



Zoom

Before You Join

There are lots of ways to join a Zoom meeting.

You can dial from a phone, use a smartphone app, or join from your computer. To learn more about these methods, check out the other workshops in Hadley's Zoom series.

1. Open the email with information about the Zoom meeting.
2. First, you'll see the name of the person inviting you. Just below is the meeting topic, and below that is the meeting time.
3. Then there is a list of different ways to join the meeting. What devices do you have? Which feel most comfortable?

Join by Phone

4. If dialing a few numbers on a phone keypad sounds good, this option will work well.
5. You'll dial a number, and then you'll be asked to enter a meeting ID. Have the phone number and the meeting ID in a format that's easy to access.
6. It will help to be familiar with your phone's keypad, as Zoom gives you a limited amount of time to enter the meeting ID.

Tip: Hadley has a workshop series called *Staying Connected*, and it has great tips for taking notes and for dialing your phone by touch.

Join by Computer

7. If you can open an email, open a link, and select buttons inside a program, you have the skills to use Zoom on your computer.

8. Do you have a microphone? If you're using a laptop, there's one built in. If your computer isn't a laptop, you probably don't have a built-in microphone. There are headsets with microphones available, and there are also microphones that can sit on your desk.

Join by App

9. If you have an iPhone or an Android phone, using an app makes a lot of sense. There's no need to worry about dialing long-distance, as everything happens through the Internet. There's also no need to quickly dial a number and then quickly enter a code.

Tip: If you have a BlindShell or Jitterbug phone, or another phone with physical buttons instead of a smooth glass surface, you probably don't have a smartphone. So the Zoom phone app won't be an option.

10. If you can open the email or web page that has your Zoom invitation, and you're comfortable exploring an app to find buttons, this is a great choice.

The Zoom Invite

11. The Zoom invite is a link. It's blue and is underlined. You'll use this link if you're joining from your computer, or from the app on your smartphone.
12. Below the link is the Zoom **meeting ID**. If you're using the link and opening Zoom on your computer or the app, this ID will be entered for you automatically. But if you're dialing by phone, take note of this number.
13. Below the Zoom meeting ID is something called **one tap mobile**. This is great if you have an iPhone and don't want to use the Zoom app. If you tap on **one tap mobile**, the iPhone automatically dials your Zoom number, pauses, and then enters your meeting code.

Tip: You have two one-tap numbers to choose from. But if dialing long-distance doesn't add to your phone bill, it doesn't matter which you choose. Remember, though, that one tap mobile only works on an iPhone.

14. Below, text says **Dial from your location**, and below that are different phone numbers. But if dialing long distance doesn't cost you extra, it doesn't matter which number you choose. Just make note of one of the numbers, and you'll dial it to connect to Zoom. Also note the meeting ID, which is in blue, just below the **Join** link.
15. Finally, if you scroll down past these numbers, there's a link that says **Find your local number**. Sometimes long-distance charges do happen. For example, the Zoom invite may list numbers in the U.S., and maybe you live in a different country. Open this link to find a local number.

So to recap, use a link to join by computer or smartphone, and use one tap mobile to dial more easily from an iPhone. Finally, to join from a phone with a physical keypad, use the meeting ID and a phone number from the list under **Dial by your location**.

Now you have some great information before you join a Zoom meeting. Try another workshop to learn more.