## Zoom

## Join a Meeting



Zoom meetings can be joined on a computer or through a phone for the audio portion.

## Join a Zoom meeting from the meeting invite with full audio and video on your computer:

- 1. Select the **Join URL** link in your meeting invite.
  - A pop-up window opens confirming that you are opening the Zoom app.

Open zoom.us?				
Always open these types of links in the associated app				
	Cancel	Open zoom.us		

- 2. Select the **Open zoom.us** button.
- 3. Select Join with Computer Audio.



## Join a Zoom meeting from your phone:

- 1. Open the meeting invite and dial one of the numbers provided.
- 2. Enter the meeting and participant IDs from the invite, followed by the pound sign (#).

Choose ONE of the audio conference options			
🤨 Phone Call	💻 Computer Audio		
Dial:	+1 123 4 +1 987 6	56 7890 54 3210	
Meeting ID:	923 780	3218	
Participant ID:	32		

- To join on your computer for the video portion:
  - 1. Select the **Join URL** link in your meeting invite.
  - 3. Select the **Open zoom.us** button in the pop-up.
  - 4. Select Join with Computer Audio.
  - 5. In the meeting window, select the arrow next to the microphone and select **Leave Computer Audio**.

You are connected to the meeting on your phone and computer. Only the audio on your phone is connected to the meeting. Use the audio controls in the Zoom meeting on your computer to manage your phone audio.

For assistance call the ITS Solution Center at 928-523-3335 or submit a ServiceNow request at nau.service-now.com. Produced by ITS March 20, 2020.