

DePaul University International Student & Scholar Service

Zoom Advising Appointment Instructions

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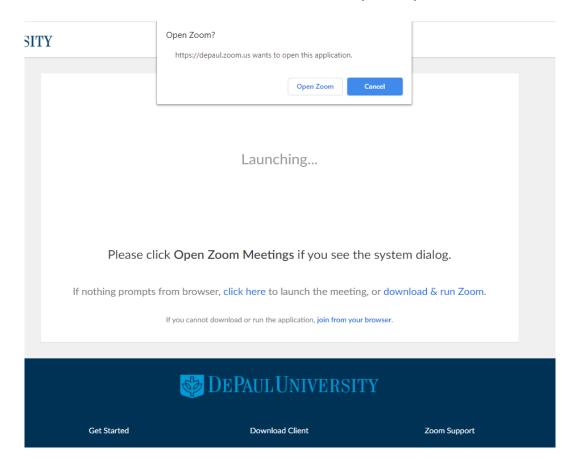
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How to Join Zoom Meeting for ISS Appointment

> Option One – Join through Zoom Website

Note: if you join the meeting on mobile phone, you need to download Zoom app on your phone. Instructions provided under Option Three

1) Click the <u>zoom meeting link</u> provided in the appointment confirmation email sent by ISS Front Desk Assistant. The link will automatically direct you to Zoom Website



- Click "<u>Open Zoom</u>" in the popped-up box. This will direct you to the meeting directly. If clicking "Open Zoom" does not work, try to click "<u>click here</u>" in blue words in the main page.
- 3) Once you are in the zoom meeting window, you'll be firstly asked to join through phone call or computer audio.
 - a. Join through computer audio click "Join with Computer Audio" in the popped-up window. You can also test your speaker and microphone before joining the meeting to make sure if everything is ready.

Meeting Topic:	pose ONE of the audio conference options	×
Host:	Phone Call	Computer Audio
Invitation URL:		
	Join with Comput	er Audio
Participant ID:	Failed to detect your microphone. Please properly conne Test Speaker and Mi	cted.
	Automatically join audio by computer when	n joining a meeting
Join Audio	Share Screen	Invite Others

- b. If computer audio does not work properly as indicated in the above picture, you can also join the meeting through phone call. The numbers are listed in the popped-up box. You can dial any number listed, and follow the instructions on the call:
 - Input your ISS appointment Meeting ID (provided in the appointment confirmation email) followed by "#"
 - You will be asked a participant ID. You don't need to provide that, you can input "#" directly to join the meeting.

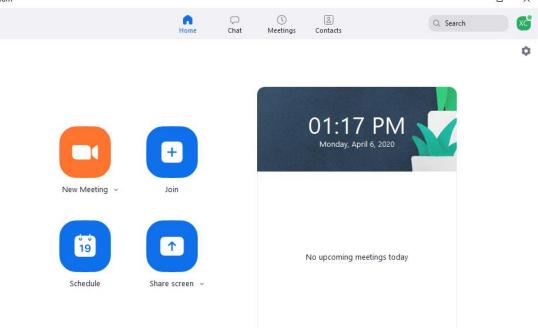
> Option Two – Join through Zoom Desktop App

1) Open your app and sign in your zoom account.

(CHEN120@depaul.edu			٩	Sign In with SSO
Password		or		
	Forgot?	or	G	Sign In with Google
) Keep me signed in	Sign In		f	Sign In with Facebook

2) At the homepage, click "Join", and enter the meeting ID of your appointment (provided in the appointment confirmation email) to join the meeting.

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	Schedule	Share screen 👻	L			oin Cancel	

3) Follow the same steps mentioned in Option One to set up audio.

> Option Three – Join through Mobile App

Note: You can join the meeting either by signing in your zoom account if you have one or by inputting meeting ID directly without signing in.

- 1) Join by signing your zoom account
 - a. Sign in your account firstly

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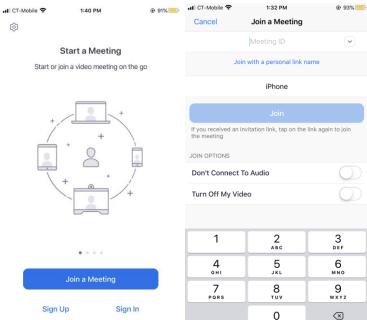
b. Join the meeting by clicking "Join" and inputting meeting ID (provided in the appointment confirmation email)

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Meet & Chat	() Meetings	Contacts	Settings		0	$\langle \!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$

c. Set up audio and choose to dial in or call using internet audio.

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			+1 470 250 935	8	C
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Ca	all using Internet Audio		+1 646 518 980	5	C
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Join Audio Start Vie	deo Share Content Participan	•••	4 054 070 000	^	

- 2) Join without signing in a Zoom account
 - a. Click "Join a Meeting" and type meeting ID provided in the appointment confirmation email directly and follow the same steps mentioned above to set up audio.



> Option Four – Join by dialing in directly

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- 1) If you have limited access to internet, you can also join the meeting by dialing the number listed below. After dialing, follow the instructions on the call:
 - a. Input your ISS appointment Meeting ID (provided in the appointment confirmation email) followed by "#"
 - b. You will be asked a participant ID. You don't need to provide that, you can input "#" directly to join the meeting.

# directly to join the meeting.						
Phone Call	Computer Audio					
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Diai:						
	+1 346 248 7799					
	+1 602 753 0140					
	+1 651 372 8299					
	+1 669 219 2599					
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