**How to Zoom by phone!**

**Joining a Zoom meeting on a landline**

You don’t need to have a PC or tablet or smartphone to join a Zoom meeting. You can join using your landline. You won’t be able to see the other participants, but you will be able to hear what is being said and to join in discussions by audio.

An invitation to a Zoom call will include a telephone number to ring in to join. This is a free call.

You will be prompted to enter the Meeting ID on your telephone keypad, followed by #.

If you dial in before the host has started the meeting, you will be asked to press # again to wait. Before joining the meeting, you may be asked to enter the meeting passcode on your keypad which will have been included in the invitation.

**Getting the most from your Zoom call using a phone**

For most of us, a Zoom meeting is a new experience and we need to learn the appropriate behaviour. Much of it is just the same as being in the same room, but we need to be aware of what we are doing.

When you receive an invitation to a Zoom meeting, do reply to say if you will be there or not. This means the host knows how many people to expect and whether all those who have signed up have joined the meeting.

Remember that at a Zoom meeting, you can’t have a private chat with another participant – everyone else will be able to hear your conversation.

Don’t try to talk when someone else is speaking. If you have something to say, then press \*9 on your phone keypad – this shows as a raised hand and the host will be able to invite you to speak. Remember that others may have raised a hand before you, so do wait to be asked to speak.

The most important function when you are in a meeting is to be able to ‘mute’. This turns off your sound from your house – so if the doorbell goes, the dog start barking or there is a lot of outside noise, you aren’t distracting everyone else. You can still hear what is being said. It’s also good practice to mute yourself if you are listening to a presentation. To put yourself on mute, press \*6 on your keypad. A host can mute you to save embarrassment, but it is better if you can do this yourself. Don’t forget to unmute yourself (by pressing \*6 again) if you want to ask a question or make a comment.

If you are listening to a presentation, the host may mute everyone. Don’t worry – you don’t have to do anything and the host will unmute everyone when it’s time to ask questions.