

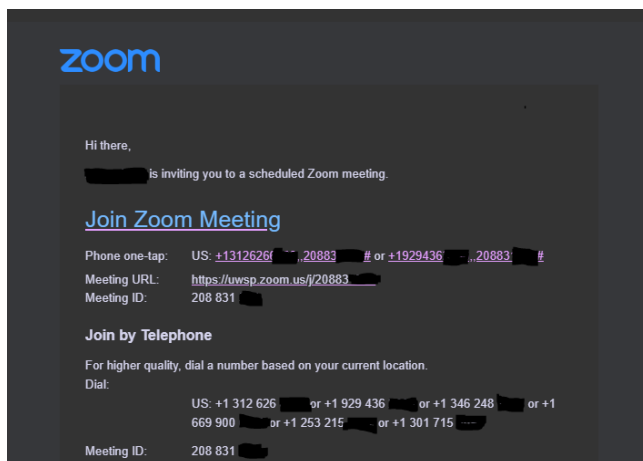
How to Join Your Adviser's Zoom Meeting

All the information you need to join your adviser's Zoom meeting can be found in the Microsoft Outlook e-mail invite you received from your adviser.

You can meet with your adviser on Zoom with a personal computer/laptop or by calling into the meeting by dialing a phone number (your standard phone rates apply).

To join a Zoom meeting on a Personal Computer/Laptop

1. Click the meeting URL that is included in your Outlook meeting invitation or sent via email by your adviser. It should look something like the image below.



2. If you are on a UWSP Computer, the Zoom desktop application will automatically open. All UWSP Computers have the Zoom Desktop Application downloaded. If you are using a Personal Computer or Laptop, the Zoom meeting will open in your web browser. Click **Allow** to allow the Zoom desktop application to be installed.

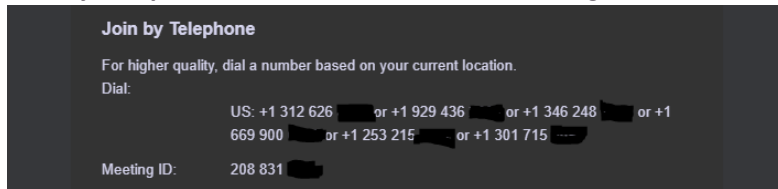
3. Click **Join with Computer Audio** to join the meeting with your computer's mic and camera, or select **Phone Call** at the upper-left to receive a dial-in number and meeting ID.

To join a Zoom meeting by Telephone Only

Sometimes the only option you may have to join a Zoom meeting is by telephone. For example, when you're traveling and your available internet connection is spotty at best. You may also wish to connect by telephone when your computer can access video but a microphone is not available on your computer.

1. On your telephone, dial one of the US numbers listed in the e-mail invitation sent by your adviser. If you dial a toll number, your carrier rates will apply. These numbers will be listed in the e-mail under the

Join by Telephone section of the e-mail. See image below.



2. Once you have dialed the number, you will be asked to enter the meeting ID provided in your invitation e-mail.

3. Now you are in the meeting! If there is no one on the line, wait just one moment. Your adviser will be joining shortly! If you are having issues with Zoom, please don't hesitate to e-mail your adviser with questions or concerns.