

How to Join a Zoom Meeting

Below are instructions for how to join and Zoom meeting.

Ways to Join

- Join using the Zoom computer or mobile app (**recommended**)
- Join via browser (no app)
- Join via phone (no app)

Meeting Invitation Details

The meeting details will be provided and may look similar the invitation below. It contains the meeting topic, date & time, a meeting link, the meeting ID, mobile friendly dial-in numbers, as well as standard dial-in numbers.

Topic: Sample Meeting
Time: Mar 23, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/123456789?pwd=d05JHGSTRlKWbjl5FDdWeCdhLUDwGT09>

Meeting ID: 123 456 789
Password: 654321

One tap mobile
+13126266799,,123456789# US (Chicago)
+19294362866,,123456789# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Meeting ID: 123 456 789
Find your local number: <https://zoom.us/u/aEoULkkxA>

Audio Options

When participating in a Zoom meeting, you can either use device audio (send and receive audio via the Zoom app using the mic and speaker on your device) or dial-in using a phone.

If people are having trouble hearing you using computer audio, using a phone to separately dial into a meeting may provide a more reliable and clearer audio connection, as well as more familiar audio controls for things like muting. If using the Zoom app for video and dial-in for audio you will want to ensure you link the dial-in to your video/app session and you should use either the phone OR app controls for things like muting, not both.

The type of audio a participant is using can be seen in the participants window in the app. If using computer audio there will be a mic icon next to their names, if they are using a headset with computer audio it will be a headset icon, if they are using the mobile app for audio it will be a smart phone icon, and if they are using dial-in audio it will be a traditional phone icon.

Join Using Web Link

The easiest way to join a meeting is by using the web link in the invitation from either a computer or mobile phone.

1. Click or tap on the meeting link
2. On your computer you should be prompted to either download/install the app, if it isn't already installed, or to open the Zoom app. You will want to install and open the meeting using the Zoom app.
 - a. On your mobile phone, tap on the link. You may be prompted what to open the link in. If you already have the Zoom app installed, that should be an option. If you do not have the Zoom app installed, choose to open in your browser app and tap "Download from AppStore" (for iOS) or "Download from Google Play" (for Android). After you download and install the app, you may need to go back and tap on the link again.
3. Audio Options (Computer App): If using the computer app you will be prompted to choose your audio option, unless you've previously selected "Automatically join audio by computer when joining a meeting."
 - a. The default selected will be "Computer Audio". Computer audio uses your computer's mic and speaker to send and receive the meeting audio. To use computer audio, click "Join with Computer Audio". If you have problems with computer audio or prefer a phone, you can use a phone to dial-in.
 - b. The other audio option is to dial-in using a phone. While not as convenient as using computer audio, the phone dial-in audio can be used if you have problems with computer audio, and the controls may be more familiar. To use dial-in

phone audio choose “Phone Call”, dial one of the dial-in numbers listed, enter the meeting ID followed by “#”, then enter your participant ID followed by “#”. Entering your participant ID will link the phone to your app session. You may also be asked to enter a meeting password, followed by #.

- c. To switch from computer audio to phone audio, click on the arrow next to the “Mute”/“Unmute” button and select “Switch to Phone Audio” and follow same procedures as above.
4. Audio Options (Mobile App): If using the mobile app it will prompt you to “Call via Device Audio” or “Dial-in”. The device audio option uses the mobile phone’s mic and speaker to send and receive the audio. If you have problems with device audio you can use a phone to dial-in. It is recommended to use device audio if using the mobile audio from your smart phone, unless you are having audio issues. This is because managing audio using your phone app and the Zoom app can be difficult.
 - a. To use device audio tap “Call via Device Audio”, you may need to tap “Join Audio” in the bottom left if not already selected.
 - b. To use dial-in, tap “Dial in”, you may need to tap “Join Audio” in the bottom left if not already selected. Tap a phone icon next to one of the dial-in numbers. The meeting ID and participant ID will automatically be dialed for you. There may be a few seconds pause in between dialing the meeting ID and participant ID.
 - c. To switch to dial-in from device audio, tap “More” in the bottom right, select “Disconnect Audio”, and then follow instructions for using dial-in above.
5. To mute or unmute yourself
 - a. If using device audio, the mute controls are in the bottom left of the app. Note that you may not be able to unmute yourself if you are not a host or co-host.
 - b. If using dial-in phone audio, it is recommended to use either the Zoom app controls OR your phone controls, not both. To use the app controls, it is the same as using device audio. If using your phone controls, be sure that you are not muted in the app first (indicated in the bottom left of the app).

Join Using Mobile Friendly Dial-in

In the invitation are mobile friendly dial-in numbers containing the phone number as well as the meeting ID. The mobile friendly number looks something like “+19294362866,,123456789#”, note that it contains everything between, and including, the “+” and the “#”.

If you tap on, or paste into their phone app, the mobile friendly number, once you place the call it will automatically input the meeting ID for you. There may be a few seconds pause before the meeting ID is dialed. You will simply press “#” again if you are not linking the call to an app or web session. You may be asked for a participant ID, just hit “#”. You may then be asked for a meeting password. Type the password and then hit “#”.

Join Using Standard Dial-in

You can also join a Zoom meeting using any phone. Simply dial one of the dial-in numbers listed, you will be prompted to enter the meeting ID followed by “#”, when asked for a participant ID simply press “#” again if you are not linking the call to an app or web session, and then entry the meeting password (if prompted) followed by “#”.