Preparing a Microphone

1. Verify your headset (or microphone) is connected properly before opening the meeting space.
2. Complete the Audio Setup Wizard before your meeting begins.
   a. Select Meeting from the top menu bar.
   b. Select Audio Setup Wizard and follow the steps as provided.

3. A Flash Player Settings box may appear asking for permission to access your camera and microphone, select Allow.

Turning on a Microphone

1. All meeting hosts and presenters have audio rights upon entry.
2. To begin broadcasting your voice.
   a. Select the Connect My Audio button from the top menu bar (button becomes green).
   b. Select the My Audio button again to mute (a line through a green microphone).

Microphone for Participants

1. As a host, hover over a name in the Attendee pod.
2. Select Enable Microphone.
   a. Follow the same steps to disable a participant’s microphone.