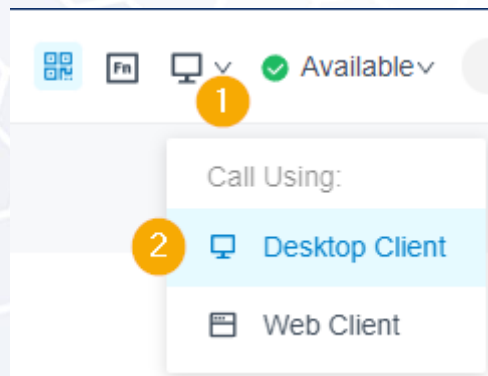




Invite Participants to an Audio Conference Call

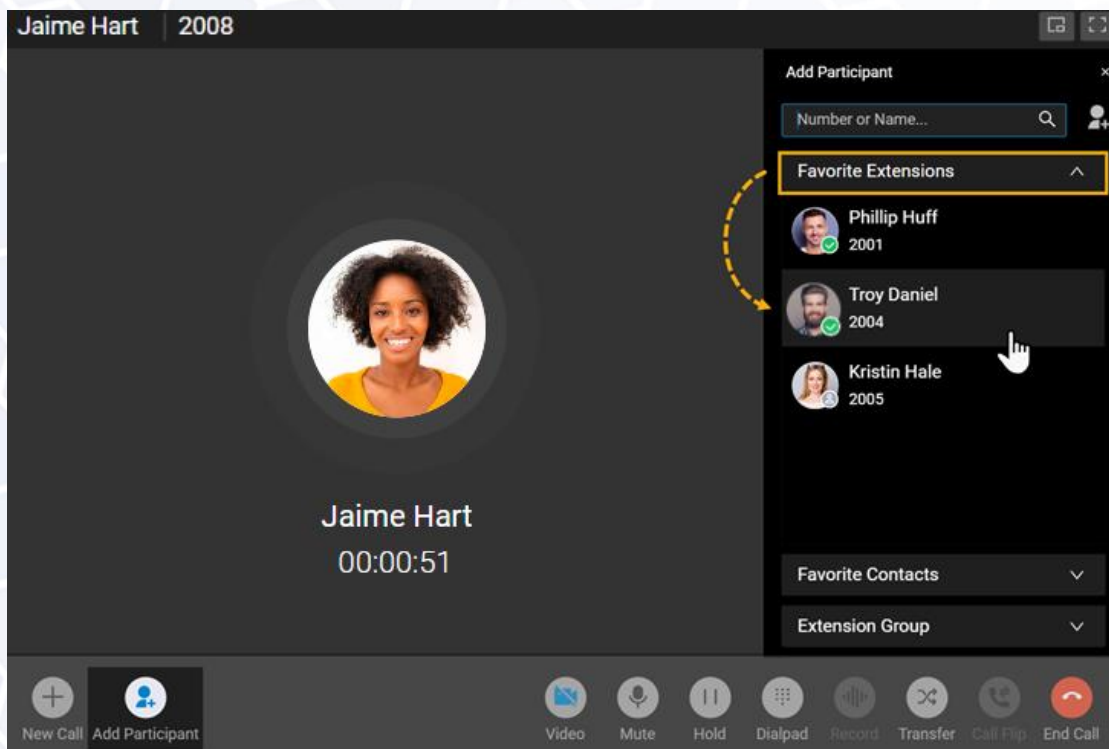
Prerequisites

Make sure CloudLine Desktop Client is in **Desktop Client** mode, or you can NOT invite participants to an audio conference call



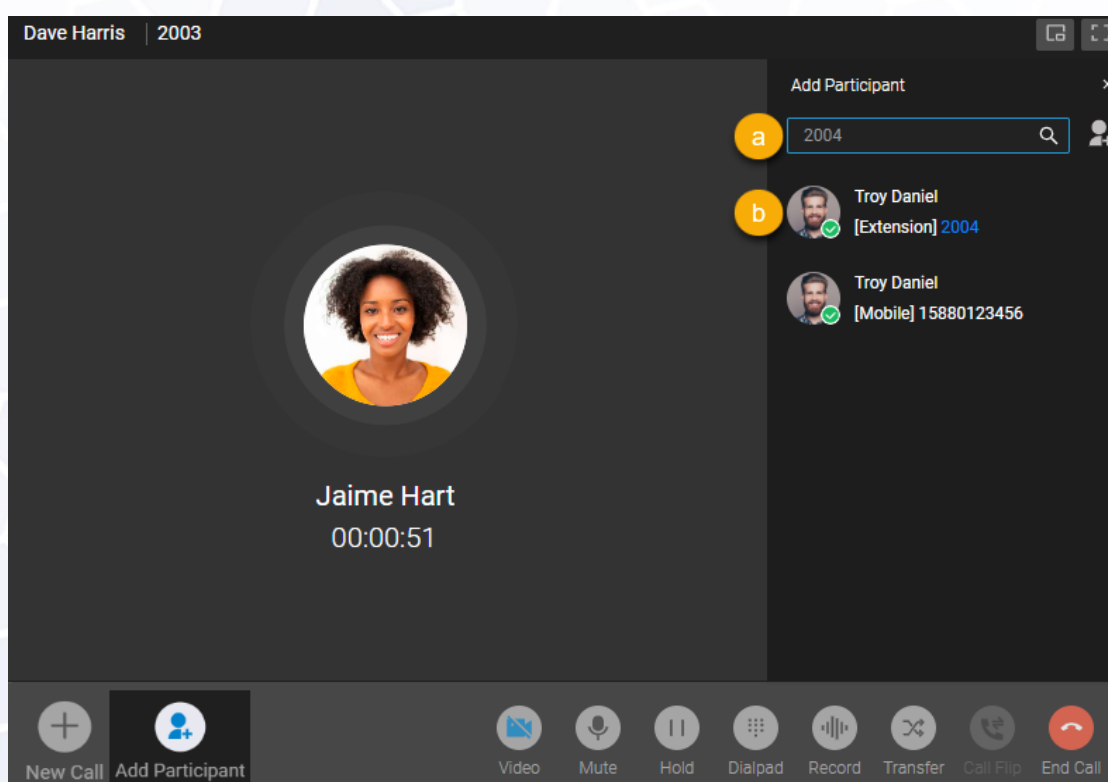
Process

1. During an active call, click Add Participant at the bottom-left corner of the call screen
2. On the right panel, invite participants using either of the following methods.
 - a. Select a list and click on the desired extension user or contact



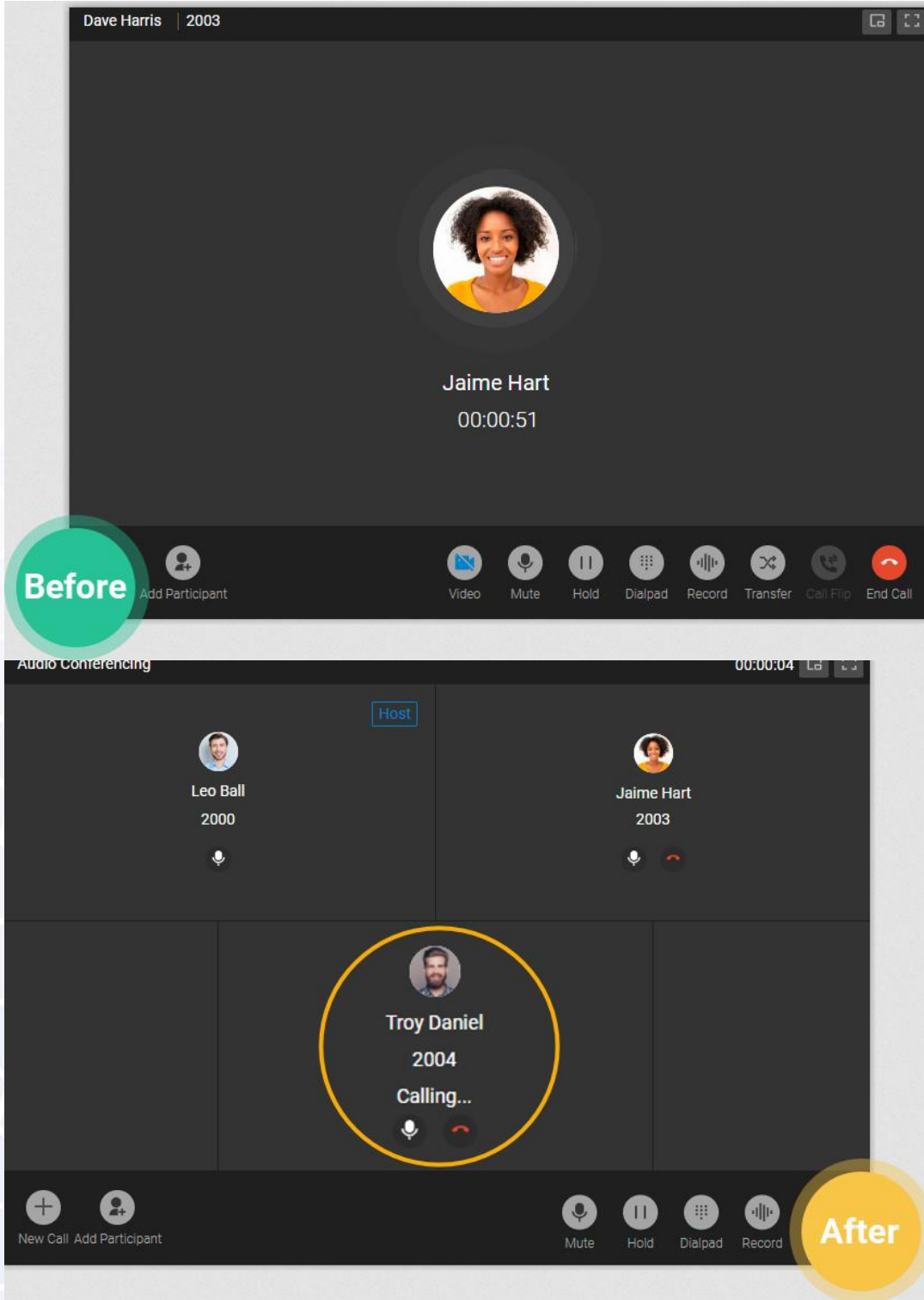


- b. To directly search specific individuals, use the search bar to find them by one of the following attributes:
 - i. Extension or Contact Name
 - ii. Extension Number
 - iii. Company Name
 - iv. Email Address
 - v. Mobile Number



- c. Click on the desired individual in search results

The phone call turns into an audio conference call, where you can see a call is sending to the invitee without interrupting the current conversation



The image displays two screenshots of the CloudLine interface. The top screenshot, labeled "Before", shows a call in progress with a large video window for Jaime Hart (2003) and a control bar at the bottom with icons for Add Participant, Video, Mute, Hold, Dialpad, Record, Transfer, Call Flip, and End Call. The bottom screenshot, labeled "After", shows an "Audio Conferencing" screen with three participants: Leo Ball (2000) as the Host, Jaime Hart (2003), and Troy Daniel (2004) who is in the process of calling. The control bar at the bottom of the second screenshot includes icons for New Call, Add Participant, Mute, Hold, Dialpad, and Record.