Want to send a text message? Open the Collaborate Panel > Chat and type.

Want to talk using built-in audio? Click the mic button and wait until it is animated and green.

Need to troubleshoot your audio? Open the Collaborate Panel > My Settings > Audio and Video Settings > Set Up your Camera and Microphone. Select your preferred device and watch for the moving meter bar.

Want to talk using your telephone? Open the Session Menu > Use Phone for Audio. Connect to the telephone bridge by dialing the 10-digit number and then entering the PIN. Click the handset icon to mute or unmute your line.