

Participant Audio Options

Meeting Hosts can choose from multiple audio options for any given meeting. Below are the different options and their uses.

Dial Out

- Easiest for Direct Dialing
- Participants enter their Phone Number, then select “Join”
- Participants prompted to press “1” to enter the conference
- Must be a direct number. No extensions
- Contact MeetingOne Support International Dial-Outs



Dial In

- Participants dial the access number and/or room number to join
- International Participants Can Dial Using a Local Access Number
- Contact MeetingOne Support or visit www.meetingone.com for International Access Numbers
- Additional Steps for Identifying/Merging Numbers. See “Token ID/Merge” Document



Using Microphone (VOIP)

- Allows Participants to Join via VoIP
- Best for Participants with No Phone Access
- Completely Dependent on Internet Connectivity
- See “Bandwidth Best Practices” Document for Using VoIP in Adobe Connect Meetings



Listen Only

- Participants Listen over Computer Speakers
- Participants Are Not Able to Speak, but can still Hear Host and Presenters
- Participants Can Still Use Chat, Polls, Q&A, etc. to communicate

