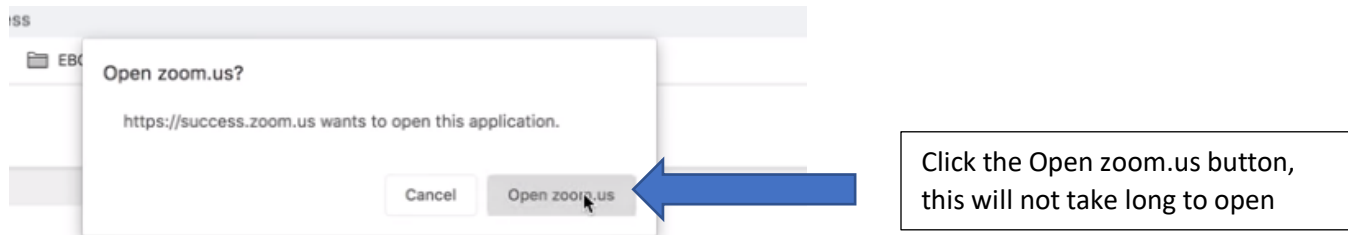


# zoom for Emeritus Faculty

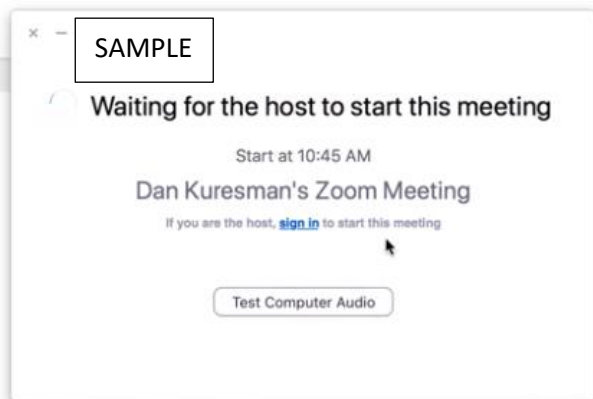
While there are several videoconferencing platforms, the Emeritus College has chosen to use Zoom. Zoom is very user friendly and easy to use. See directions below for joining a meeting/webinar via your computer or from a phone. Please do not hesitate to contact Nicci with any questions ([nherman@clermson.edu](mailto:nherman@clermson.edu) or 864-985-8904). We look forward to providing engaging programming for our faculty during this time!

## Joining a meeting/webinar via an email invitation

- 1) We will send you an invitation via email.
- 2) Click on the link under "Join Zoom Meeting". This link is unique to the specific webinar. Below the link will be a unique 9-digit Meeting ID
- 3) After you have clicked the link, you will be prompted to download or launch Zoom



- 4) If you see the following message you are in the meeting and just awaiting the host to open the meeting



CLICK [HERE](#) to watch an instructional video on joining a Zoom Meeting/Webinar

# Using your Phone for Audio with the Computer for Video

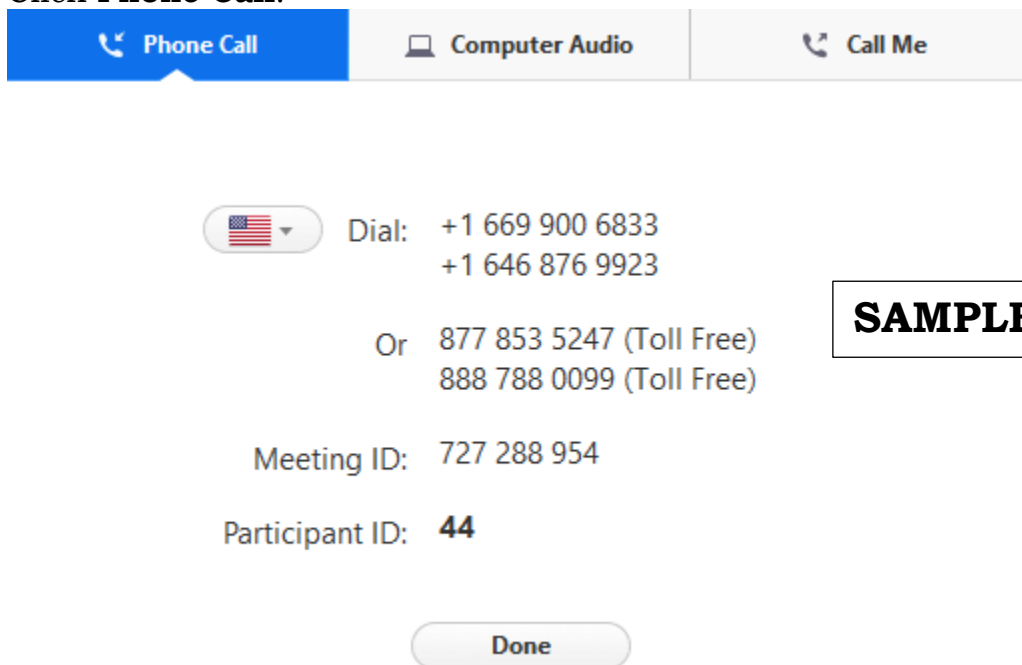
## Joining meeting audio by phone

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone) after you have joined the meeting via your computer. 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) or
- you cannot connect to a network for video and VoIP (computer audio)

1. After joining a Zoom meeting on your computer, 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**.



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 (your carrier rates will apply).
- Enter your meeting ID followed by #.
- Enter your participant ID followed by #.

## 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.
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

### **Zoom Meeting Tips:**

- Find a quiet and distraction-free place to attend the meeting, when possible. Avoid sitting next to air handlers, fans, and other white noise producing items.
- Make sure the device you are attending from is plugged in (preferred) or fully charged beforehand.
- When attending from a laptop or desktop computer, connect to the internet with an ethernet cord, when possible.
- Use a USB connected headset microphone, when possible. A 3.5mm audio jack headset may work too but audio quality will not be as good. Other external microphones and built-in laptop microphones may be used if you and the microphone can be positioned so that your audio is clearly captured. Bluetooth headsets should only be used as a last resort as the signal between the headset and the computer is not always reliable and batteries can die suddenly.
- Close out of all non-essential programs prior to the meeting. You may want to even consider restarting your computer to reduce the number of “running in the background” programs that may be using your internet.
- If you know how to do so, remove or temporarily disable all microphones and speakers that you do not intend to use. Also, adjust microphone levels as appropriate.
- Try to arrive at least 15 minutes early to make sure that technical issues aren't preventing you from accessing the meeting.

**Information compiled from Clemson Online and Zoom. For more online trainings and information, visit:**

**Clemson Online:** <https://www.clemson.edu/online/tools/zoom.html>

**Zoom Help Center:** <https://support.zoom.us/hc/en-us>