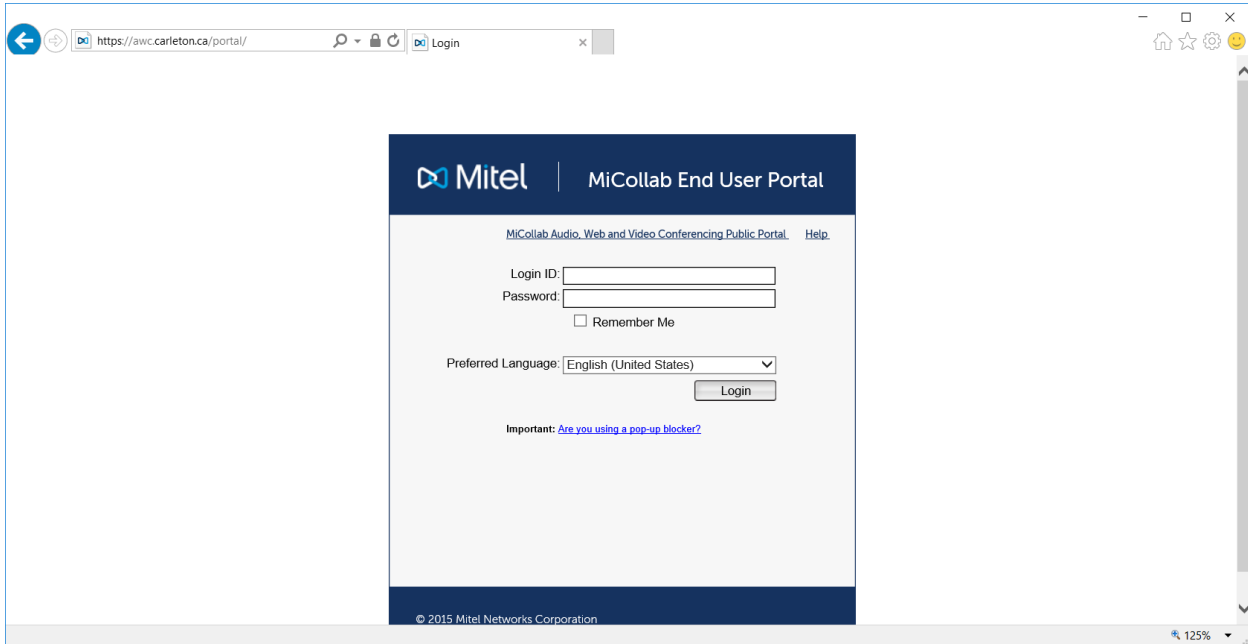
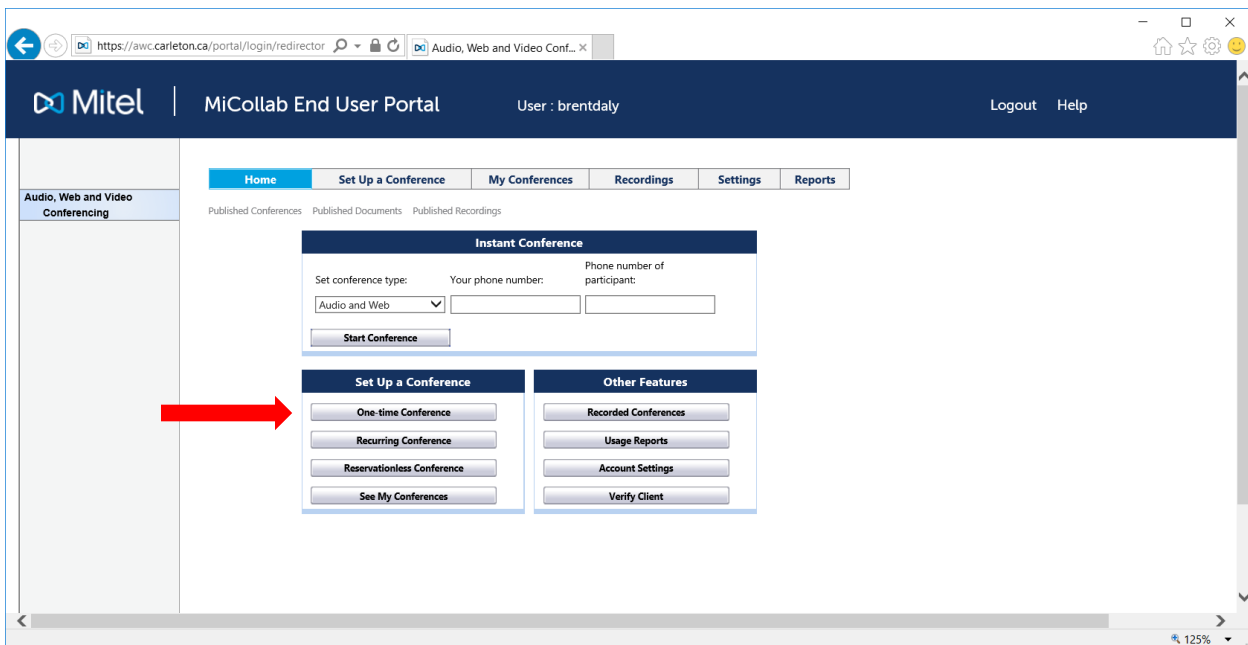


## Audio and Web Collaboration (AWC) Quick Reference Guide

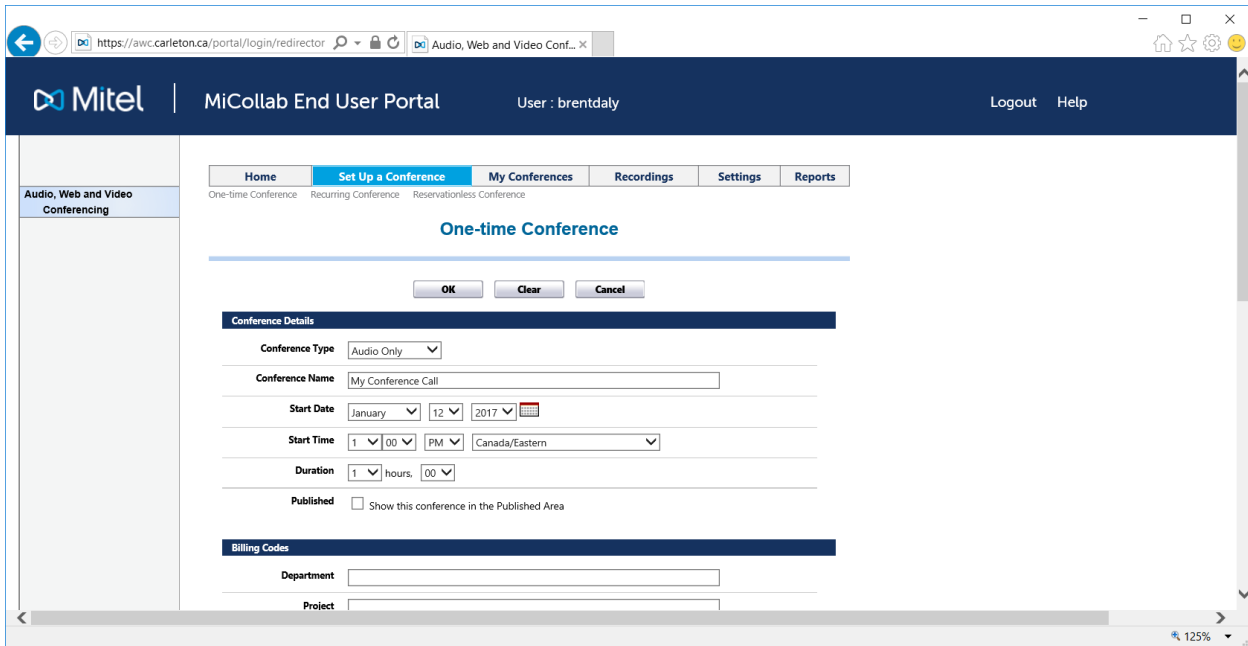
To setup your conference call.  
Enter awc.carleton.ca into a web browser.  
Enter your MC1 user name and password.



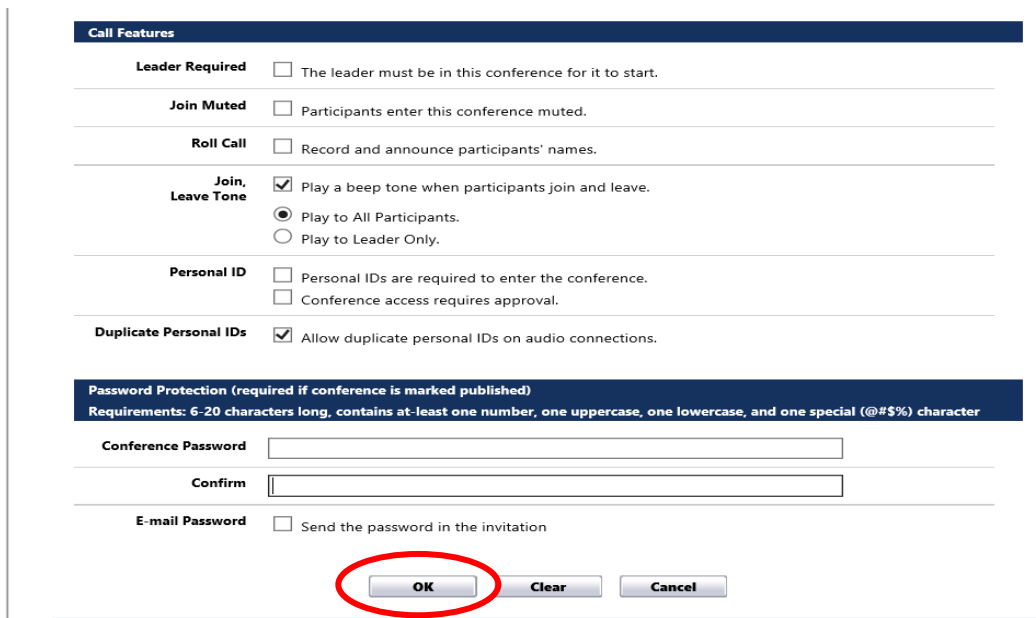
Select One Time Conference.



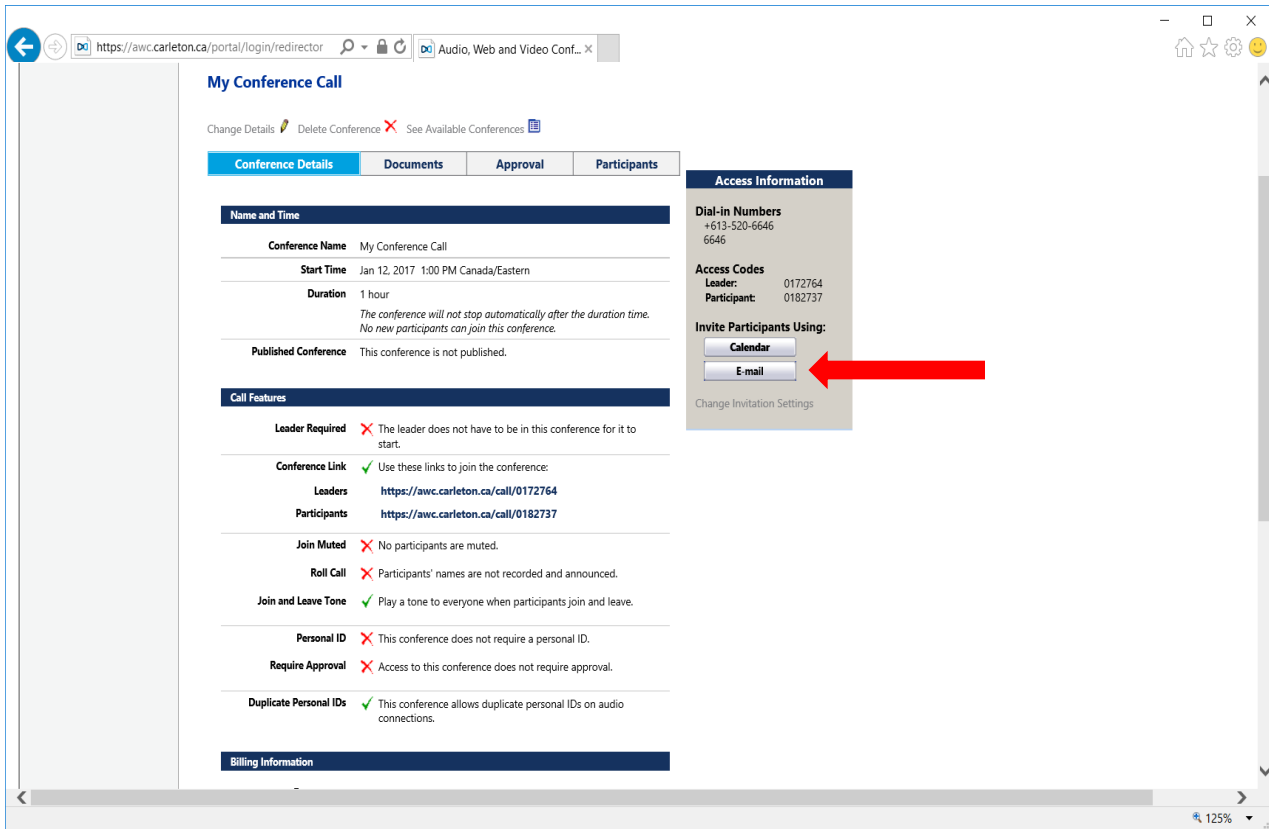
Under the heading **Conference Details** select conference type using the pull down arrow. In this example, the conference type is for an audio only conference call. Fill in the details for your conference call.



From this page, you can select **Call Features**. Below are the default settings in the call features options. Once you have selected the features you would like, select "OK" at the bottom of the screen.



This screen shows the summary of options you have selected for your conference. In the Access Information box on the right side, select E-mail, this will allow you to invite participants to your conference and the details will be sent to them via e-mail (see image below).



Add participants name to e-mail and click send.

Send

Subject: My Conference Call

You are invited to join an audio and web conference.

Start Time: 2:45 PM Canada/Eastern Mar 7, 2017 (Duration: 1 hour)

To join the conference:

- Go to <https://awc.carleton.ca/call/0100253>

To join only the audio portion

Dial:

main: +613-520-6646

extension: 6646

- Enter this access code: 0100253

- Optionally enter your personal ID: If desired, use the link above to create or look up your ID.

Visit <https://awc.carleton.ca/wd/en-us/testbrowser.asp?code=a0100253> to test your PC set-up for compatibility with AWW