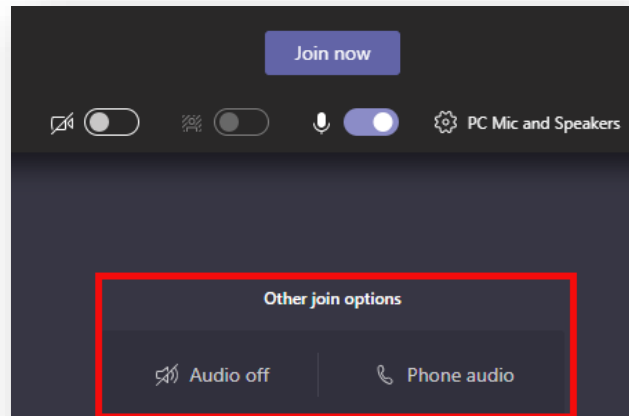


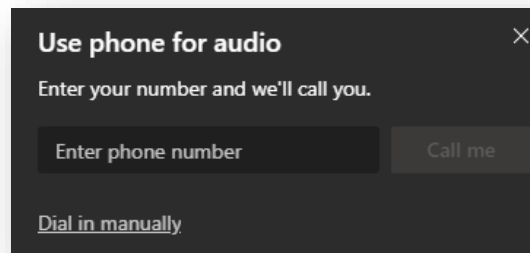
Alternative Audio Connection for Teams Meeting

Have Teams Call You

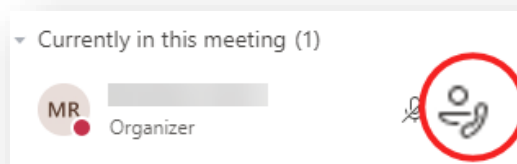
When clicking on the link to join the meeting, you can choose **other join options** for audio. Click **Phone Audio** to connect using your phone.



Enter your phone number in the text box, including area code (XXX)XXX-XXXX and click **Call Me**. You will receive a call from a local Baltimore number (443-961-1495).

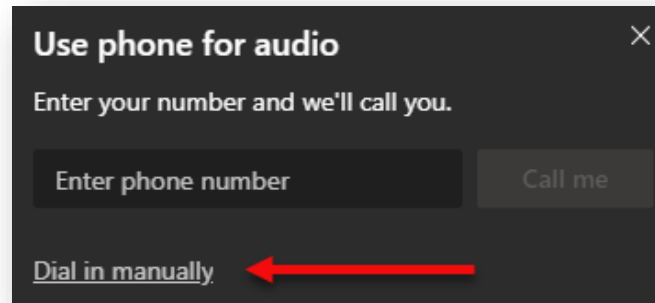


Once you pick up, you will hear a voice announcing that you are joining the meeting. After joining, you will see an image of a person with a phone next to your name in the participant list. This shows people that you connected audio via phone.

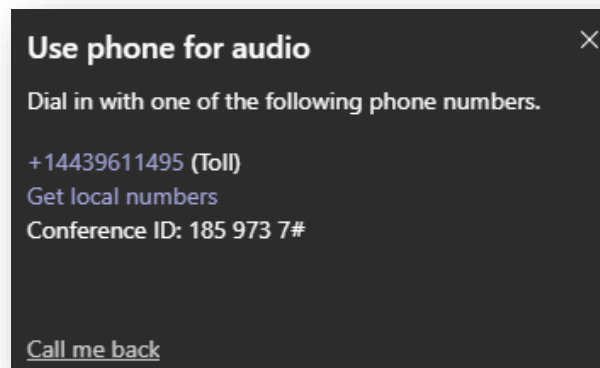


Call Into the Meeting

If you don't choose to have Teams call you, you can click on the **Dial in manually** link.



A new window opens with the conference call number and conference ID. Once you dial in, you will be asked for your name. This will be used to announce to the meeting that you have joined the meeting.



Note: When calling in using the conference number (instead of having Teams call you), you will show up twice in the meeting. You will show up with your name for the video component and then as your phone number for the audio. It is recommended to have Teams call you so that your video/audio are together and there isn't confusion on who is in attendance for the meeting.

Turning Computer Audio On

If you do have computer audio but you chose to call in, you can switch to your computer audio by clicking on the microphone in the control bar. A window will pop up asking to turn your audio on. The popup alerts you that it will turn your computer audio on, and that nearby phones or audio devices connected to the meeting could create an echo.

