

Joining a Zoom Meeting via Telephone

Step 1

Plan on joining your online meeting approximately 5 minutes before it is scheduled to begin.

Step 2

Dial the toll-free number that was sent to you with the invitation for the Zoom meeting.

Step 3

The automated attendant will ask you to dial/enter your meeting ID number follow by the pound (#) key. The ID number is included in your Zoom meeting invitation.

Step 4

Since you are a participant, the automated attendant will then ask you to press the pound (#) key again.

Step 5

To automated attendant will ask you to state your name as a participant. We recommend using only your first name.

Step 6

When the meeting begins, you should hear your facilitator's voice on the line.

Congratulations you have now joined the meeting!

Thank you for using this guide.