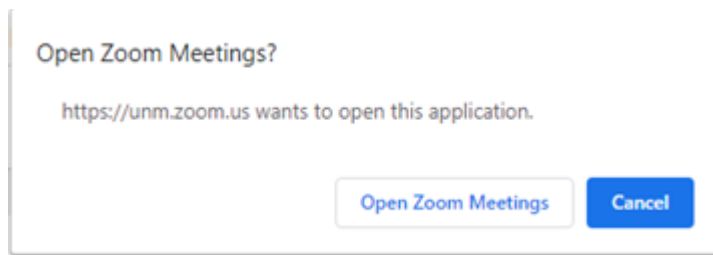


Join a meeting by computer:

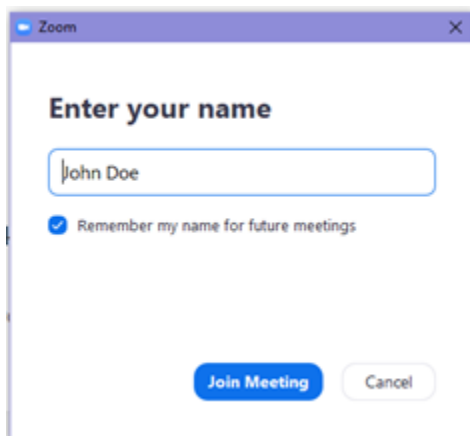
Click on the link that was provided to you, it will look something like: <http://unm.zoom.us/j/5555555555> (this is only an example)

A dialog window will pop-up:

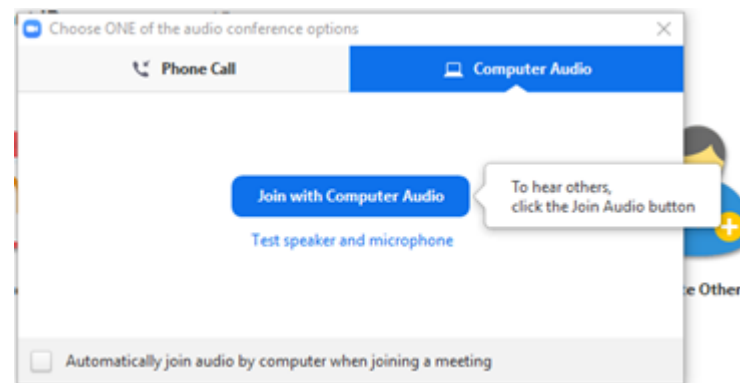


Click on “Open Zoom Meetings”

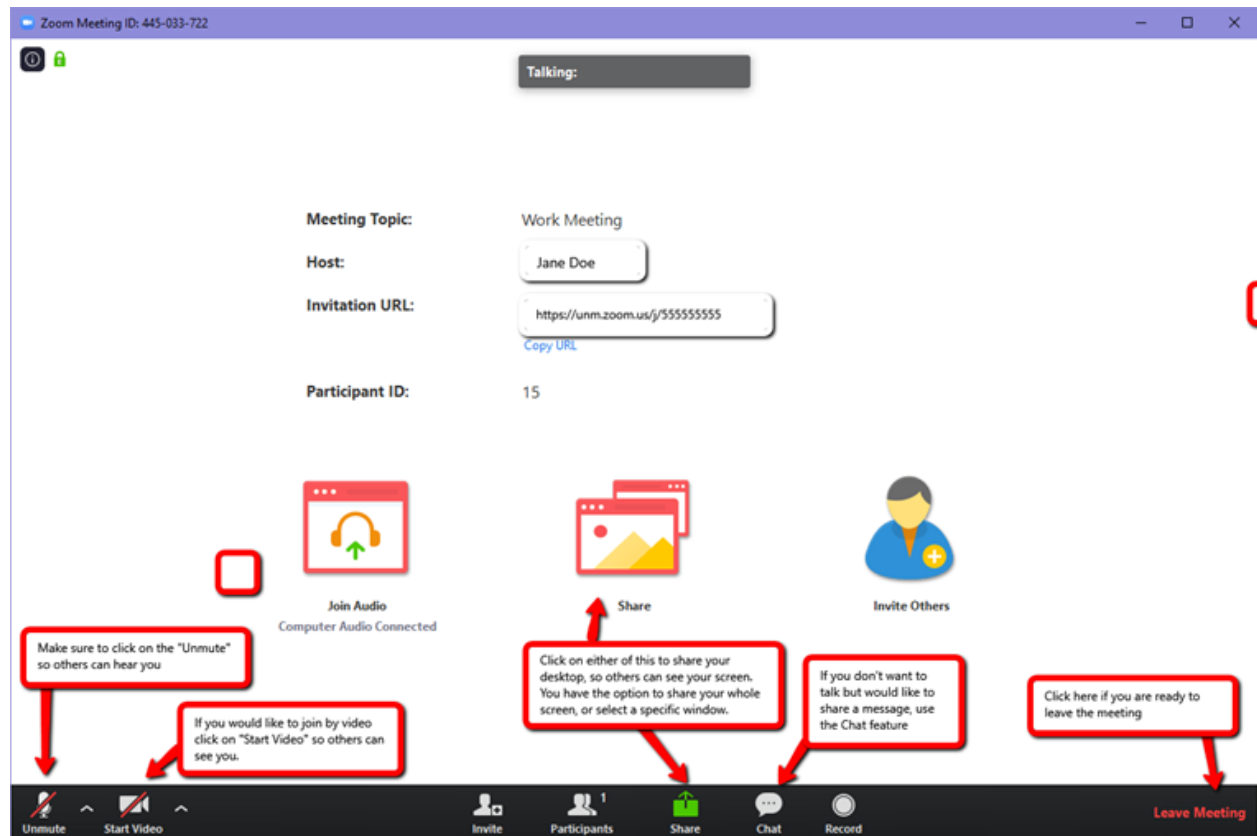
A window will pop-up, to enter your name (you can select the check-box to “Remember my name for future meetings”, after you enter your name click **Join Meeting**:



On the next window click on “Join with Computer Audio”



Features while you are in a meeting:



To minimize background noise, please remain on “mute” when you are not speaking.

Join a meeting by phone:

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply.
2. You will be prompted to enter the [meeting ID](#) - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and [join before host](#) is not enabled, you will be prompted to enter the [host key](#) to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. Press # to skip.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute
- ***9** - Raise hand.