Get started with PGiConnect® Audio Integration

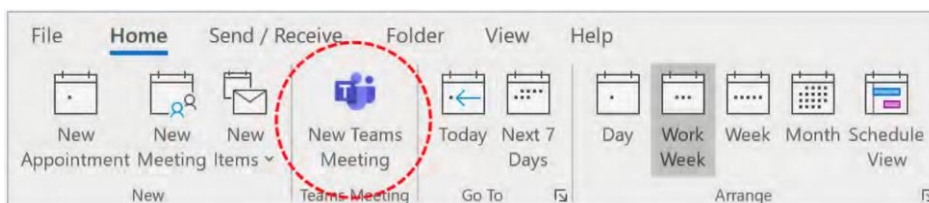### Install PGiConnect® Audio Integration

The first step is to install the PGiConnect® Audio Integration. If you want to use the integration with your Outlook desktop client then simply click 'Install PGiConnect® on Windows' here.

You will then follow the steps in the setup wizard, after following these steps, PGiConnect® Audio Integration will be setup to use in your Outlook.

> **Note:** If the PGiConnect® Audio Integration add-in is not enabled for your account, ask your IT administrator or install it manually. Get the add-in for: **Windows** | **Mac and Outlook on the web**.

Scheduling your meeting

Open your Outlook calendar, and on the Home ribbon, click the **New Teams Meeting** button. This calls PGiConnect® Audio Integration and sets up the meeting invitation.

Sample meeting invitation

Your meeting invitation includes:

• A unique link to join the meeting. All attendees should use this link when joining.

• A unique Conference ID to be used as the dial-in passcode • Additional dial-in numbers
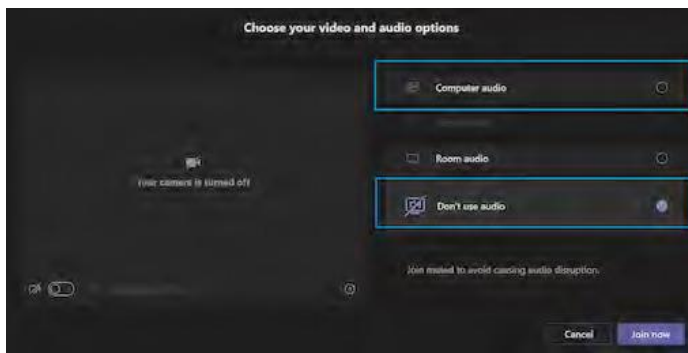
Start or join the meeting

Always start your Microsoft Teams meeting from the meeting invitation in Outlook. This ensures that dial-in access participants are linked correctly to your Microsoft Teams meeting. For full control, we recommend that organizers and presenters use computer audio.

Connect to meeting audio

When you join a meeting, Microsoft Teams displays webcam and audio options. You can connect:

• Over computer audio, using your computer's speakers and microphone (or headset, if connected).

• By dialling in to one of the phone numbers in the meeting invitation.

If dialling in, select **Don't use audio**. The additional options – Phone audio and Room audio – are not supported.

Dial in to the meeting

Dial one of the phone numbers from the invitation, and when prompted, enter the conference ID followed by the pound (#) key.

Watch the meeting lobby for guests

Guests outside your organization and people who dial in are placed in the lobby, with music playing. (People in your organization who join using computer audio bypass the lobby automatically and enter the meeting.)

You're notified when people are waiting in the lobby. You or any other attendee from your organization can admit guests from the lobby. Just click **Admit**.

> *Note: PGiConnect® invitations include a link to Microsoft Teams meeting options, where you can enable the lobby, choose who can bypass the lobby, and set which participants join as presenters.*

PGiConnect