



# PASR

Pennsylvania Association of School Retirees

## JOINING A ZOOM MEETING

### TO JOIN AUDIO ONLY BY PHONE

#### Call the Zoom Phone Number

You can call into a Zoom meeting by a phone or landline if you would like to join the meeting as an audio-only participant. Any of the numbers below can be used:

- +1 301 715 8592
- +1 312 626 6799
- +1 646 558 8656
- +1 253 215 8782
- +1 346 248 7799
- +1 669 900 9128

#### Enter Your Meeting ID, Participant ID, and Password When Prompted

After you dial in, you will be prompted to enter any or all of the following information followed by the pound (#) key, depending on how your meeting was set up: Meeting ID, Participant ID, and Password.

If you are joining a PASR meeting, your credentials will be emailed to you and will also be posted in your Committee's Forum and meeting handouts.

#### Phone Controls for Audio-Only Participants

The following commands for audio-only participants can be entered using your phone's dial pad while in a Zoom meeting:

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

### TO JOIN AUDIO AND VIDEO ON A MOBILE DEVICE

#### Join Icon

Clicking the Join icon in the mobile or tablet app takes you to a screen where you will enter your meeting credentials to join the meeting.

If you are joining a PASR meeting, your credentials will be emailed to you and will also be posted in your Committee's Forum and meeting handouts.

In the app, this screen also gives you Join Options where you can turn on or off the meeting audio and video. Please make sure that you always have your audio turned on so you can effectively participate in the meeting. You will still be able to mute an unmute your microphone with the meeting audio turned on.

### TO JOIN AUDIO AND VIDEO ON A COMPUTER

#### Join a Meeting Link

Clicking the Join A Meeting link on a computer takes you to a screen where you will enter your meeting credentials to join the meeting.

If you are joining a PASR meeting, your credentials will be emailed to you and will also be posted in your Committee's Forum and meeting handouts

Please make sure that you always have your audio turned on so you can effectively participate in the meeting. You will still be able to mute an unmute your microphone with the meeting audio turned on.

### Important Zoom Icons



New Meeting

#### New Meeting Icon

To start a new meeting, you will click the orange New Meeting icon or Start Meeting Now button. This will load a screen that allows you to toggle your video on or off, use your personal meeting ID, or start a new meeting with a new meeting ID.



Join

#### Join Icon

Clicking the Join icon or Join a Meeting button takes you to a screen where you will enter your Meeting ID to join a meeting.



Join Audio

#### Microphone Setting Icons

If you see a Join Audio icon, it means you have not yet connected your microphone for the meeting. To connect your microphone, simply click the button and choose your audio source from the menu that appears.



Mute

Once you have connected your audio, you will be able to easily mute or unmute your microphone by pressing the microphone icon. We recommend muting your microphone when you are not speaking so that other meeting attendees do not experience ambient noise.



Unmute



Stop Video

#### Video Setting Icons

The video setting icon allows you to control whether other meeting attendees can see you. To turn your camera off, simply click Stop Video. To turn it back on, click Start Video.



Start Video