

WebCall - Quick Start

WebCall allows anyone to participate in a conference using a recent browser and **computer microphone**, without having to download or install an application. WebCall works on updated versions of Google Chrome, Firefox, Safari, Microsoft Edge and Opera browsers. For iPhones cell phones and iPads tablets, Safari must be used. Of course, participants can also use a **phone number** to connect to the conference.

USING WEBCALL AS A HOST

Go to webcall.mybys.com. Log in with the conference ID (7-digit code). Enter your name and click on “Call”; A virtual keyboard will appear.

Click on “Become a Host”. You will need to identify yourself by entering your PIN. Once your role of Host is confirmed, you will benefit from additional functions.

THE CONTROL PANEL

If you click the Control Panel button, you will be able to perform the following commands:

[illegible]

- Choose the conference mode
 - Presentation
 - **Questions & Answers**
 - Private conversation between hosts
 - Normal conversation
- See all participants arriving, in real time
- Play a pre-recorded message for your audience
- Block access to the conference (for additional security)
- Identify and name the participants (of which only the phone number can be seen - for future calls)
- Modify the status of participants (hosts or not)
- Filter participants (order of arrival or role)
- Mute or unmute lines
- Create sub-conferences (breakout rooms)
- Access your history and recordings

How to invite participants

INSTRUCTIONS - Please connect to the Mybys WebCall conference by clicking here:

<https://webcall.mybys.com>

- The Conference ID (code) is _____.
- Use Google Chrome or another recent browser for computers, tablets or phones
- iPads and iPhones: Use Safari

To join the conference call, you can use the following phone numbers :

When Using a Phone :

- Dial the phone number for your region _____
- Enter the Conference ID (_____) followed by #
- **If you are a host (host) press * 3** to authenticate - The system will ask you to enter your PIN
- **To ask a question during the call, press *5.** The host will unmute your line when it's your time to speak.
- The conference begins when the first participant arrives. If there is no one, you will hear music.

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