How to Connect to Audio Conference with a Web Browser

Direct your web-browser to https://join.me/soca-telecom or join meeting from an installed application and enter soca-telecom as the meeting code

- The installed application will work best, but the meeting also works well through Firefox

- 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

Technical notes
- ad-blockers may need to be disabled for the domain (ie uBlock origins)
  Mac users
    - does not work through safari, you need to install the mac version of the app
        - You can use Firefox instead to use the web-browser version without needing to install the application
- Download join.me apps > https://help.join.me/joinmehelp/s/article/joinme-jm-faq-download?language=en_US

Videos demonstrating how to join a meeting
- join by web-browser > https://www.join.me/resources/user-tips/how-to-join-a-meeting

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## How to join meeting with a web-browser
- Firefox tends to work better, but Chrome, Edge or Internet Explorer might work for you too. This demonstration should basically apply to other major web-browsers. The steps are also generally the same for the installed Windows / Mac applications

1. Direct your web-browser to https://join.me/soca-telecom
2. Type your name and group name as indicated below and then click Join
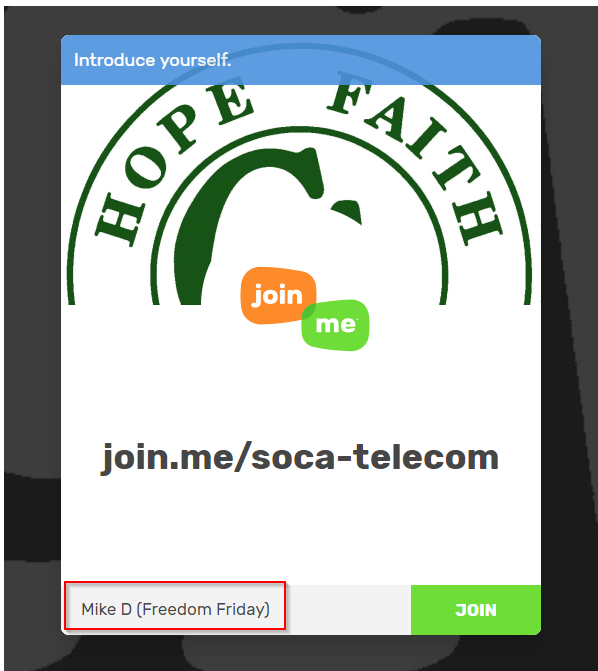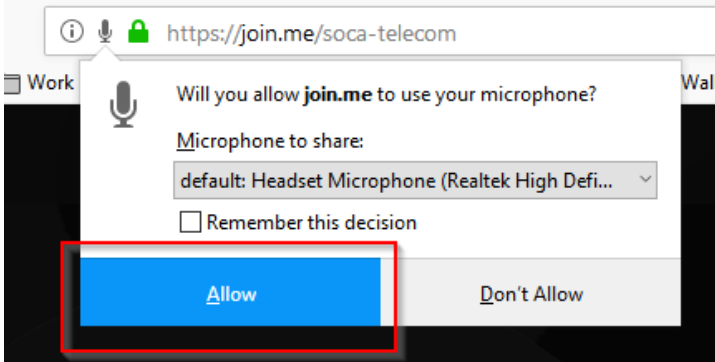
3. Your browser/application will display something like below. The meeting presenter will need to approve your entry.
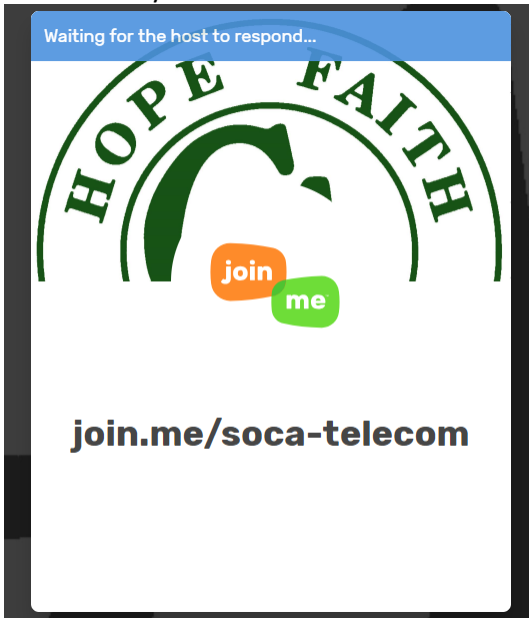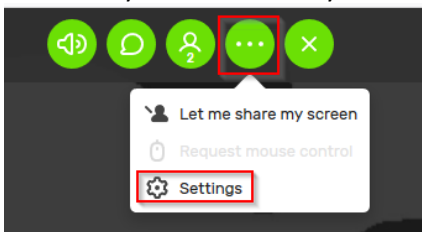

4. Once you have been approved, join.me will ask you how to talk and listen. Click "Computer"
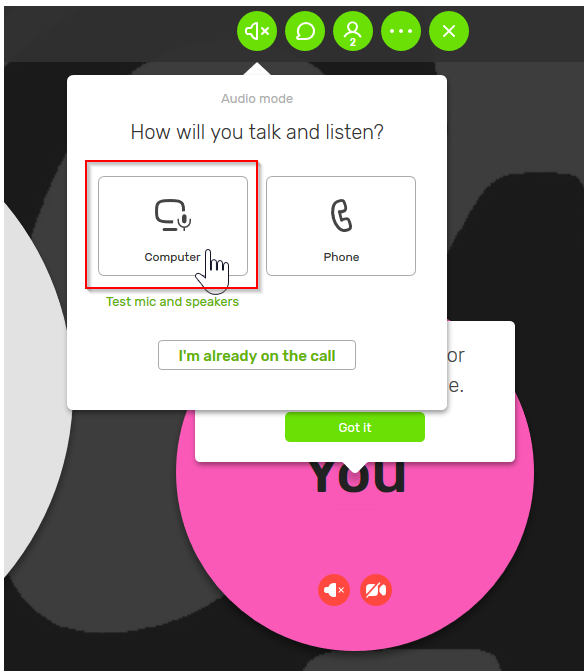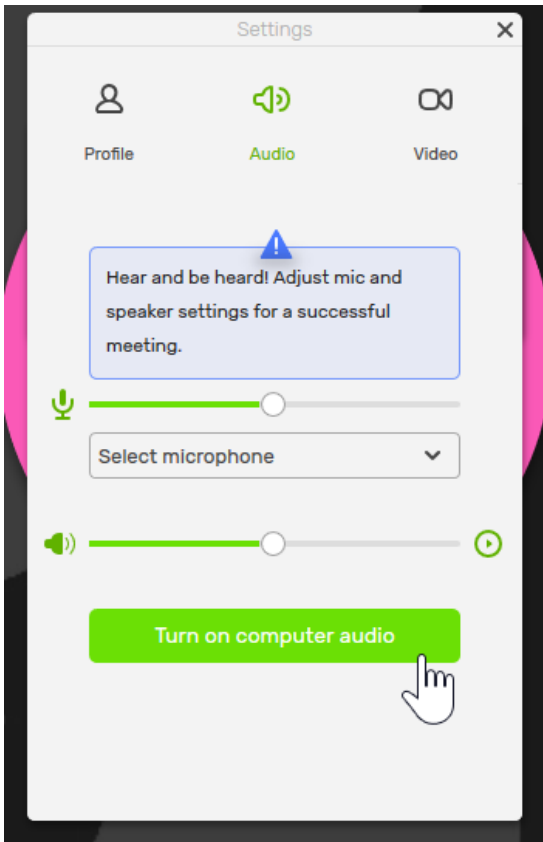
5. Your web-browser may ask you to allow the use of your microphone, click Allow

6. If you need to test your audio settings, click the area shown below

7. Adjust your settings as needed. You might need to increase the microphone or sound levels during the meeting, just access the settings area again if needed
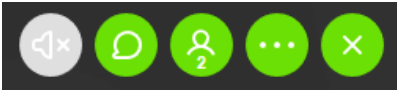
8. Make sure to unmute yourself, otherwise you will not be able to speak.
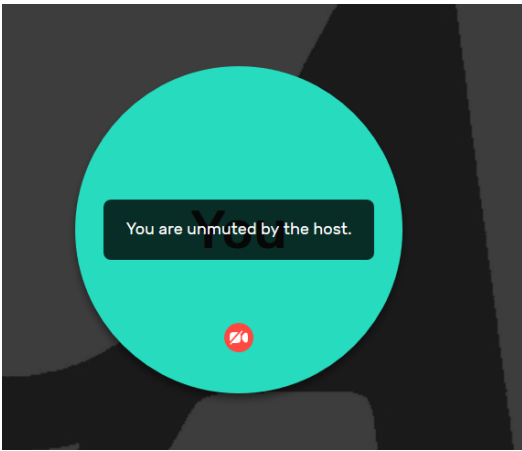   a. The menu bar should look like the screen capture below when you first join
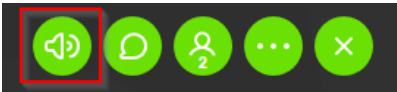
   b. Your microphone icon should usually appear grey (it is grey when muted, as it will be by the presenter by default. Your microphone icon will show as green when you are unmuted to speak).
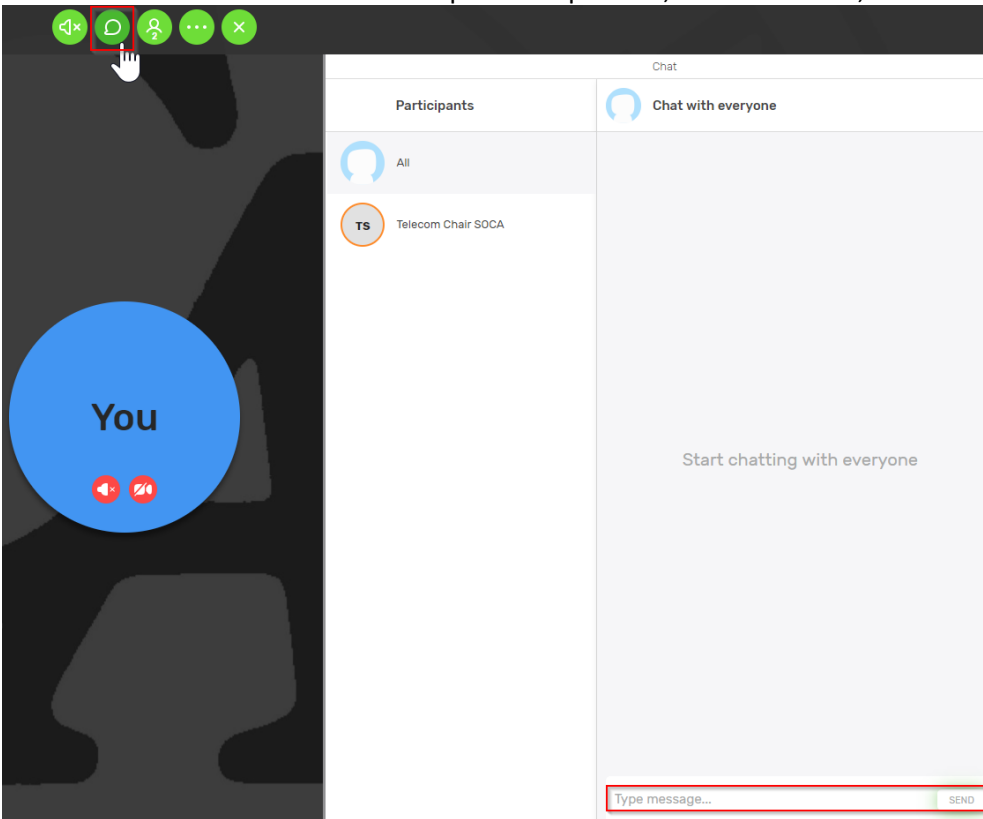

   c. You will see these messages when you are muted / unmuted
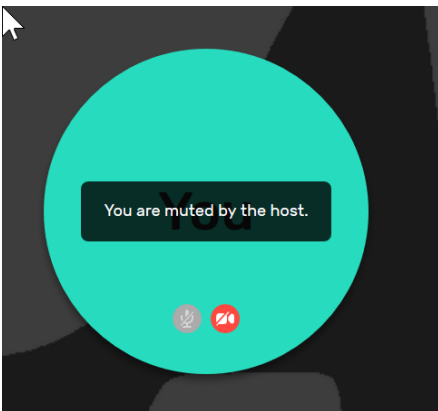
9. To send a chat message, click the area as indicated
   a. Note: the chat feature is necessary as this will be the only way to get the attention of the presenter, in order to ask the chairperson a question, raise a concern, etc.

10. 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