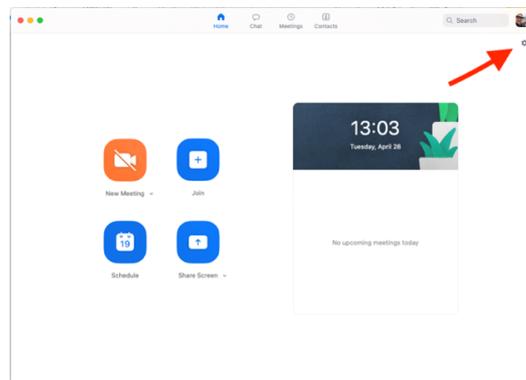


For those without access to a PC or smartphone, it is possible to join a Zoom meeting by telephone. Participants in the meeting will hear the phone participant(s) just like any other. Any number of participants can join by phone, but the host must start the meeting from a Zoom client on a computer or other device.

## For the Host

### Enabling the Facility in Settings

As Host, first, you need to enable calling by phone in your Web Settings. To find your Web Settings, click the Settings icon top-right of your home screen, then click **View More Settings** at the bottom. You will need to log into your account.



Scroll down to find the **Audio Type** setting and make sure it's set to **Telephone and Computer Audio**. This means that all participants, even those joining by computer, will be asked how they want to join audio. If you're not expecting anyone to join by phone, it's better to set it to **Computer Audio**, so they won't be asked.

#### Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

You should also scroll down and ensure the setting **Require Password for Participants Joining by Phone** is set to **On**

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Once you have set the option to join by phone, it will work for all meetings you create. Note also that if the password for the meeting is alphanumeric, it will produce a **separate** numeric ID for people joining by phone, which will appear in the Meeting Information and any text for meeting invitations.

## For the Participant

### Before the Meeting

You should be provided with details to join the meeting by the host. This should consist of a numeric Meeting ID of 9 or more digits and a numeric Meeting Password.

### To Join the Meeting

1. Dial an access number. Your carrier rates will apply. You may be provided with a number to dial on your meeting invitation, or for a full list of international dial-in numbers, click this link: <https://zoom.us/zoomconference>. The following numbers are valid at time of writing but could change:

0330 088 5830	0131 460 1196	0203 481 5237	0203 481 5240
0208 080 6591	0208 080 6592	0203 695 0088	0203 966 3809
2. You will be prompted to enter the numeric meeting ID from the invitation, followed by #.
3. If the meeting has not already started, you may be prompted to enter a **host key** to start the meeting. Press # to wait if you are a participant.
4. You will be prompted to enter a **unique participant ID**. This is not relevant either, so press # to skip.
5. You will then be prompted to enter the password for the meeting, followed by #

### During the Meeting

When you join, you will appear on the other participants' video screen as a phone logo on a blank screen, so others will know you're there.

You can use the following commands via the buttons on your phone's dial pad while in a Zoom meeting:

- \*6 To toggle mute/unmute
- \*9 To raise your hand to attract the attention of the meeting host

When you speak, the audio will switch to you and others will hear your voice, as normal. If you have background noise around you, it may switch unintentionally and be disruptive to others, so as a courtesy, stay on Mute when you're not talking

To leave the meeting, just hang up. You can re-join at any time by repeating the process.

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