The University of Texas at San Antonio

UTSA. Academic Innovation

ZOOM
USER GUIDE

JOINING A MEETING BY PHONE

OVERVIEW

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when:

- you do not have a microphone or speaker on your PC/Mac,
- you do not have a smartphone (iOS or Android) while on the road, or
- you cannot connect to a network for video and VoIP (computer audio)

Zoom has toll numbers available for many countries that are included with all plans. For audio plan subscribers, Zoom also has toll-free and additional toll numbers available. The dial-in numbers available are dependent on the host's audio subscription and settings.
View list of Zoom International Dial-in Numbers. If a number is not listed or has asterisks (***) in place of some of the numbers, it means that number is not available on the account that you are currently logged into.
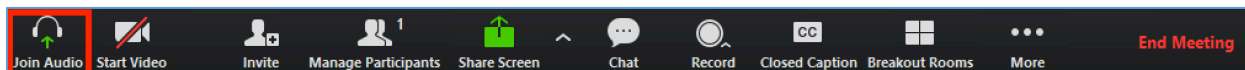
This article covers:

- Joining meeting audio by phone
- Joining a meeting by phone only
- Phone controls for participants
- Entering the meeting password using your dial pad
- Hosting phone-only meetings
- Considerations for joining by phone as the host
- Phone controls for meeting host

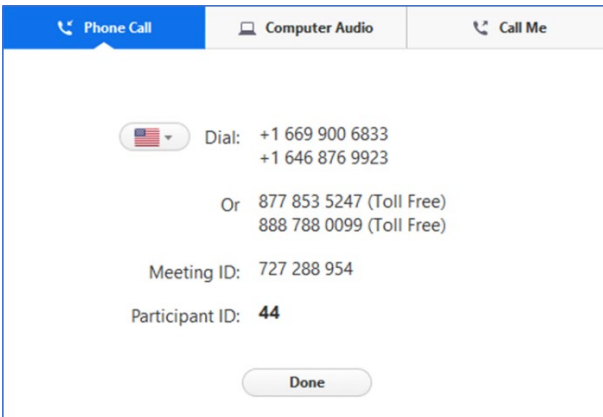Follow the below sections if you want to join a meeting using the desktop client for video and screen sharing, but want to join meeting audio using your phone.

JOINING A MEETING BY PHONE

- After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click Join Audio in the meeting controls.

| Join Audio | Start Video | Invite | Manage Participants | Share Screen | ^ | Chat | Record | Closed Caption | Breakout Rooms | More | End Meeting |

- Click Phone Call.
  Note: If you are subscribed to the call out add-on, you can join the meeting by having Zoom dial your phone number.
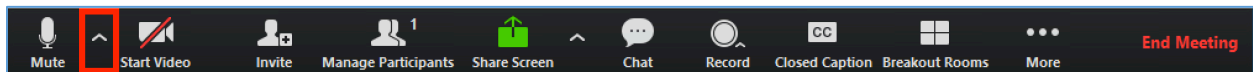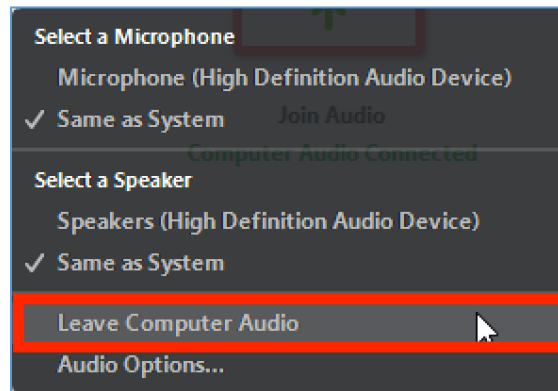
Follow the instructions for dialing in:

- Select the country you are calling from in the flag drop-down menu.
- Call one of the numbers provided.
- Enter your meeting ID followed by #.
- Enter your participant ID followed by #.

If you joined computer audio automatically, you can leave the computer audio and join by phone:

- Click the arrow next to **Mute/Unmute**.

- Click **Leave Computer Audio**.

- Click **Phone Call** and follow the prompt to dial in.

For assistance with Zoom contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520