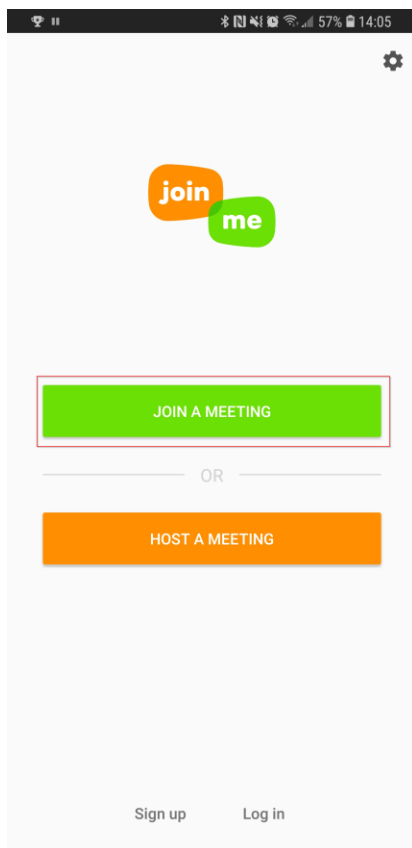


How to Connect to Audio Conference with a Mobile Device

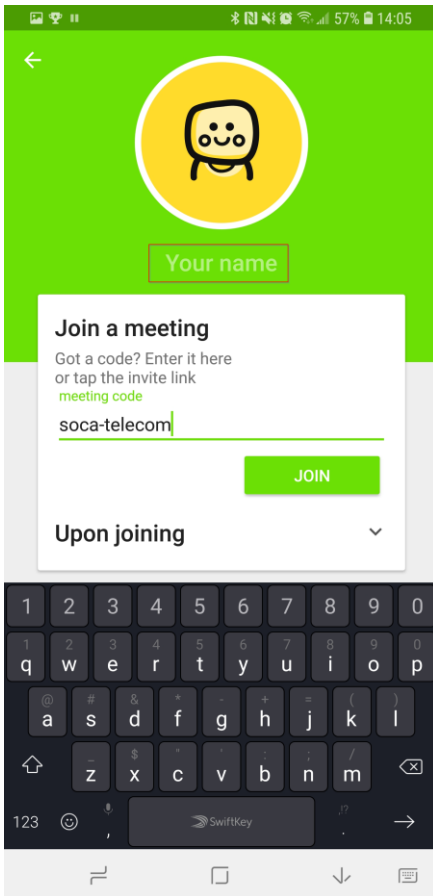
Note: This document is shown using an Android device, the same basic setup applies to Apple iOS devices

- In Google Play / iTunes App Store, search for “join.me”, download and install the application
- **For best results, use earbuds/headphones with a mic, or a similar setup. This will make audio much clearer on the Area meeting end, as well as reduce potential feedback issues.**
- Callers will be muted by default. If you would like to ask a question, raise a concern, etc. just message me in the chat window. I'll get chairpersons attention, then unmute you

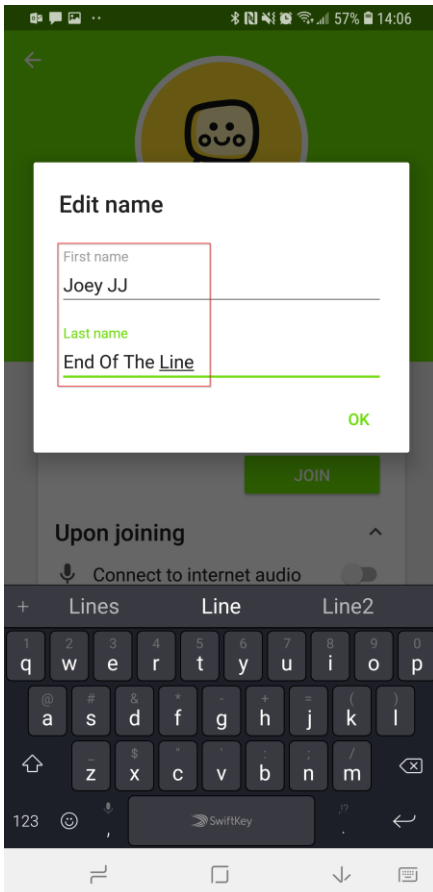
1. Open join.me app and tap “Join a meeting”



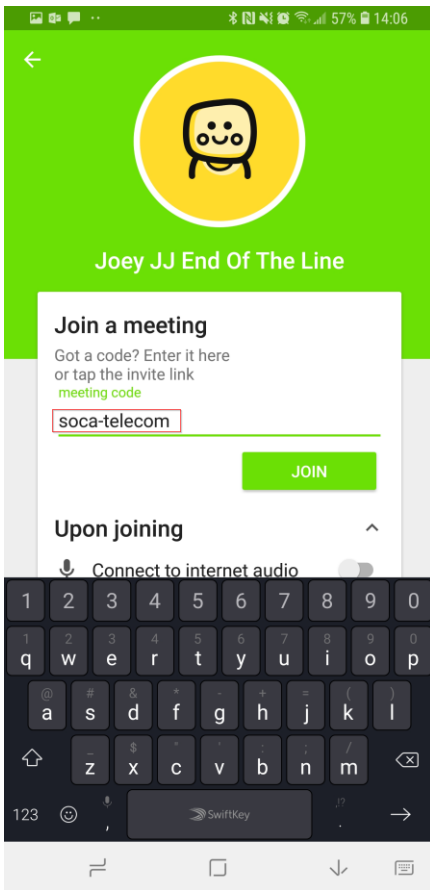
2. Before entering the meeting code, first tap “Your name”



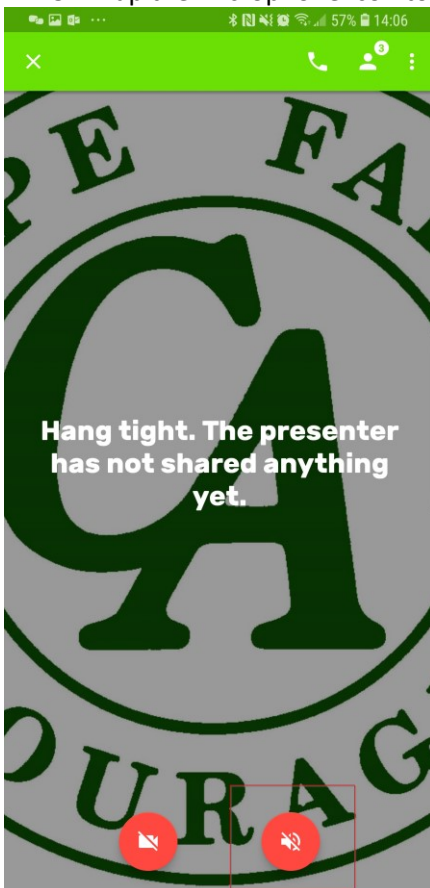
3. Enter your first name and last initial in the “First name” field, and your group name in the “Last name” field. Click ok when finished



4. In the “meeting code” field, type soca-telecom and then tap join



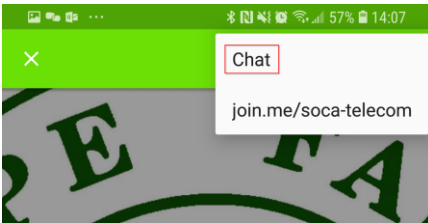
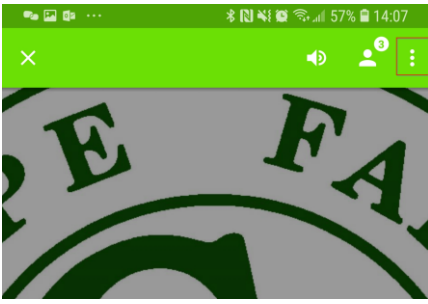
5. Tap the microphone icon to enable your microphone.



6. Your microphone icon should appear grey (it is grey when muted, as it will be by the presenter by default. Your microphone icon will show as green when you are unmuted to speak).

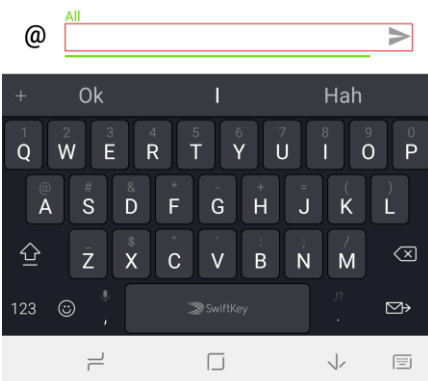
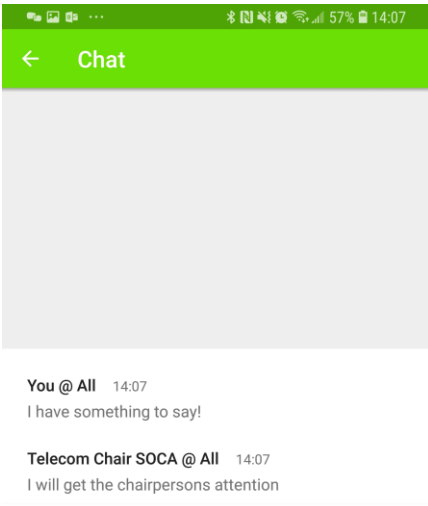
7. To send a message to the presenter, tap the area shown below.

- a. Note: the chat feature is necessary as this will be the only way to get the attention of the presenter, in order to ask the chairperson a question, raise a concern, etc.



8. Type a message and send as needed.

- a. Note: please do not send unnecessary messages. If there are numerous people on the conference call, the chat window can become cluttered



9. If the meeting shows “waiting for the presenter”, the presenter has not yet joined the meeting, or the meeting has ended.



Waiting for the presenter.

