Allens > < Linklaters

Joining a meeting by dialling in (traditional teleconference)

Open Calendar Appointment

1 Open the Calendar app and tap on the applicable meeting:



2 Tap on **Show All Notes**.

> Join Skype M	eeting <htt< th=""><th>ps://</th></htt<>	ps://
39FP3HN5>	au/nicole.g	eorgios/
Trouble Joining? App <https: meet<br="">nicole.georgios/3</https:>	Try Sl t.allens 9FP3H	tap to open details sl=1>
Show All Notes		>
Show As		Busy >
Private		\bigcirc
Comment to Orga	aniser	
Accept	Maybe	Decline

3 Take note of the **Conference ID** (to be entered when joining the conference)



4 Determine the applicable Australia number to call depending on state, or alternatively tap on the **Find a local number** link for international calling. Tap on the full number contained within < >



5 Tap on **Call**.



6 If you are a participant, tap on Keypad and enter the Conference ID, followed by #



If you are the meeting leader, tap on Keypad.

When prompted:

- enter the Conference ID.
- press * (star)
- enter your PIN