

How to Join a ZOOM Meeting By Telephone

ZOOM meetings can be accessed from any regular Telephone.

1. **Find the “Meeting ID” Number**

Each Meeting has it's own Meeting ID Number.

The number will be 9-digits long.

Example: Meeting ID: 851 238 688

2. **Double check the DAY and TIME of the meeting**

Meetings are held at specific times, just like regular meetings.

If you use ZOOM outside of the Meeting Day and Time, there won't be anyone else on the line.

PST (Pacific Standard Time) is the Time Zone used for Vancouver.

Most Meetings are opening the telephone lines 10 minutes prior to the 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 NOT long-distance charges.

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

Canada Dial-In Numbers:

+1 (647) 374-4685 Canada
+1 (647) 558-0588 Canada
+1 (778) 907-2071 Canada
+1 (438) 809-7799 Canada
+1 (587) 328-1099 Canada

4. Enter the 9-Digit Meeting ID Number

You'll hear:

"Welcome to ZOOM. Enter your Meeting ID, followed by pound"

Using your telephone keypad, enter the 9-Digit Meeting ID

Then press the #

5. MUTE your phone when not Sharing

Once connected, Press the MUTE button on your telephone keypad.

Muting your phone, is the same as not talking during a meeting. It cuts down on interference and background noise.

To talk, UNMUTE your phone, by pressing the MUTE button again.

6. Have a great meeting !

If you have any trouble with this system, please call Central Office, and they will connect you with a member who can help.