**Joining a Zoom meeting by telephone**

If your broadband means you are unable to access the meeting over the internet, it is also possible to join by telephone by dialling one of the following numbers and using the above same meeting ID and passcode as shown:

        (+44) (0)330 088 5830

        (+44) (0)131 460 1196

        (+44) (0)203 481 5237

        (+44) (0)203 481 5240

        (+44) (0)208 080 6591

        (+44) (0)208 080 6592

If you are dialling in by phone, once you are in the meeting, you can dial \*9 (asterisk 9) to **‘raise your hand’** to show the chair of the meeting that you wish to speak or to vote.  You can dial \*6 (asterisk 6) to **mute or unmute** yourself (so that you can be heard or not).

**Some useful tips**

**Changing your display name:**

When you have joined the meeting, you will see yourself in small square on your screen and your name should also appear in that square.  If your name does not appear correctly, please click on the three dots in that square and click on ‘Rename’ and you will be able to type in your name.

**Raising your (blue) hand:**

This can be useful to show the host of the meeting that you wish to speak.  If you cannot find it, try clicking on Participants in the menu\* at the bottom of the screen on your laptop or at the top of the screen on a tablet to display the Participants sidebar, then click on ‘Raise your hand’ which should appear in that sidebar.  You may need to click on the three dots in the bottom right hand corner of the Participants sidebar or alternatively tap on your name. More recent versions of Zoom have the blue hand under Reactions instead of Participants. Note however that the blue hand is much better for showing the host that you wish to speak; the yellow hands appear only briefly and can easily be missed by the host.

**Muting**

It is often useful for participants to be muted when they are not speaking, to avoid multiple people trying to speak at once, which is more difficult on Zoom than it is face to face. The mute button to mute or unmute yourself looks like a microphone and appears on the menu\*. On a laptop, holding down the space bar should temporarily unmute you, but this seems a little temperamental. The host can mute and unmute all participants, or specific participants if they are having difficulty.

**Messages**

You can also use the Chat function on the menu\* to send a message either to Everyone or to a specific person.  If you cannot see the Chat function. You may need to click on the three dots at the top right hand corner of the screen to find the Chat function on a tablet.

**Video**

If you cannot see yourself on the screen and wish to be seen during the meeting, please press ‘start video’ on the menu\*. If you wish not to be seen, press ‘stop video’.

\*If you cannot find the menu\* referred to above, try hovering your mouse over the bottom of the screen (or around the screen) and it should appear. On a tablet, try tapping the screen.

More tips and help can be found on Zoom’s own [website](https://zoom.us/meetings).