

Joining Area Meeting by phone.

You can join an Area Meeting held on Zoom using an ordinary domestic phone. You will be able to hear all the contributions and will be able to indicate that you wish to speak. You could think of it as a bit like sitting in meeting for worship with your eyes closed. You do not need a Zoom account to join a Zoom meeting.

You will need to have the Meeting ID and the Password for each Meeting - these will be circulated by email or your Local Meeting clerk will have given them to you. The phone number will remain the same.

The email will look like this;

[These numbers are only examples - you will need the correct details each time.](#)

Join SMAQM Area Meeting November 2020

<https://zoom.us/j/94548138101?pwd=QnUwTXBUWIB6b0dtSEZyYU5YZEHldz09>

Meeting ID: 945 4813 8101

Passcode: 238581

Dial - 0330 088 5830

Meeting ID: 945 4813 8101#

Password: 238581#

To join the Meeting Dial - 0330 088 5830

You will be asked for the Meeting ID followed by the Hash symbol - type this in using the phone keypad.

Meeting ID: 945 4813 8101#

Next you will be asked for a Participant ID - just press # symbol again.

You will then be asked for the Meeting Passcode followed by the Hash symbol - type this in using the phone keypad.

Password: 238581#

You will be admitted to the Waiting Room and the Host will know you have joined - there will be background music playing. The Host will admit you and ask for your Name and Meeting so that you can be identified by other participants.

The Host will be in control of the microphones and will mute you when it is appropriate. You can mute yourself using the * key followed by the number 6. To unmute yourself simply press the * symbol followed by 6 again.

If you wish to speak in the Meeting press the * symbol followed by the number 9. This will indicate to the Host that you wish to speak and they will ask you to speak when it is appropriate.

When you wish to leave the Meeting simply hang up.

The phone-call will be charged at your usual rate - if you have an 'Evenings and Weekends' type plan then the calls will be free if the Meeting is taking place at the weekend.. Calls to 0330 numbers cost no more than calls to geographic numbers (01 or 02). 0203 and 0208 are London. 0131 is Edinburgh. If you have a contract where you start paying after an hour, you could call in again after say 30 minutes or 50 minutes. Alternatively, there are some low cost phone services which you can dial into from your landline, that may be cheaper for national rate calls, and are pay-as-you-go.

***6 and *9 are the only controls that a participant has.**