

Conference Calling

How to Make Conference Calls on iPhone (All Phone Companies)

To make conference calls on your AT&T, Sprint, T-Mobile, or Verizon iPhone, follow these steps:

- Call the first person you want to have a conference call with.
- After that person answers, tap **Add Call**.
- This brings up your [contacts list](#). Browse or search your Contacts and tap the phone number of the next participant. You can also use the keypad from this screen to dial the next number.
- When the next person answers, tap **Merge Calls** to conference the calls together.
- Repeat these steps until you've added all the people to the call or hit the limit on participants.

If you're already on the call and another participant calls you, tap **Hold Call & Answer** when it pops up. When you've answered that call, tap **Merge Calls** to add the new caller to the conference.

How to Make a Conference Call on an Android Phone

1. Phone the first person.
2. After the **call** connects and you complete a few pleasantries, touch the **Add Call** icon. The **Add Call** icon is shown. ...
3. Dial the second person. ...
4. Touch the Merge or Merge Calls icon. ...
5. Touch the **End Call** icon to end the **conference call**.

Google Voice Conference Calling

All that's needed to make a Google Voice conference call is a Google account and a computer, smartphone, or tablet that has the app installed. You can get the Google Voice app for [Android](#) and [iOS](#) devices, and through the web on a computer. The same is true for Hangouts—[iOS](#), [Android](#), and web users can use it.

If you already have a Gmail or YouTube account, you can start using Google Voice in no time. Otherwise, [create a new Google account](#) to get started.

• How to Make the Conference Call With Google Voice

- Prior to the call, you will need to inform all your participants that they should call you on your Google Voice number at the agreed time. You first enter into a phone conversation with one of your participants, by either having them call you or you call them, through Google Voice.
 - Once you're on the call, you can add the other participants when they dial-in. You will be alerted when you have an incoming call. To accept other calls, press **5** after hearing a message about starting a conference call.
 - You have the option of recording a conference call now in Google Voice (originally this was not available on the service). You must first turn on **Incoming call options** under **Settings > Calls**.
1. All participants must be connected to the [conference call](#) to initiate a recording. To start recording or stop recording, press **4**. All participants on the call will be alerted by a message when recording is activated and deactivated.