

## Adding phone participants to a videoconference

Guests can join the videoconference by phone without needing access to videoconference facilities themselves, and without needing to be registered as users of the service. In booking the videoconference, the administrator simply selects a new guest type: “telephone (audio only)”, and enters the name and email address of the telephone participant. The telephone guest is then emailed a number to call into the videoconference.

Users can also dial in direct to the videoconference. Users are given an IP address to dial into, and a PIN to enter once connected; this puts them straight into the right conference.

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**Source URL:** <https://community-stg.jisc.ac.uk/library/videoconferencing-booking-service/adding-phone-participants-videoconference>