



Using ZOOM: The Basics

Instructions for:

1. Joining a meeting from a link
2. Joining for an audio call only
3. Joining on an iPhone
4. Joining on an Android device

Joining a ZOOM Meeting From a Link in an Email or Calendar Appointment Invitation

Click the join link in your email or calendar invitation.

Hi there,

[Name] is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android [https://\[ID\].zoom.us/j/\[ID\]](https://[ID].zoom.us/j/[ID])

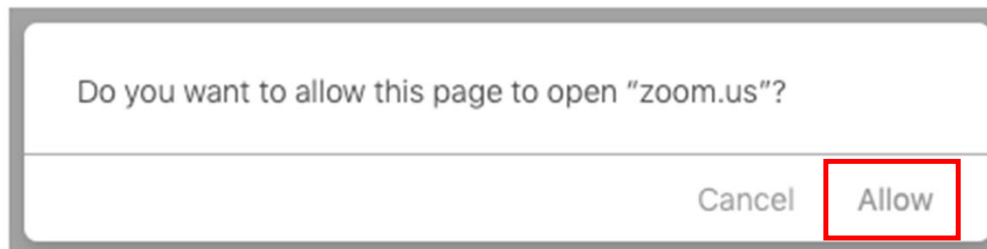
Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [ID] or [+16699006833](tel:+16699006833), [ID]

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.



Calling in to a ZOOM Meeting (*Audio Only*)

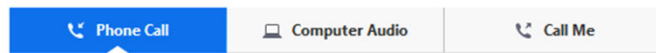
Joining meeting audio by phone


1. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click **Join Audio** in the meeting controls.



2. Click **Phone Call**.

Note: If you are subscribed to the call out add-on, you can [join the meeting by having Zoom dial your phone number](#).



 Dial: +1 669 900 6833
+1 646 876 9923

Or 877 853 5247 (Toll Free)
888 788 0099 (Toll Free)

Meeting ID: 727 288 954

Participant ID: **44**

Done

3. Follow the instructions for dialing in:
 - Select the country you're calling from in the flag drop-down menu.
 - Call one of the numbers provided.
 - Enter your meeting ID followed by #.

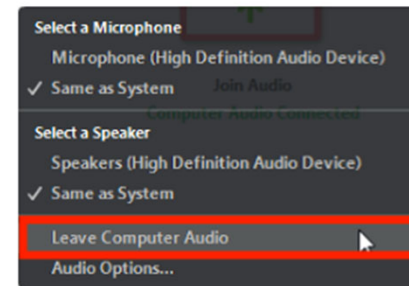
Joining meeting audio by phone after joining computer audio

If you joined computer audio automatically, you can leave the computer audio and join by phone.

1. Click the arrow next to **Mute/Unmute**.



2. Click **Leave Computer Audio**.



3. Click **Phone Call** and follow the prompt to dial in.

Calling in to a ZOOM Meeting (Audio Only)

Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
2. You will be prompted to enter the **meeting ID** - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and **join before host** is not enabled, you will be prompted to enter the **host key** to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

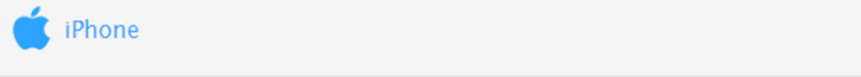
If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

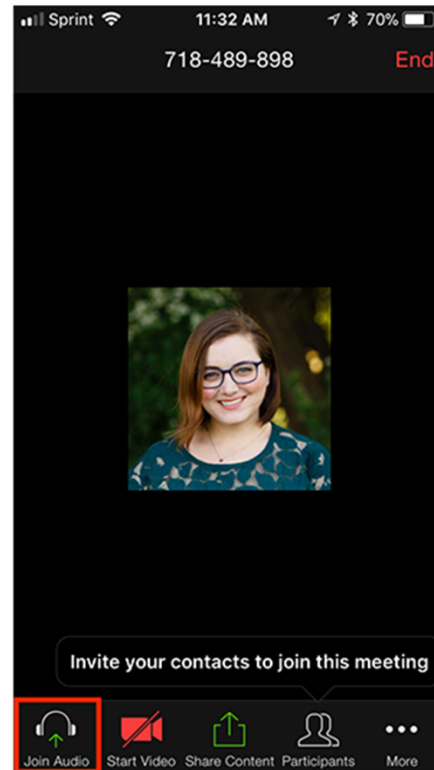
- *6 - Toggle mute/unmute
- *9 - Raise hand

iPhone Specific Instructions

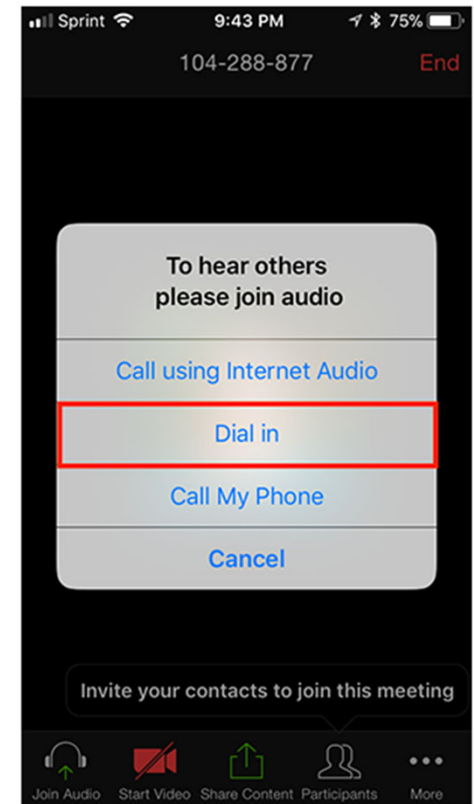


To join by iPhone for video / screen sharing and dial for audio

1. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close it, tap **Join Audio** in the meeting controls.

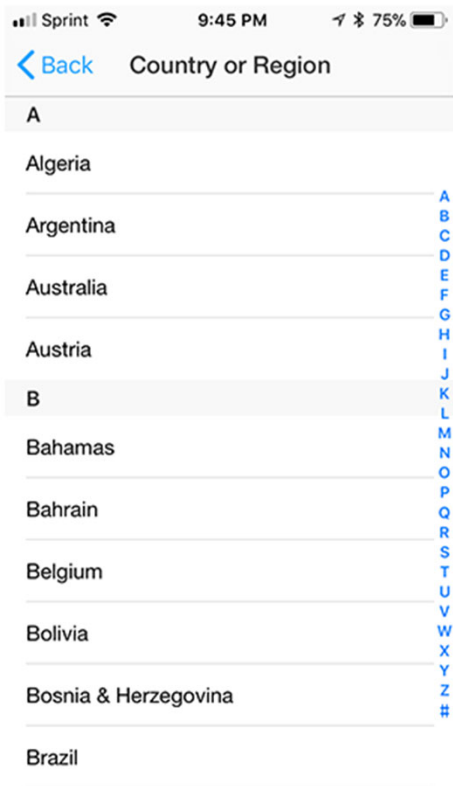


2. Tap **Dial In**.

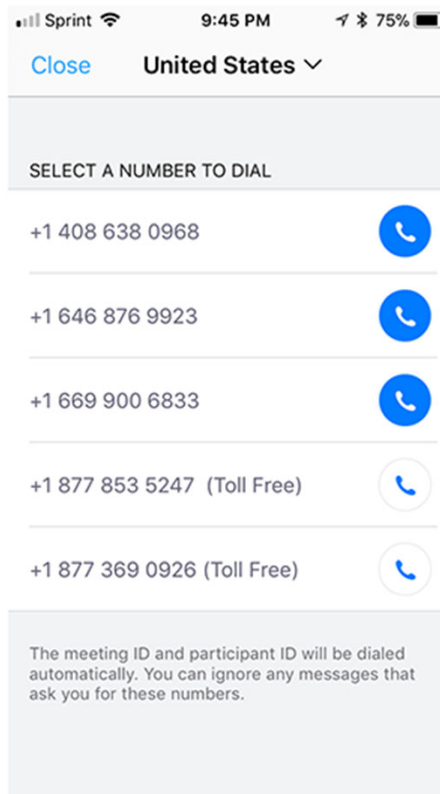


iPhone Specific Instructions

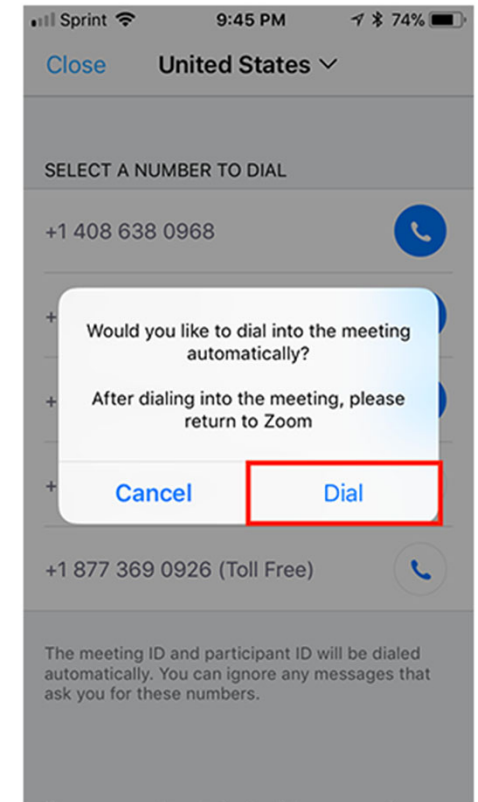
3. Tap the arrow at the top to select the country you're calling from.



4. Tap the number you want to call.



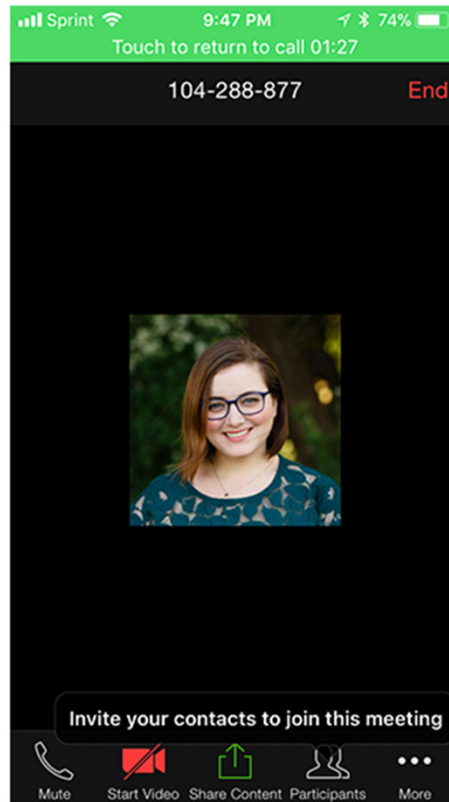
5. Tap Dial.



6. Tap Call.

iPhone Specific Instructions

7. To return to the Zoom app, swipe up on the home bar (iPhone X) or press the home button (iPhone 8 or older), then tap the Zoom icon.



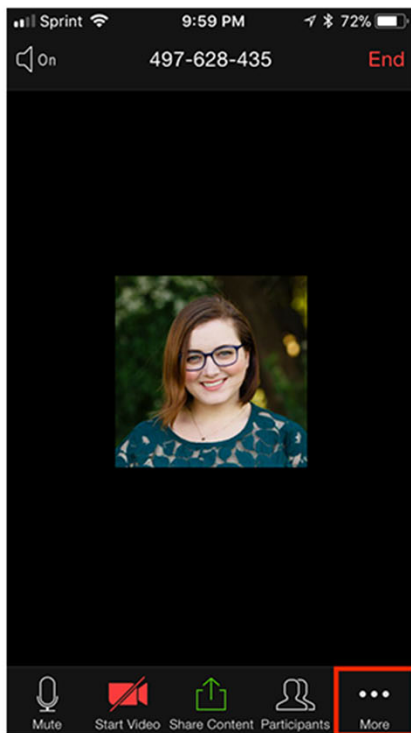
8. When you leave the meeting, you will have the option to **Leave Meeting** or **Leave Meeting with Telephone Connected**, to stay dialed into the meeting after leaving from the Zoom app.

iPhone Specific Instructions

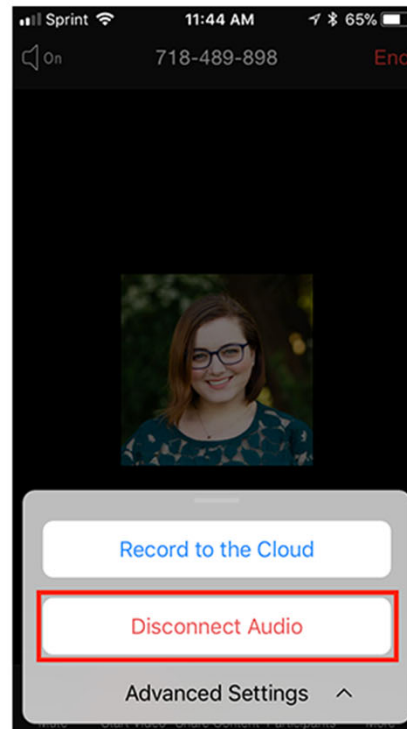
If you joined device audio and need to join by phone

If you joined device audio automatically, you can leave the computer audio and join by phone.

1. Tap More.



2. Tap Disconnect Audio.



3. Tap Join Audio and follow the instructions above.



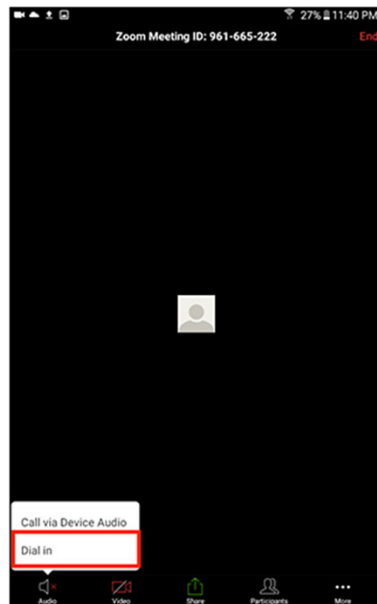
Android Specific Instructions

To join by Android device for video/screensharing and dial for audio

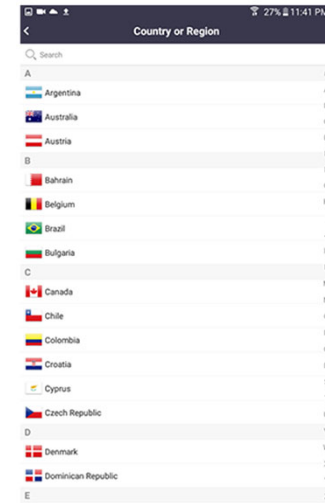
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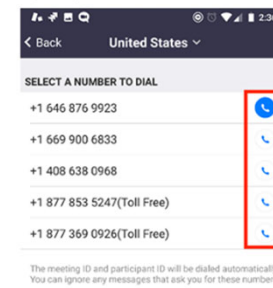
2. Tap **Dial In**.



3. Tap the arrow at the top to select the country you're calling from, if not selected by default.

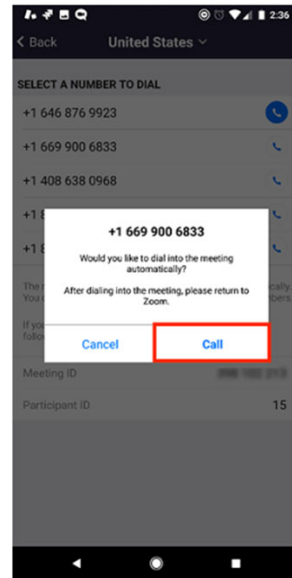


4. Tap the phone icon next to the number you want to call.

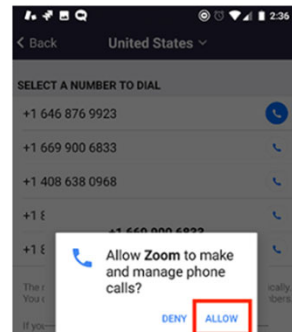


Android Specific Instructions

5. Tap Call.



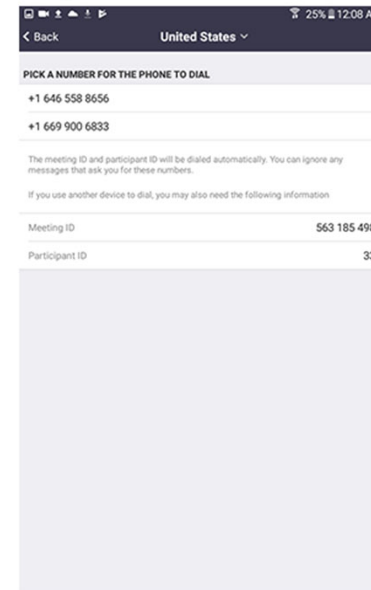
6. If prompted, allow Zoom to make and manage phone calls.



7. Return to your home screen and open Zoom again.

8. When you leave the meeting, you will have the option to **Leave Meeting** or **Leave Meeting with Telephone Connected**, to stay dialed into the meeting after leaving from the Zoom app.

Note: If you're on a Android device that can't make calls, follow the instructions for dialing in:



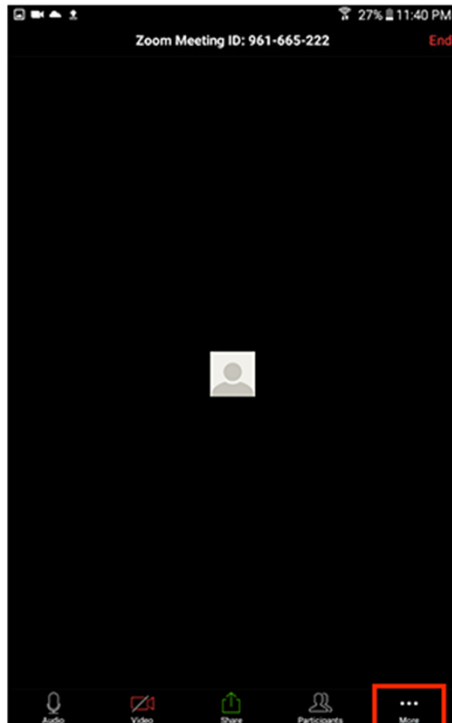
- Dial one of the numbers provided.
- Enter your meeting ID, followed by #.
- Enter your participant ID, followed by #.
- Tap **Back** after dialing in.

Android Specific Instructions

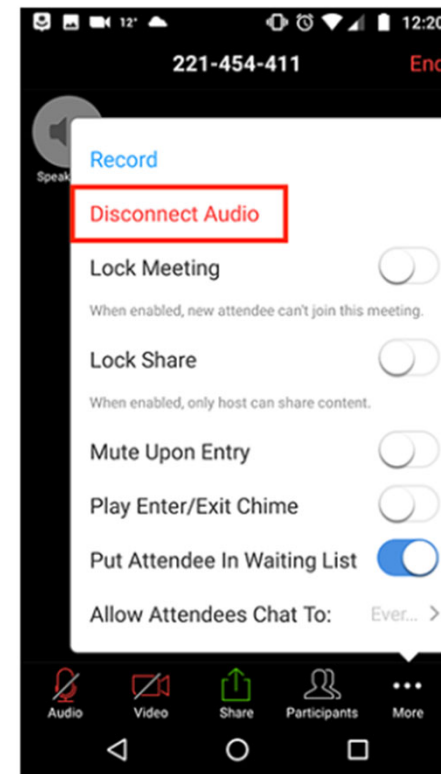
If you joined device audio and need to join by phone

If you joined computer audio automatically, you can leave the computer audio and join by phone.

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2. Tap Disconnect Audio.



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