.

Your audio source can be changed back **before you join the meeting**, by selecting the audio connection menu and then choosing “use computer audio” from the list.



You can all change it **after you've joined a meeting** by selecting the drop down arrow next to mute/unmute and select “use computer audio”