

Zoom Videoconferencing Guide

Join A Meeting

Open your email to view the Zoom meeting invite. If you are joining by telephone:

1. Go to the **Dial by your location** section and dial the **US (New York)** telephone number listed in your email invite. If you are traveling, use the telephone number closest to your location.
2. When prompted on the phone, enter the **Meeting ID** number and then press the **# key** on your phone.
3. You will then be added to the meeting.

Note: If you arrive to the conference call before the Host, you will be on hold until the host arrives to the meeting. Once the host starts the meeting, you will be added to the conference call automatically.

The screenshot shows an email interface for a Zoom meeting invitation. The header includes fields for Subject, Location, Start time, and End time. The main body of the email contains the following text:

Tykesha Reed is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://montgomerycollege.zoom.us/j/150372153>

Meeting ID: 150 372 153 ← #2

One tap mobile
+19292056099,,150372153# US (New York)
+13126266799,,150372153# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York) ← #1
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US

Annotations: Two black arrows point to the Meeting ID and the New York phone number. The Meeting ID and the New York phone number are enclosed in purple boxes.

If you need additional assistance, please contact the IT Service Desk at:
ITServiceDesk@montgomerycollege.edu or (240) 567-7222.