

Get started with PGiConnect® Audio Integration

Integration

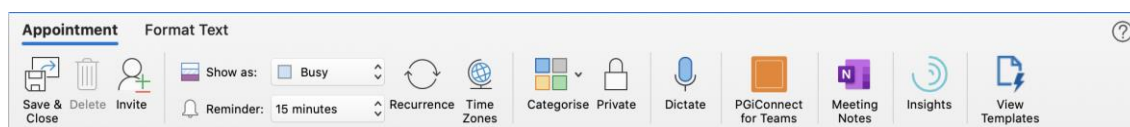
Install PGiConnect® Audio Integration

The first step is to install PGiConnect® Audio Integration. If you're using the integration on Mac and Outlook Web App, then simply click 'Install PGiConnect® on Mac and Outlook Web App' [here](#). This will then open a guide which will provide step-by-step instructions on how to install PGiConnect® Audio Integration on the Outlook Web App.

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](#).

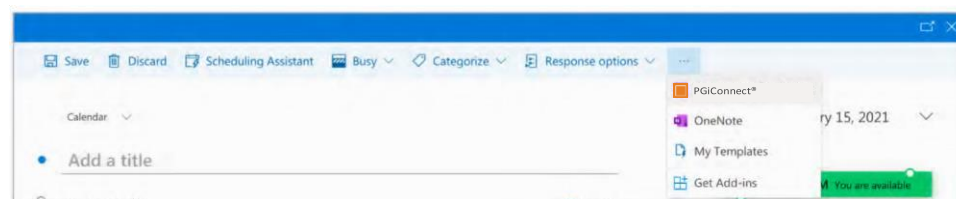
Mac users

Open your Outlook calendar and create a new meeting. Then, click the **PGiConnect®** button to set up the meeting invitation.



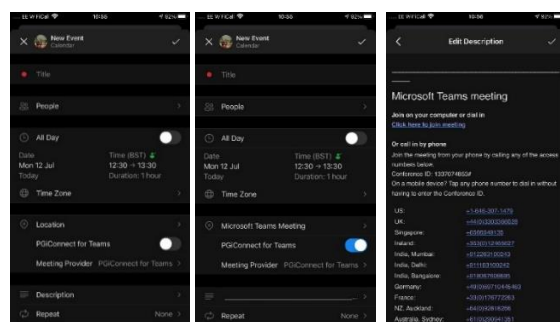
Outlook on the web users

Open your Outlook calendar and create a new meeting. Then, click the (...) **More actions** button and select **PGiConnect®** to set up the invitation.



Mobile users

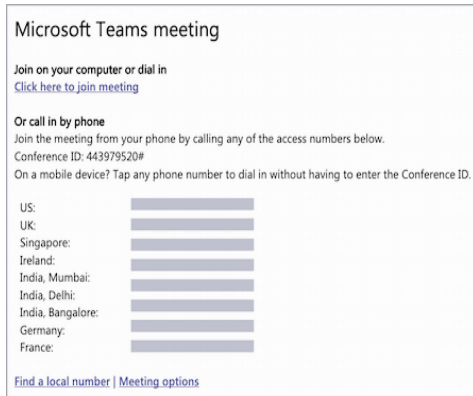
When using the Outlook App on iOS or Android, schedule the same way you would using **Outlook**. Clicking a dial-in number on mobile means you join without having to enter the Conference ID.



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

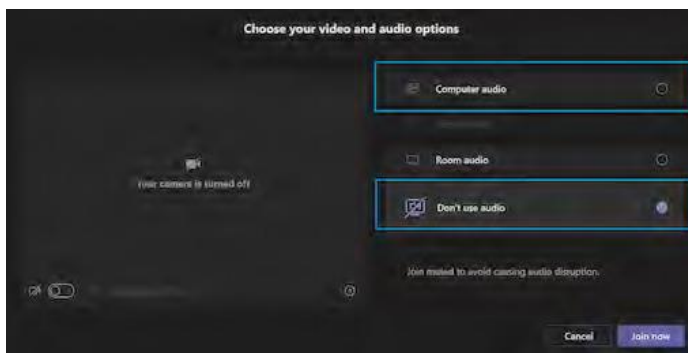


Connect to meeting audio

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.



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.