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're currently logged into.

If you have a Zoom Phone license, you can dial in to a meeting using Zoom Phone without incurring usage charges.

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.

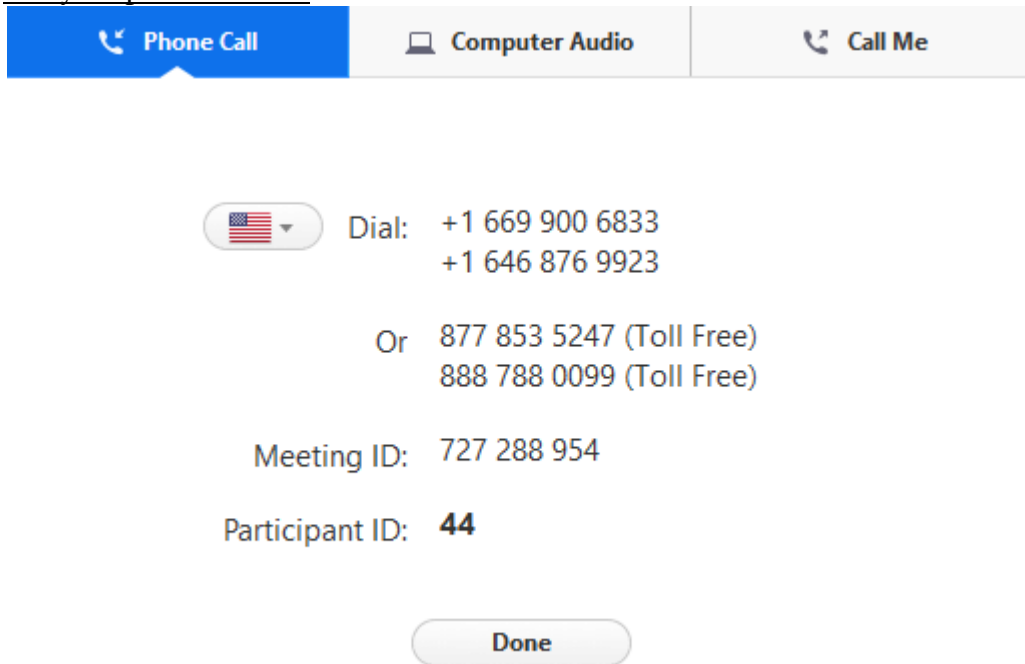**Joining a meeting by phone**

 Windows | **Mac**

1. 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.

2. 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.

3. Follow the instructions for dialing in:

   - Select the country you're 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:

1. Click the arrow next to **Mute**/**Unmute**.
2. Click **Leave Computer Audio**.
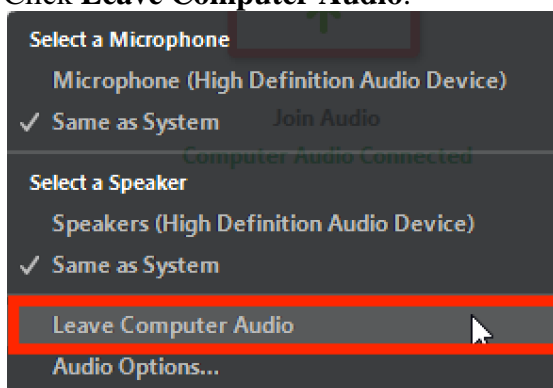
3. Click **Phone Call** and follow the prompt to dial in.

 Linux

 Web

iPhone

iPad

Android

Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at https://zoom.us/zoomconference.
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. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press **#** to skip.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

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

Entering the meeting password using your dial pad

If the meeting requires a password, a phone-specific numeric password will be generated. You can find this password in the invitation listed below the dial-in numbers and meeting ID.

Hosting phone-only meetings

You can join and start any Zoom meeting from your telephone and control the meeting with DTMF tones. To be recognized as the host, you will need to enter your host key, which you can find on your user profile

Note: If you enable join before host and join only from your telephone, you will not be recognized as the host and will not have host controls. If you need to host meetings from your phone with full host controls, do not enable join before host.

Learn more about scheduling or editing a scheduled meeting:

- Schedule a Meeting
- Update a Scheduled Meeting
- Enable for your Personal Meeting ID (PMI)

You can also consider using Personal Audio Conference.

Considerations for joining by phone as the host

- If you have scheduled the meeting from a basic account, the meeting will timeout after forty-minutes with a thirty minute warning notification, if two or more participants join or you do not bind your phone and computer/mobile device session with the participant ID.
- If you would like the meeting to last for unlimited duration, the meeting will need to be scheduled by a **Licensed** user, on a **Pro** or above account.
- The number of phones that can connect to a Zoom meeting or webinar is determined by account type and add-on assigned to the user account.

Phone controls for meeting host

If you have entered the Host Key to start the meeting, you will have host controls available to you by entering DTMF tones on your dial pad. To hear all available commands, enter ****** on your phone.

- ***4** - End the meeting for all participants
- ***5** - Lock or Unlock the meeting
- ***6** - Mute or unmute yourself
- ***7** - Start or Stop Recording
  Note: all participants in the meeting will be notified when recording is stopped or started.
- ***#** - Hear the number of participants in the meeting
- **99** - Mute or unmute all participants