Joining a Zoom Meeting

There are a few options for joining a Zoom meeting. You can:

- Click on the Zoom link in an email meeting invite

  **Join Zoom Meeting**

- Go to the Regis Zoom webpage and join using the meeting ID

  **Join a Meeting**

  - Meeting ID or Personal Link Name
  - Your meeting ID is a 9, 10, or 11-digit number
  - Join

- Join via a telephone to hear the audio only

  **Join by Telephone**

  - For higher quality, dial a number based on your current location.
  - Dial:
    - US: +1 929 436 2868 or +1 669 900 6833
  - Meeting ID:

**NOTE:** Whichever way you join, your device must have speakers and a microphone. Headphones work better than speakers. Always make sure your speakers or headphones are not muted.

Be aware of whether your microphone is muted or not. For large group meetings, the host might mute all participants to avoid unwanted background noise such as music, non-attendee voices, dogs barking, etc.

You can unmute your microphone if you need to ask a question or respond to one. For small group or individual 1-on-1 meetings, you will probably want the microphone on.

**Zoom Apps for Mobile Devices**

Zoom does have an app for smart phones and tablets that can be downloaded from your device’s app store (such as the Apple App Store or Google Play).
Joining a Zoom Meeting

To Join Using the Zoom Link in an Email
1. Open the email or Outlook Calendar entry if you accepted the invite.
2. Click on the **Join Zoom Meeting** link.

3. If prompted to sign in, use your Regis College username and password (for students that is your 4-letter 3-number @regiscollege.edu logon; for faculty and staff it is 2-letter 6-numbers @regiscollege.edu logon).

4. Click on the **Join Audio Conference by Computer** button.

To Join Using a Meeting ID Number
1. Open a web browser and go to [https://regiscollege.zoom.us](https://regiscollege.zoom.us).
2. Click on the **Join a Meeting** button.
3. Enter the meeting ID or provided in the emailed meeting invite.
4. Click on the **Join** button.

To Join Using a Telephone
In every Zoom meeting invite there is at least one telephone number that can be used to join the audio portion of that Zoom meeting.