



Zoom

Join by Dialing from a Phone

Here are some tips for joining a Zoom meeting by dialing in from your phone.

If you want to join from a smartphone app or from a computer, check out the other workshops in the Zoom series. **Try it out.**

Entering the Meeting

1. Open the email with information about the Zoom meeting.
2. Find the dial-in number and the meeting ID number.
3. After you dial in, you are prompted to enter your meeting ID followed by the **pound key (#)**.

4. You are then prompted to enter your participant ID, but you don't actually need one, so just press the **pound key (#)**.
5. Zoom announces that you are in the meeting and whether or not you are muted.

Muting/Unmuting

6. If you're muted, you can unmute yourself by pressing the **star key (*)** and then the **number 6**. You can then mute and unmute yourself using **star key + 6**.

Raising Your Hand

Some meetings are informal, and you can unmute yourself and speak when you like. But for a large meeting, the host may mute everyone. So you'll need to notify the host when you have something to say:

7. Press the **star key (*)** and then the **number 9** to raise your hand.

8. When the host calls on you to speak, they will either unmute you or ask you to unmute yourself. So be ready to press ***6**.

Tip: When you join by dialing from a phone, you aren't able to put your hand down. The host lowers your hand after you've spoken.

9. Just to recap, **star 6** mutes and unmutes, and **star 9** raises your hand.

Leaving the Meeting

When you're ready to leave the Zoom meeting, just hang up to end the call.

Now you can easily join a Zoom meeting by dialing from a phone. Try another workshop to learn more.