



**DePaul University  
International Student &  
Scholar Service**

**Zoom Advising Appointment  
Instructions**

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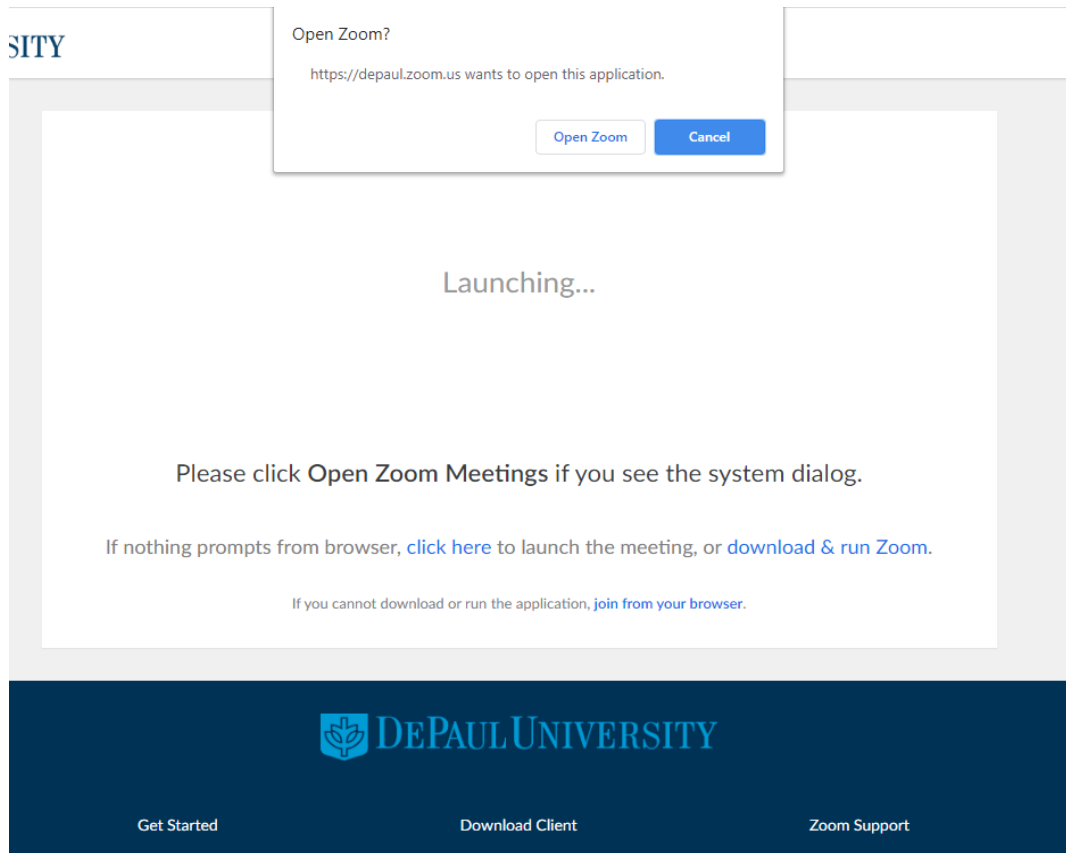
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## How to Join Zoom Meeting for ISS Appointment

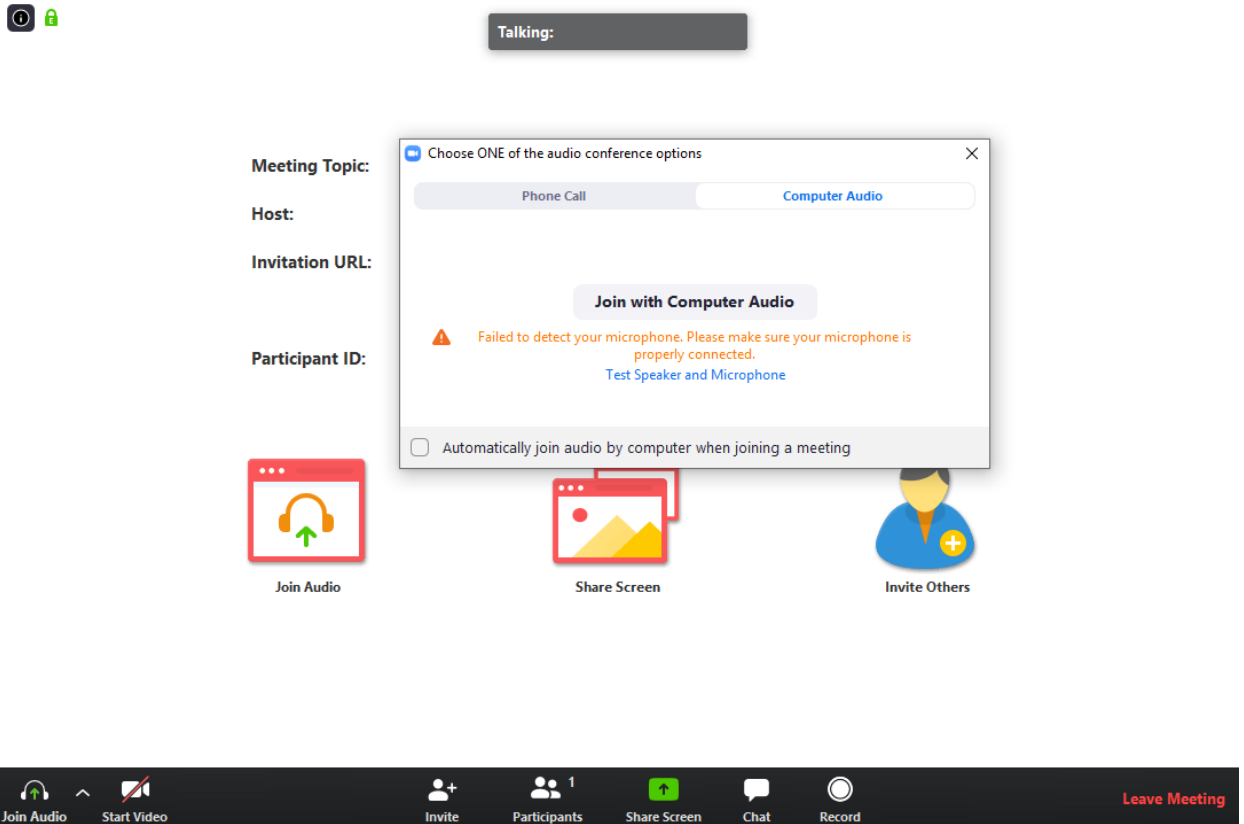
### ➤ Option One – Join through Zoom Website

*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 [zoom meeting link](#) provided in the appointment confirmation email sent by ISS Front Desk Assistant. The link will automatically direct you to Zoom Website



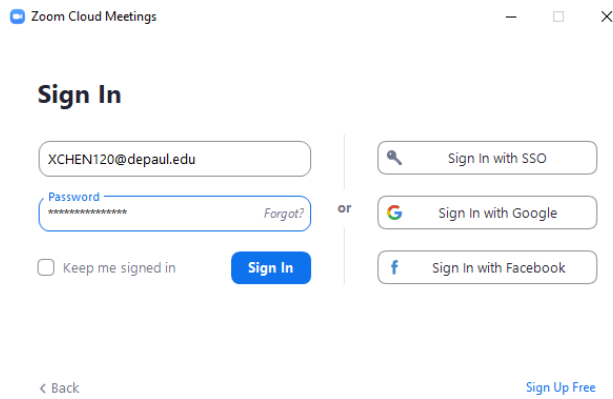
- 2) Click “[Open Zoom](#)” in the popped-up box. This will direct you to the meeting directly. If clicking “Open Zoom” does not work, try to click “[click here](#)” in blue words in the main page.
- 3) Once you are in the zoom meeting window, you’ll be firstly asked to join through phone call or computer 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.



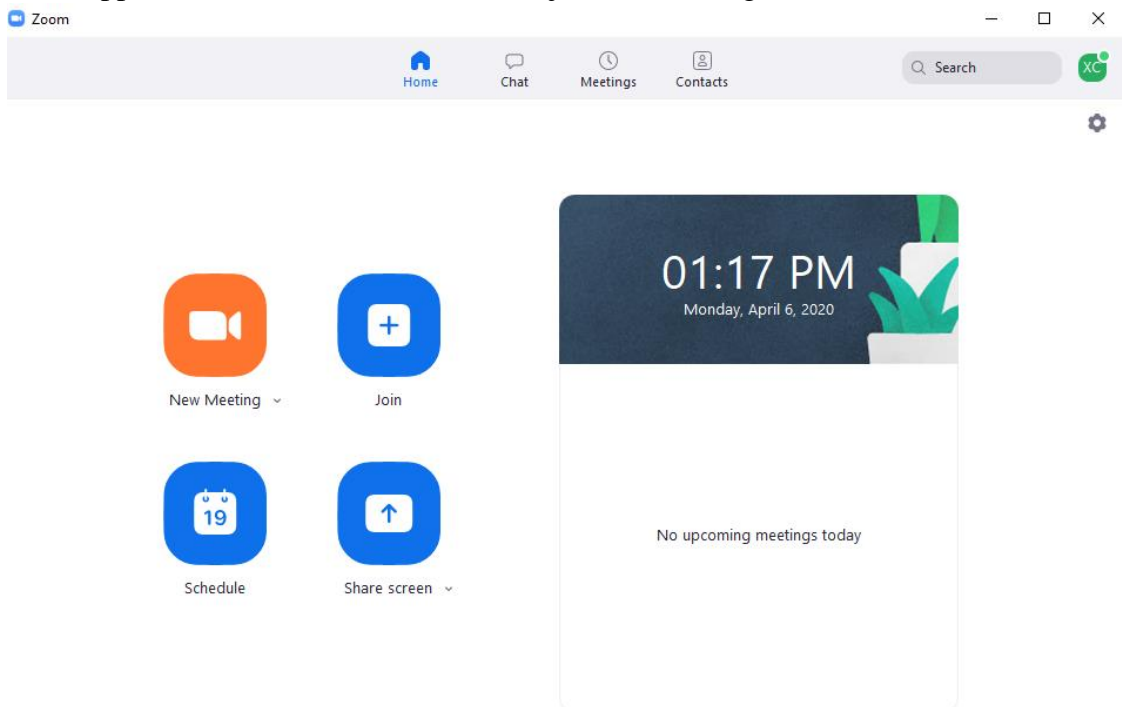
- b. If computer audio does not work properly as indicated in the above picture, you can also join the meeting through phone call. The numbers are listed in the popped-up box. You can dial any number listed, and follow the instructions on the call:
- Input your ISS appointment Meeting ID (provided in 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.

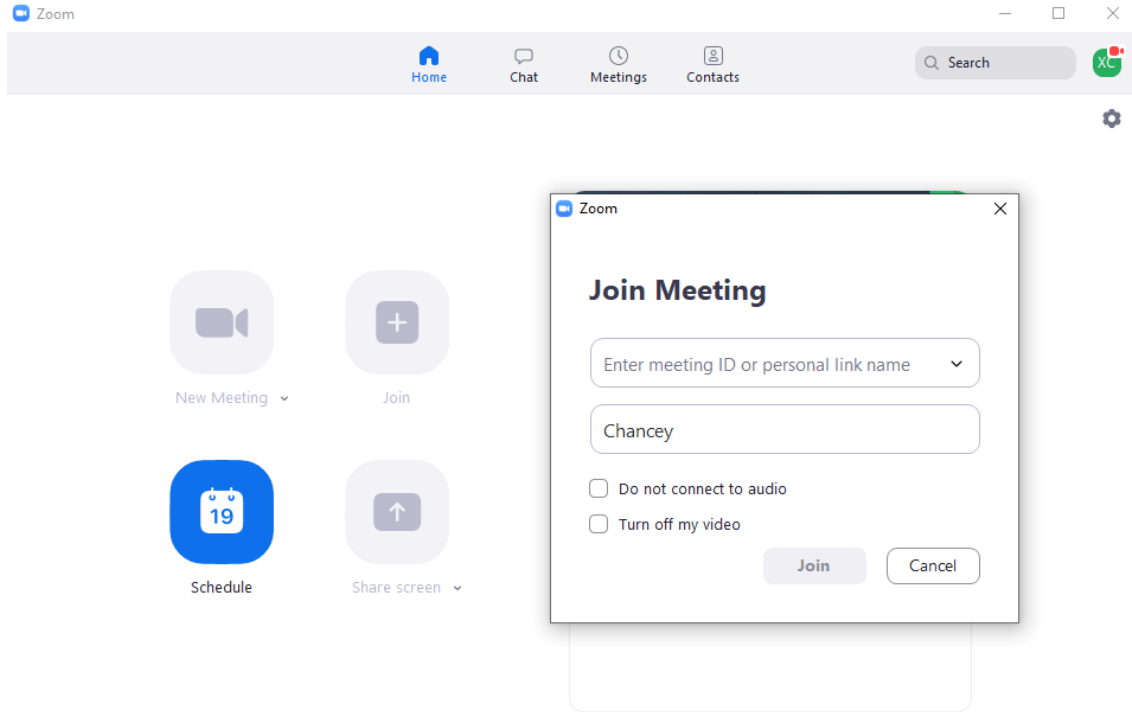
➤ **Option Two – Join through Zoom Desktop App**

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



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



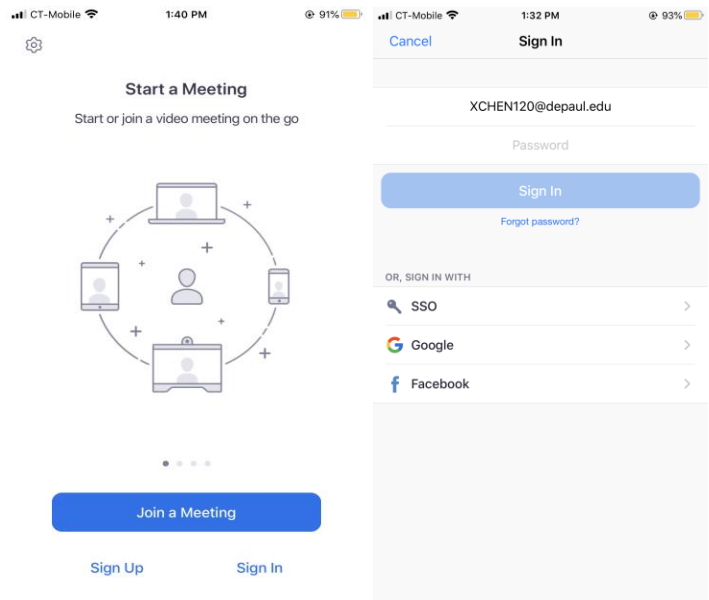


3) Follow the same steps mentioned in Option One to set up audio.

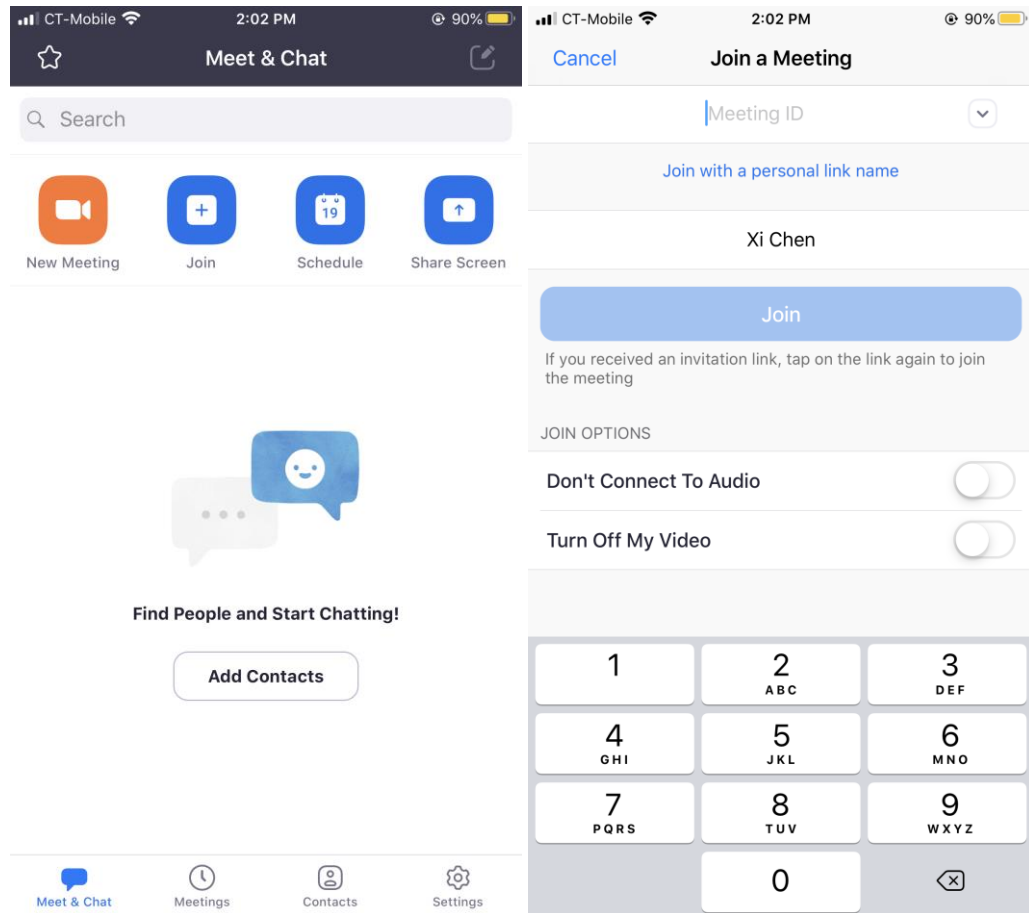
➤ **Option Three – Join through Mobile App**

*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.*

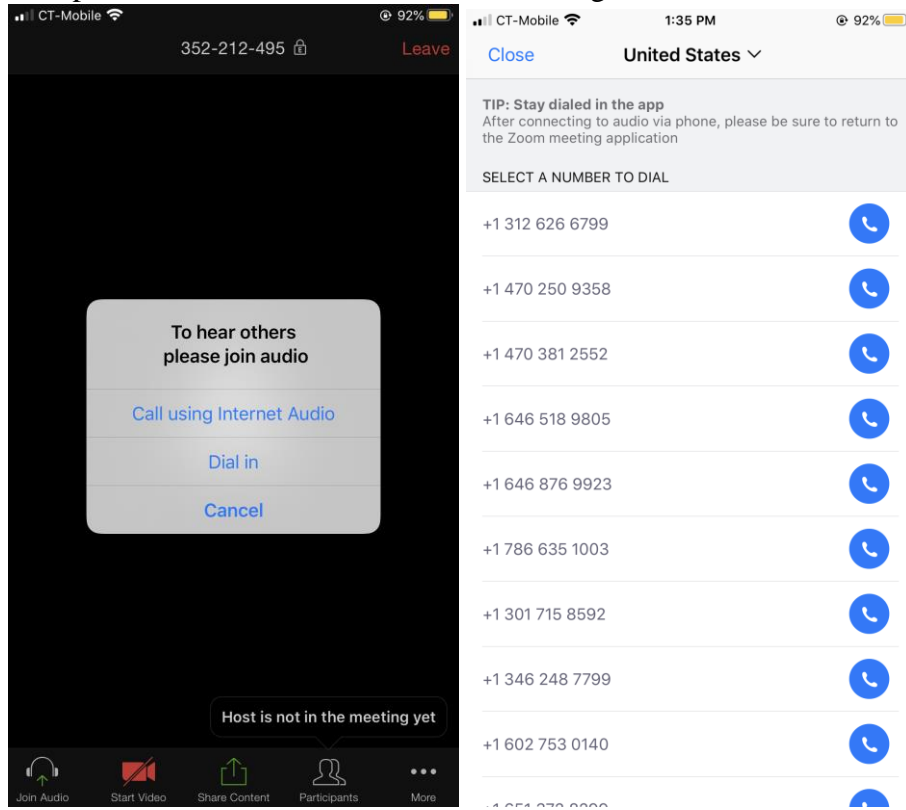
- 1) Join by signing your zoom account
  - a. Sign in your account firstly



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

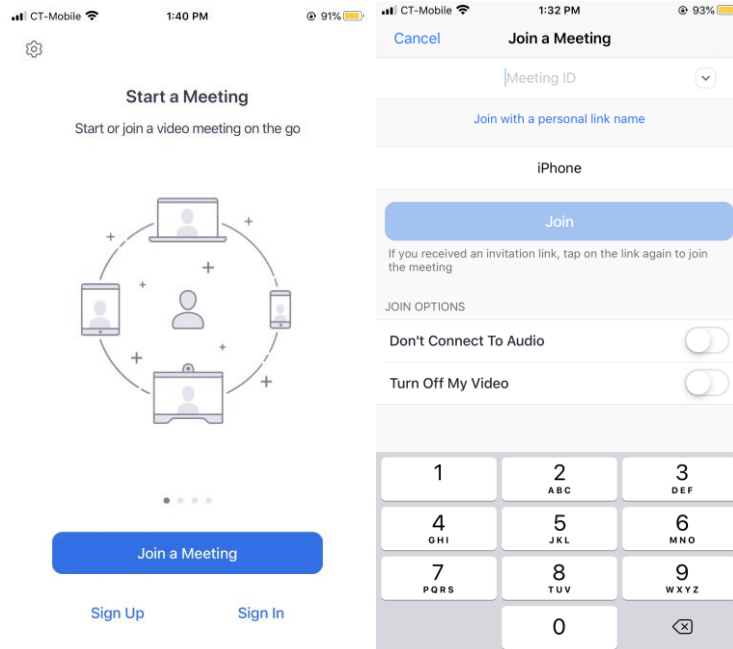


c. Set up audio and choose to dial in or call using internet audio.



2) Join without signing in a Zoom account

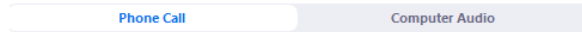
a. Click “Join a Meeting” and type meeting ID provided in the appointment confirmation email directly and follow the same steps mentioned above to set up audio.





➤ **Option Four – Join by dialing in directly**

- 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.



-  Dial: +1 312 626 6799  
+1 470 250 9358  
+1 470 381 2552  
+1 646 518 9805  
+1 646 876 9923  
+1 786 635 1003  
+1 301 715 8592  
+1 346 248 7799  
+1 602 753 0140  
+1 651 372 8299  
+1 669 219 2599  
+1 669 900 6833  
+1 720 928 9299  
+1 971 247 1195  
+1 213 338 8477  
+1 253 215 8782  
+1 267 831 0333