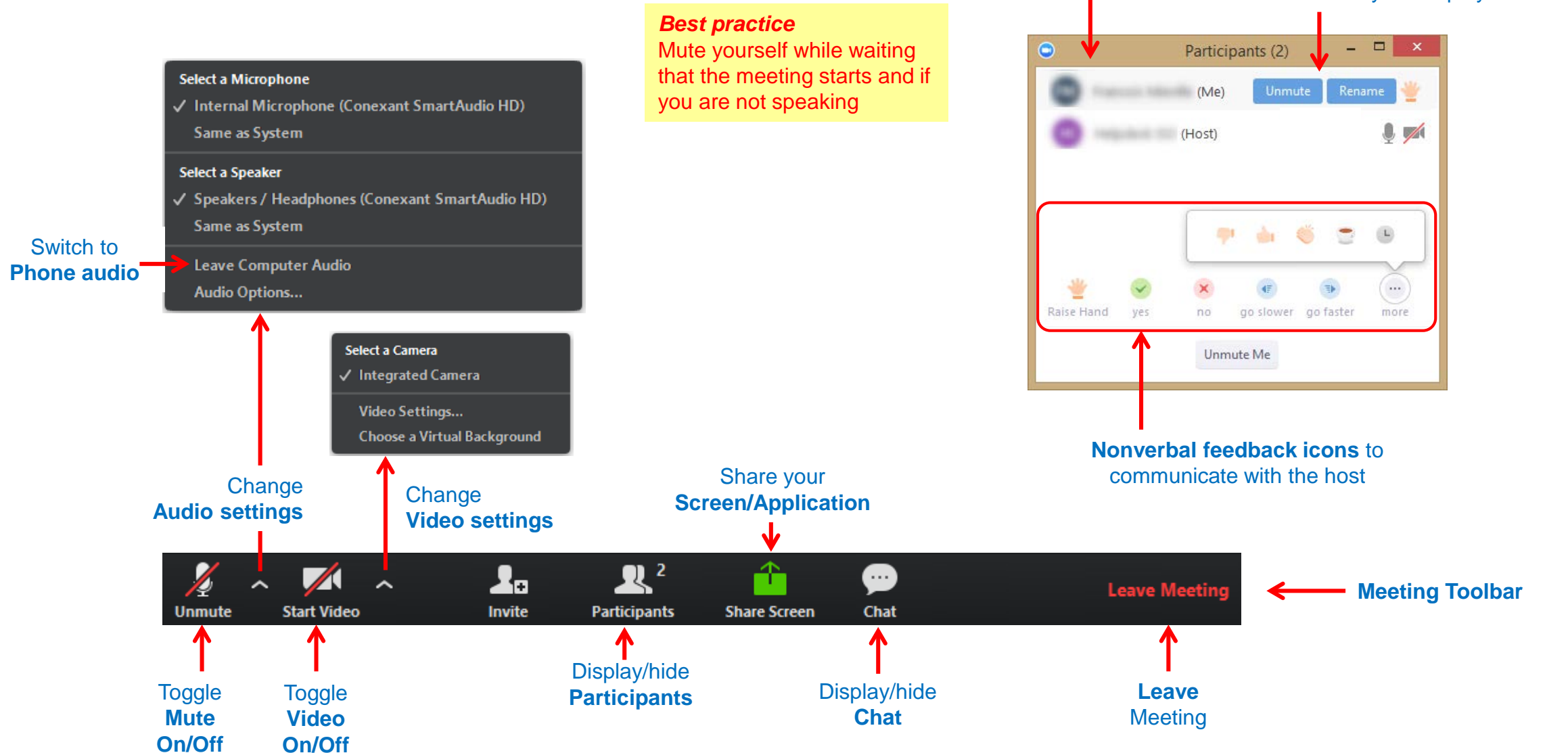


CEN-CENELEC Quick Help to Zoom meetings – Controls

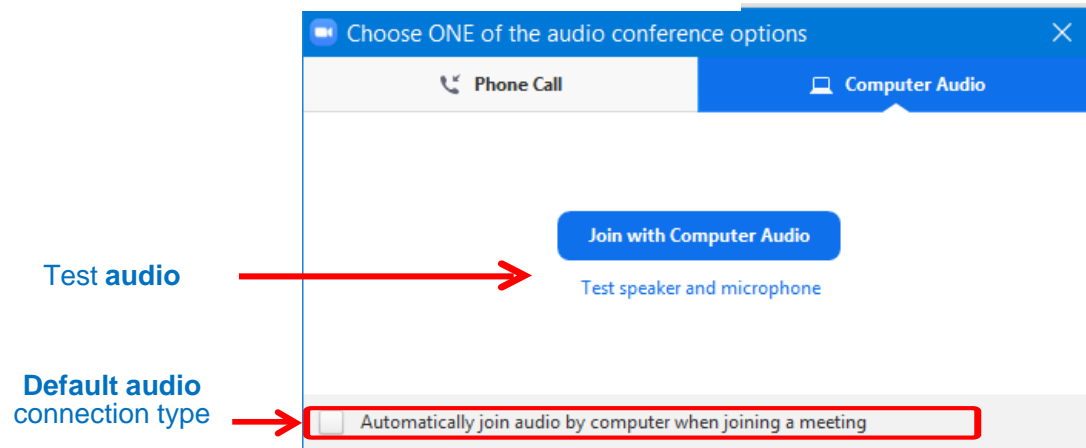
From the **Meeting Toolbar**, you have an easy access to the main Zoom functionalities.



CEN-CENELEC Quick Help to Zoom meetings – Join Audio

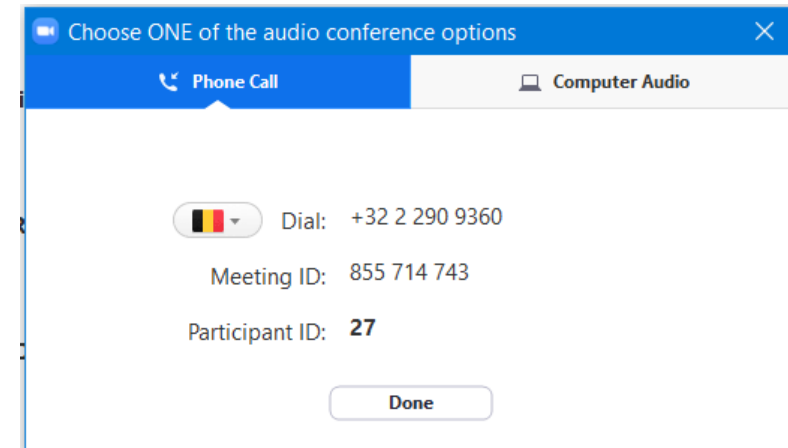
You can connect to a Zoom meeting by **Computer Audio**, or **Phone dial-in** (toll numbers)

Join audio by **Computer Audio**



- 1) Select **Computer Audio**
- 2) You can **test** your Computer Microphone and speakers before you join
- 3) Click on **Join Audio Conference by Computer**
- 4) You can select Computer Audio as your **default audio connection type**

Join audio by **Phone Dial-in Call**



- 1) Select **Phone Call**
- 2) Select **your country**
- 3) Dial the displayed number on your phone
- 4) Enter the **Meeting ID** followed by **#**
- 5) Enter the **Participant ID** followed by **#**

CEN-CENELEC Quick Help to Zoom meetings – Switch Audio

Switch to **Phone Audio**

If you joined by computer audio automatically, you can leave the computer audio and join by phone.

- 1) Click the arrow next to **Mute/Unmute**
- 2) Click **Leave Computer Audio**
- 3) Click **Call me** or **Phone Call** and follow the according procedure

