

How to Join a ZOOM Meeting By Telephone

ZOOM meetings can be accessed from any regular Telephone.

1. Use the “Meeting ID” Number provided by the DAC

Each Meeting has it's own Meeting ID Number and will be posted on the DAC website.

2. Double check the DAY and TIME of the meeting

If you use ZOOM outside of the Meeting Day and Time, there won't be anyone else on the line. Most Meetings the telephone lines are open 10 minutes prior to Meeting start time.

3. Call one of the Local Dial-In Numbers

Each telephone number dials to the same place.

These are toll-free numbers and there are **NO** long-distance charges.

If you get a busy signal, try calling the next phone number instead.

647-374-4685 Canada

647-558-0588 Canada

778-907-2071 Canada

438-809-7799 Canada

587-328-1099 Canada

4. Enter the Meeting ID Number

You'll hear: "Welcome to ZOOM. Enter the Meeting ID, followed by #"

5. Participant ID

Press # to skip this - we don't use the participant ID feature

6. Password Number

You may be prompted for the password followed by #

7. Phone Controls

MUTE - press either the MUTE button or *6 on your telephone keypad. Muting your phone, is the same as not talking during a meeting. It cuts down on interference and background noise. **UNMUTE** press the MUTE button or *6 again.

RAISE HAND- press *9 on your telephone keypad.