

VOIP tutorial

Setting up VOIP Service

(must be a premium web conference user)

1. Open the web conference tool program. Go into tools, audio tuning wizard. Click on start test and make sure the microphone will be synced up.
2. You will then want to right click on your name in the My Sessions area, and click on edit details.
3. Make sure that Gatherplace Teleconferencing Services are checked.
4. Once that is checked you will want to make sure that the following are also checked:
 - a. Allow Participants to join by computer – phone
 - b. Mute Guests when they join
5. To unmute guests when they join you can click on their name and unmute them.
6. You will also want to make sure when you host a session you right click on your name and choose – use VOIP for me.