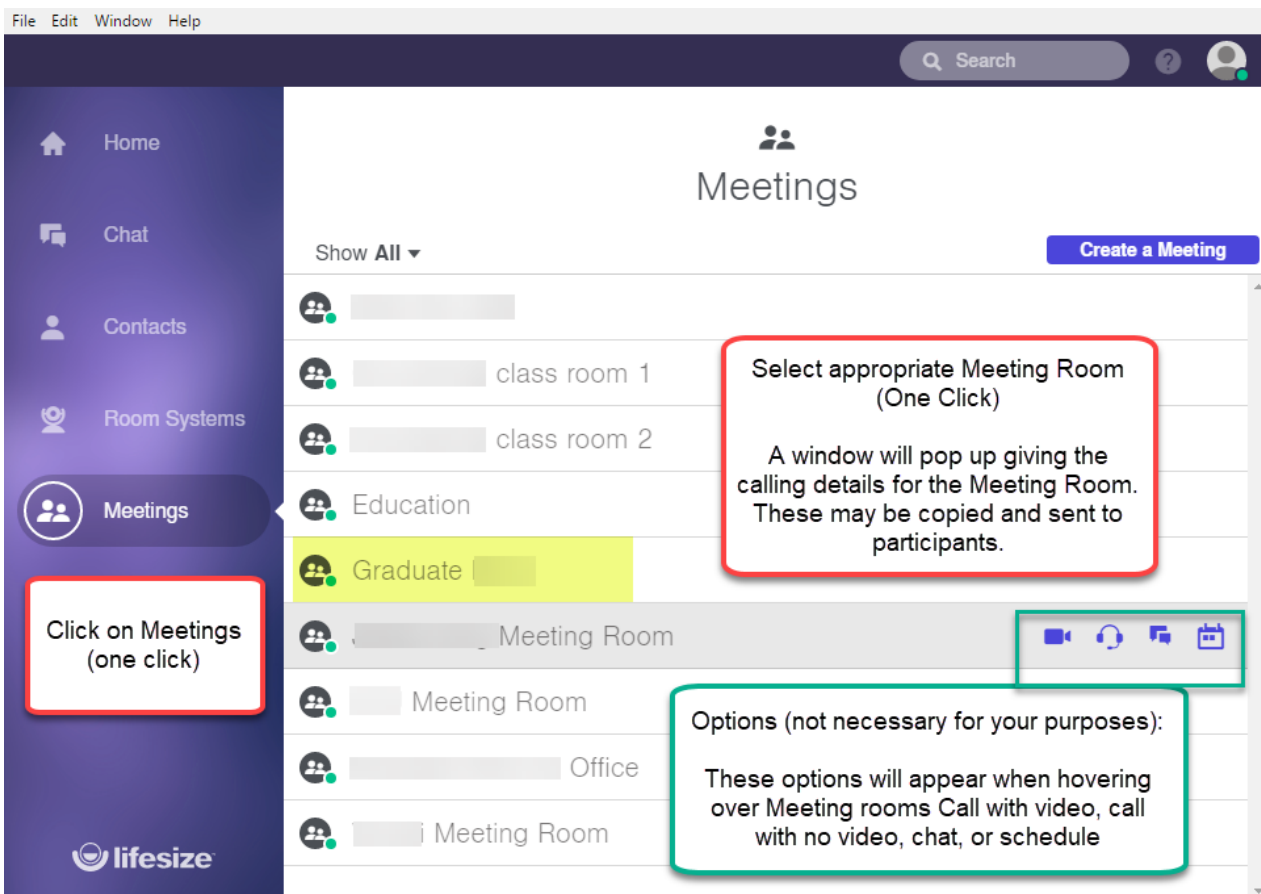
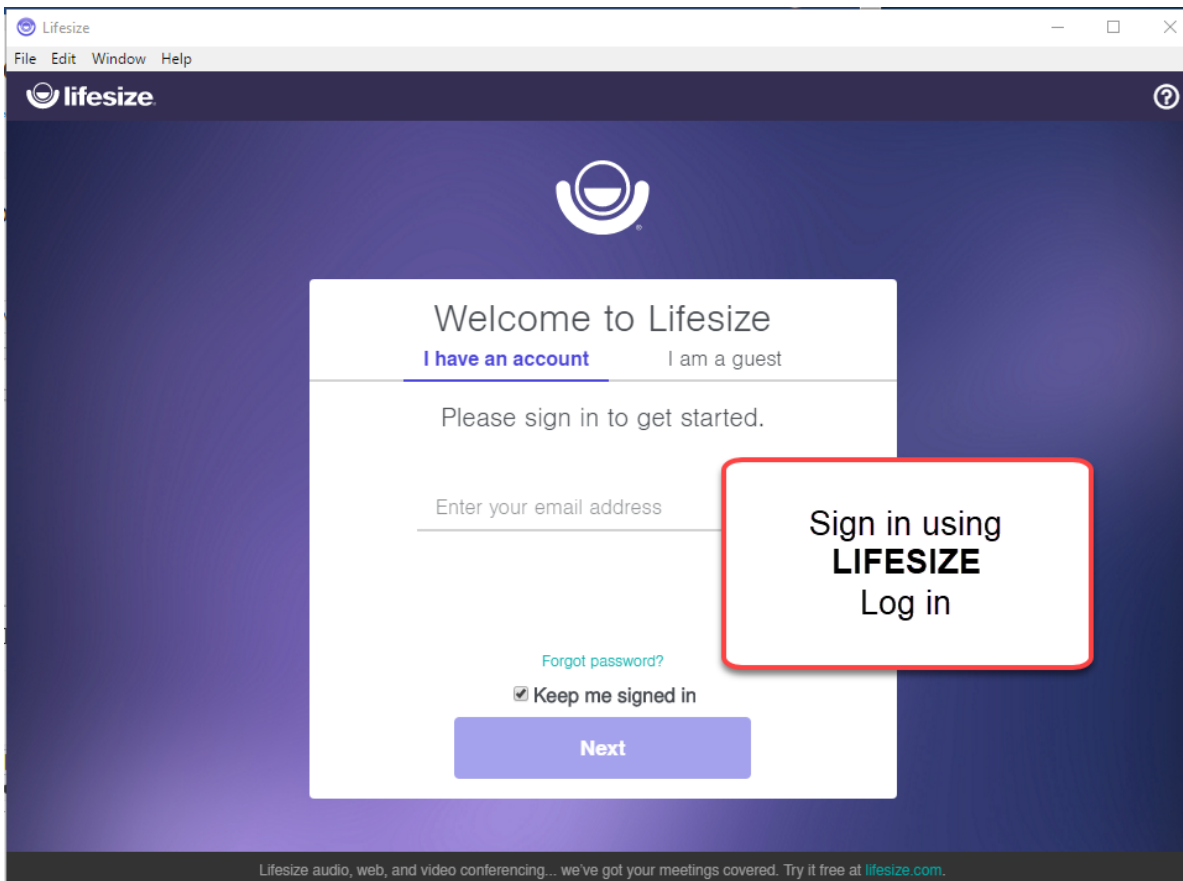
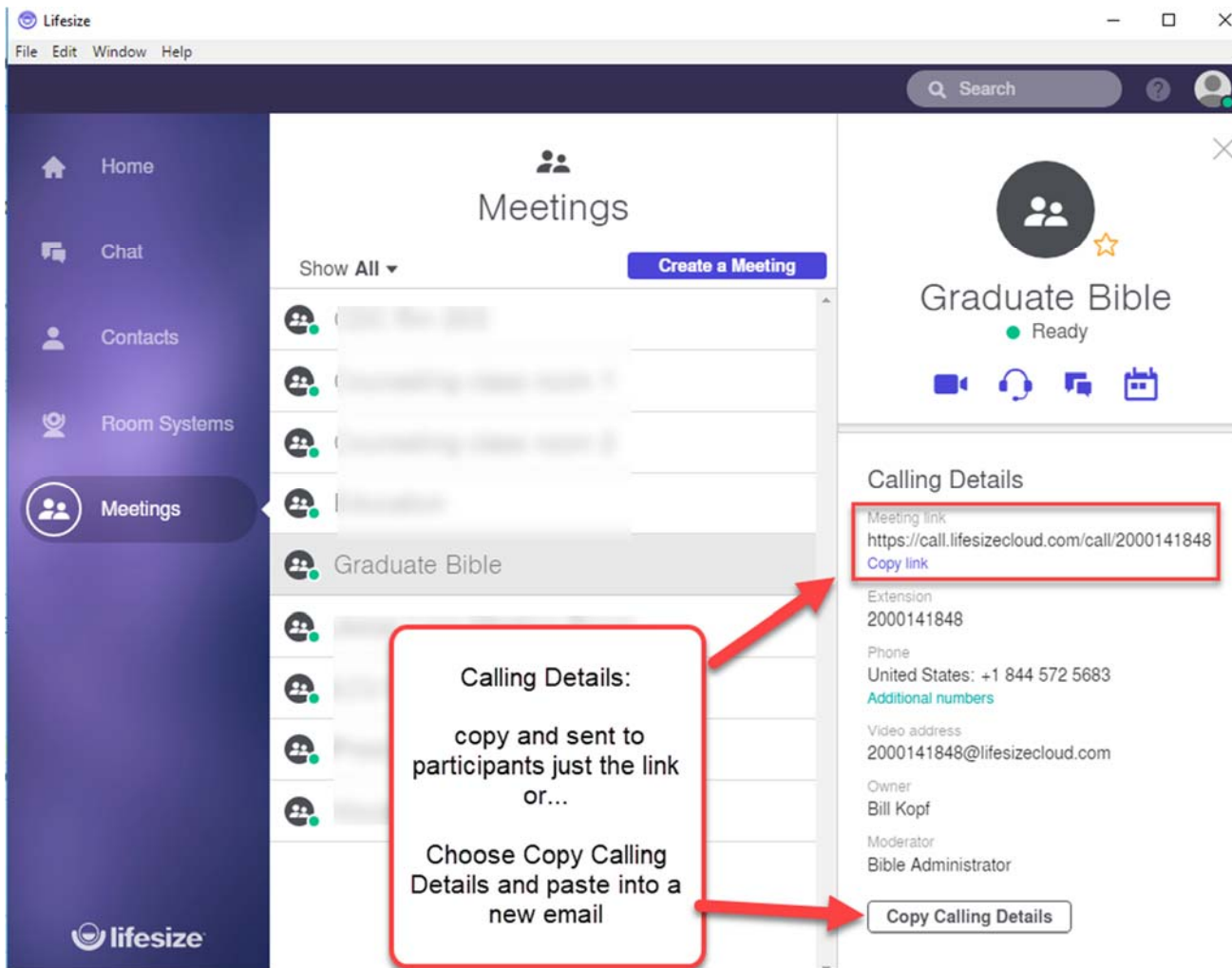
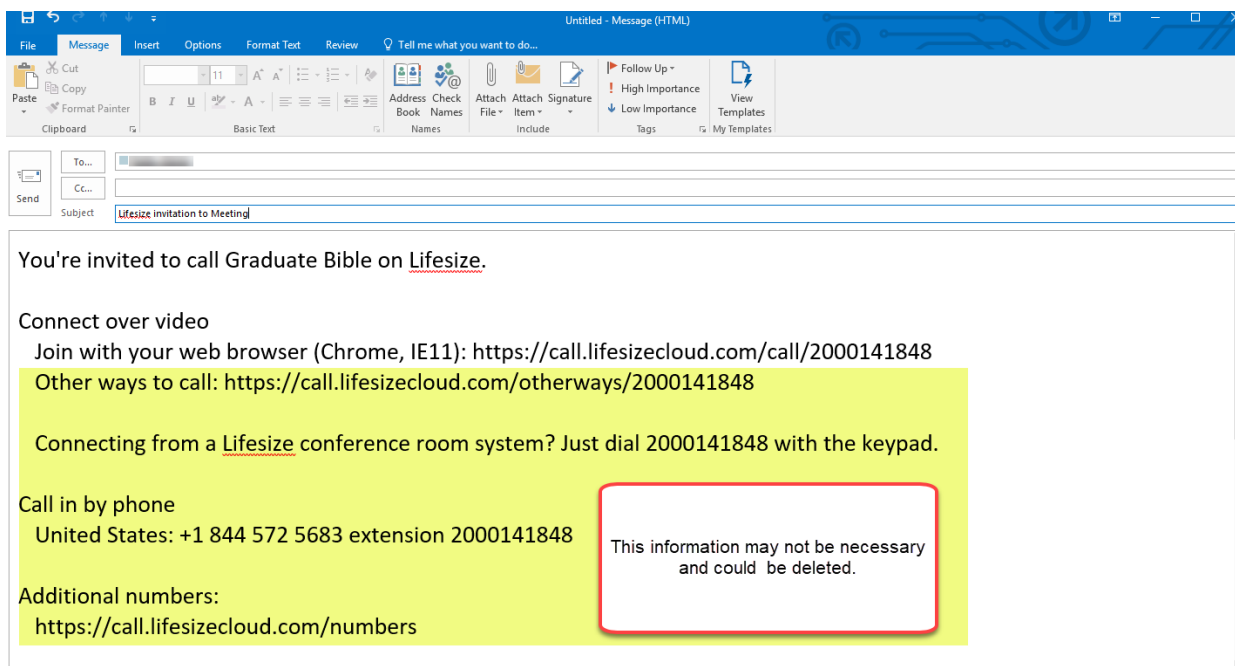


## LIFESIZE: Creating a Meeting and Inviting Participants





If you choose COPY CALLING DETAILS, the following is a screenshot of what you would see when you paste it into a new email document:



You may want to delete the unnecessary information, but browser information is provided. Also if a listen only is desired, include that participants should turn off their microphones.

When the COPY LINK is pasted into CHROME browser, this is the view participants will see.

### Get ready for your meeting

Join the meeting with your web browser

[Type your name here]

Next

You'll choose video and audio options next

Participants type their name, so presenter knows who has joined the meeting.  
Click NEXT

Call in by Skype, Room System, or Phone

Participants will be prompted to choose the video and audio options: If participants are to be "listen only" then block video and microphone.

### Choose your audio preferences



In order to Listen to Meeting, Choose audio preferences.  
In this case, Choose "Use computer audio"  
Click the computer icon

## Use computer audio

Select your microphone

No microphone detected

Select your speakers

No speakers detected

[Test my speakers](#)

Microphone level

0

Participants click  
JOIN

Join

There is no participant interaction, because it is listen only, so there should be No microphone detected

(Note: if you are hearing background noise or interference, a participant may not have turned off microphone)

Jeanna Morton

Below shows that microphone and camera are not enabled, so participants are listen only.

When meeting is complete, participants will HANG UP below...  
NOT JUST X out in upper corner of screen

You are the first participant to join the conference.

**LCU**  
Instructional Design

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