

# JOINING A ZOOM CALL BY PHONE OR LANDLINE

LEADERS' RESOURCE



**WHAT THE HOST  
NEEDS TO DO**

**WHAT THE CALLER  
NEEDS TO DO**



## PURPOSE

Some of us might have members who do not have computers with webcams, or do not have smartphones. With a Zoom-hosted CG, they can still call in via their non-smart phones or landlines and participate in CG online. Here's how they can do that.

## WHAT THE HOST NEEDS TO DO

The host will need to provide the caller with the meeting ID and password

- a. **The meeting ID is a 9 to 11-digits number** that is usually provided as part of the meeting invitation
- b. **The password is a 6-digit number.** If you schedule the meeting, you can choose your own password – keep it to numbers only. If you start a meeting on the spot and the meeting password is alphanumeric, i.e. contains both letters and numbers this cannot be entered on a phone. If so you will need to find the numeric password for the meeting. This is part of the meeting information that can be found by tapping the “i” (info) button at the top left of your meeting once it goes live.
- c. An example is provided in the next slide.

## WHAT THE HOST NEEDS TO DO

Meeting ID	7481335375
Host	Your Name (You)
Password	9B8821
Numeric Password (Telephone/ Room systems)	449051
Invitation URL	<a href="https://us04web.zoom.us/j/74813353759?pwd=Y3U3ekhsUmFIQVdFMGFMMctUdE9P">https://us04web.zoom.us/j/74813353759? pwd=Y3U3ekhsUmFIQVdFMGFMMctUdE9P</a>
	 Copy URL
Participant ID	148678

## WHAT THE CALLER NEEDS TO DO

1. Call in to the Zoom local number using their non-smart phone or landline. There are two numbers they can call and there's an option for Mandarin instructions after they get through.
  - a. +65 3165 1065
  - b. +65 3158 7288
2. They will be prompted to enter the meeting ID, followed by the hash key. This is the 9 to 11-digit number
3. They will be prompted to enter a participant ID. This is not necessary; just enter the hash key.
4. They will be prompted to enter the meeting password, followed by the hash key. This is the 6-digit number.

## WHAT THE CALLER NEEDS TO DO

Once these steps are completed, they will enter the waiting room as a regular participant would and the host would need to let them in. Once in the meeting, the phone caller will show up as a phone logo and join like a regular participant without video.

