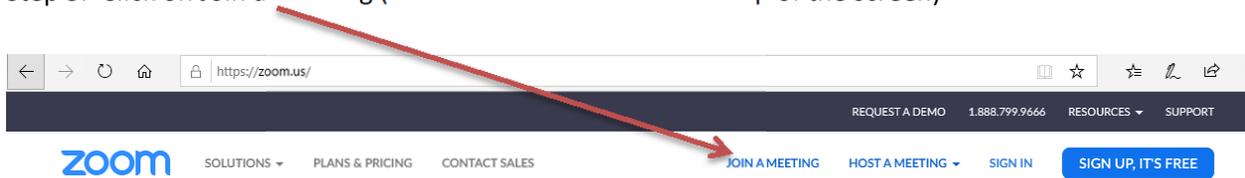


Join Zoom meeting by computer video with phone audio

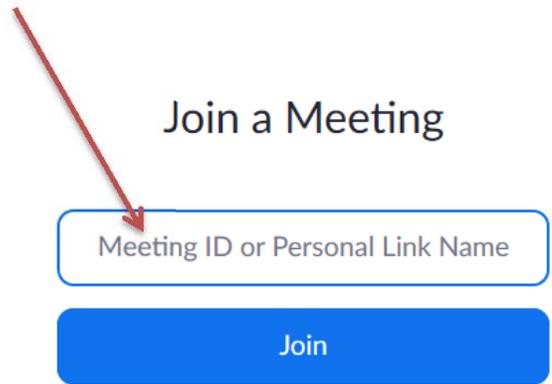
Step 1: Open the internet browser (i.e. Internet Explorer, Google Chrome, Firefox, etc.)

Step 2: Enter web address <https://zoom.us>

Step 3: Click on Join a Meeting (Located in the middle of the top of the screen)

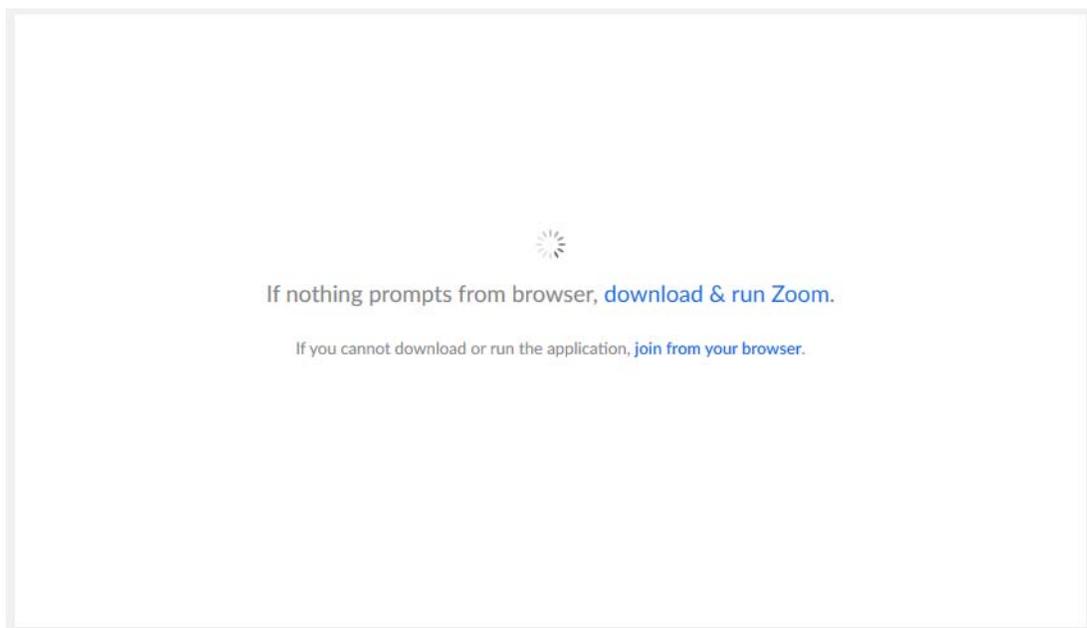


Step 4: Enter the meeting number and click on Join
(Meeting number is on the agenda)



[Join a meeting from an H.323/SIP room system](#)

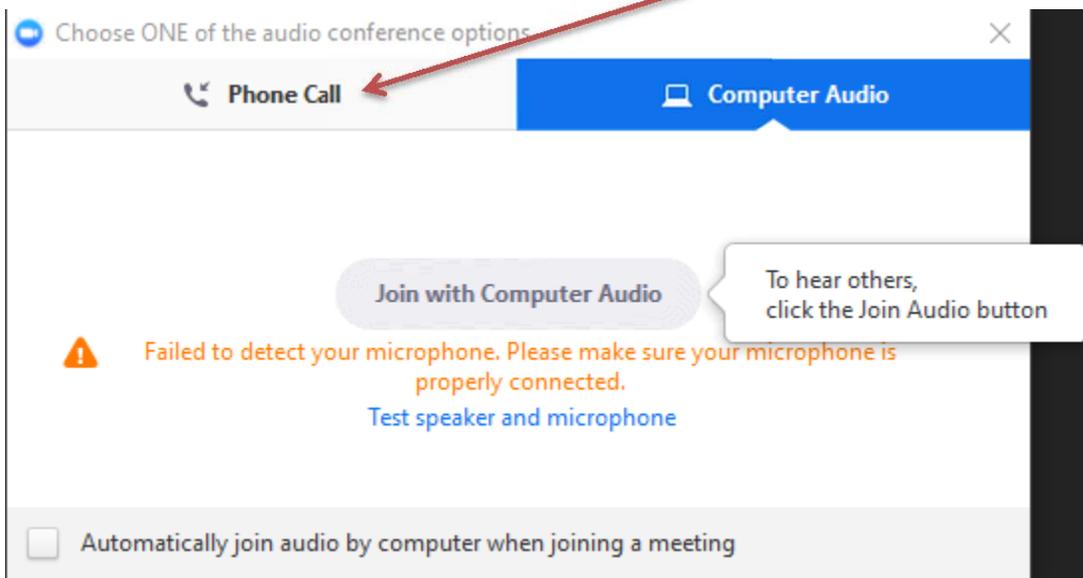
Step 5: Once Join is clicked, the following screen will appear. If the Zoom program is not on the computer being used, click on download & run Zoom. If Zoom is already installed on the computer, please go to step 7.



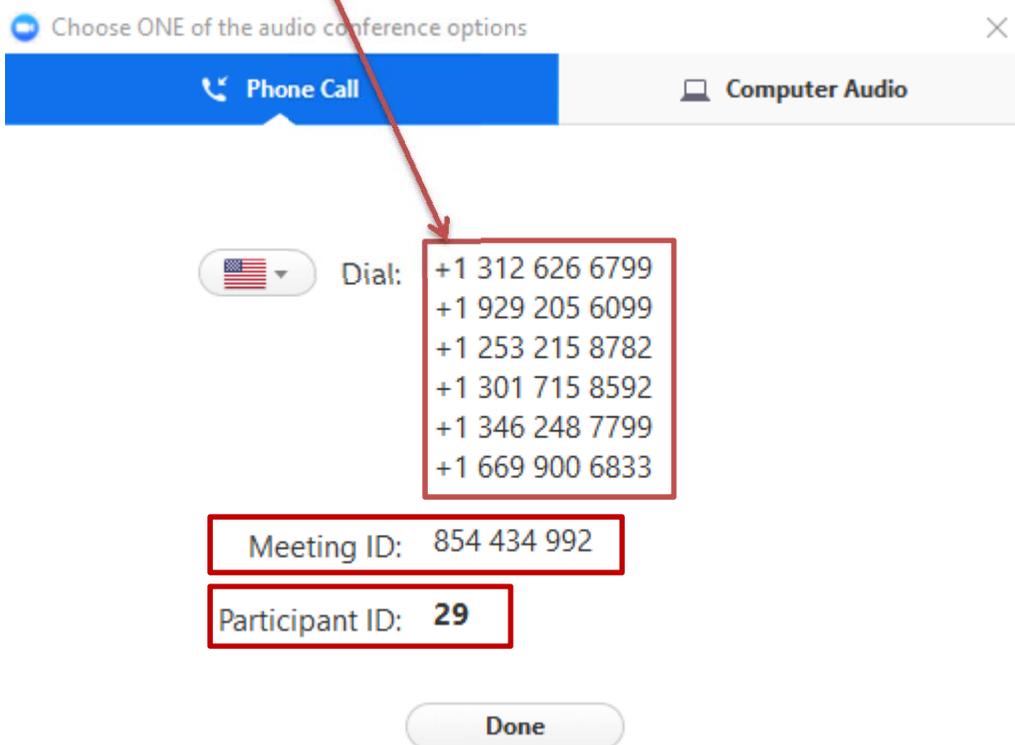
Step 6: Click on Run at the bottom of the screen and follow the installation instructions on the screen.



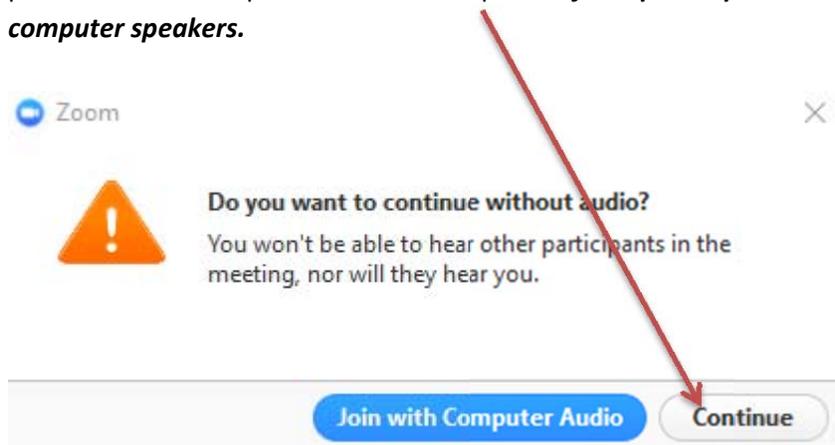
Step 7: The following pop-up screen will appear. Click on Phone Call tab.



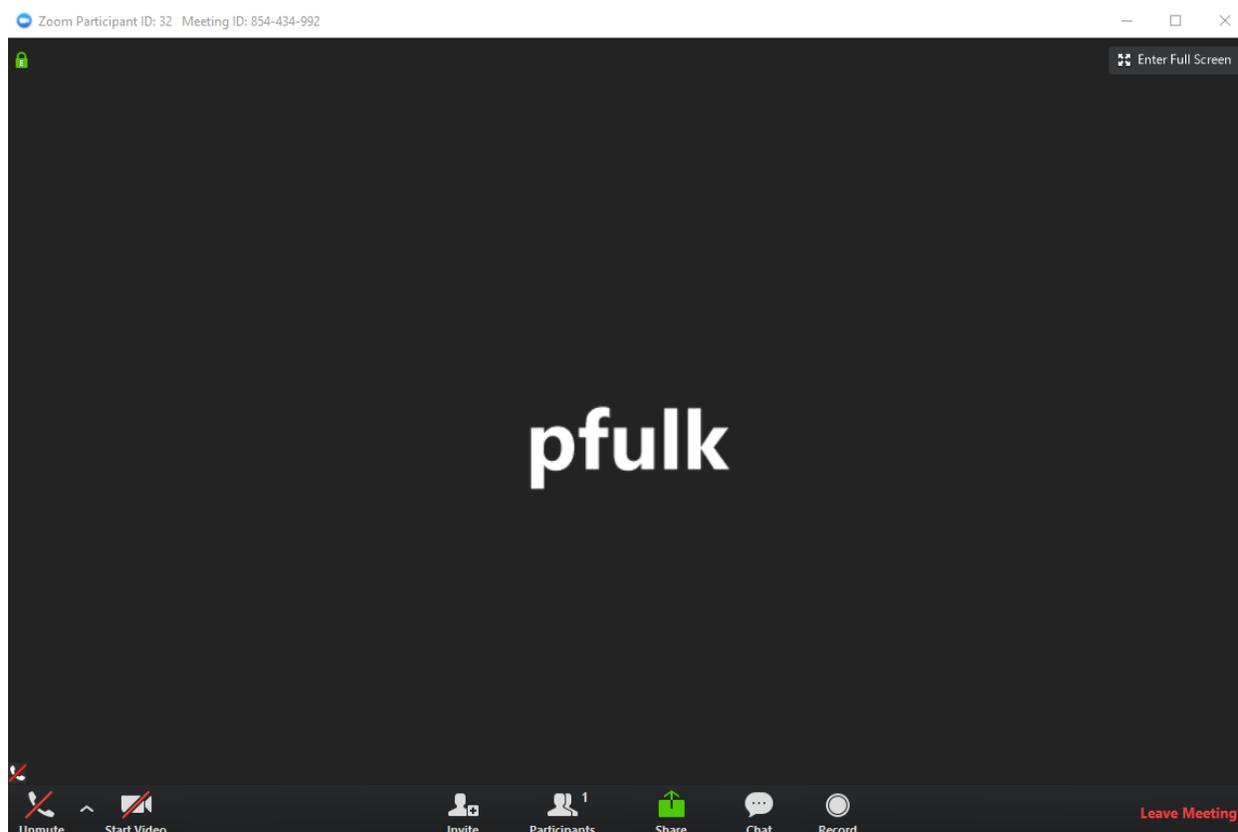
Step 8: With a phone, dial one of the phone numbers listed on the screen. Enter the meeting ID number followed by the # sign. Next, enter the Participant ID number followed by the # sign. Click on Done when finished.



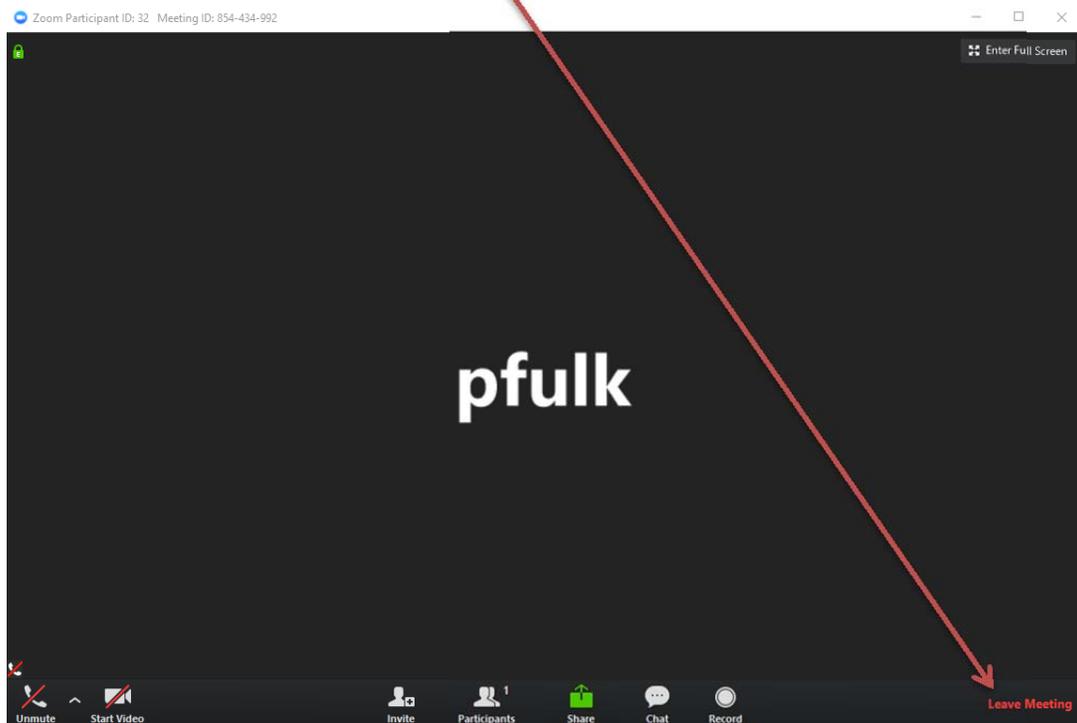
Step 9: The following screen may appear, click on Continue. The meeting will be heard through the phone and not the speakers on the computer. **If computer speakers are on, please turn off the computer speakers.**



Step 10: The meeting will appear once started. Until the meeting starts, the video will show the name of the device joining and any videos of other participants if video is enabled on devices.



Step 11: To leave the meeting, click on Leave Meeting in the bottom right corner. After clicking Leave meeting, the following screen will appear.



Step 12: If the desire is to leave the meeting, click on Leave Meeting. This will stop the video; however, the audio is still from the phone used to dial into the meeting. ***Hang up the phone to close all connections to the meeting.***

