Join or host from the Zoom meeting invitation

The simplest way to join or host a meeting is directly from the meeting invitation by clicking “Join Zoom Meeting”.

**Subject:** Typical Zoom Meeting

**Location:** https://harvard.zoom.us/j/102358779

**Duration:** 30 Minutes

**Starts:** 10/7/2019 3:00 PM

**Ends:** 10/7/2019 3:30 PM

---

**Join Zoom Meeting:** Click this link to start your meeting or join a meeting.

**Join by telephone**

Dial: +1 929 436 2885 US (New York)
Meeting ID: 102 358 779

**International numbers**

One tap mobile: +19294362885, 102358779# US (New York)

**Join by SIP conference room system**

Meeting ID: 102 358 779
SIP: 102358779@zoomcrc.com

**International numbers:** Link to call in numbers outside U.S.

**Phone one-tap:** Click from your phone without having to enter the Meeting ID.

**Join by SIP room system:** Dial the SIP number to join from a conference room.

**Tip:** If you are ever prompted to login, choose the SSO login option. If you are prompted for a domain, type “harvard” in the space provided.

---

Choose an audio option

Once the Zoom meeting launches, choose your audio option: computer audio or phone call.

If you have already joined the meeting from a SIP conference room system and are joining from a laptop to host the meeting, close this window without choosing an audio option.

Continued on back.
Host meeting controls on desktop and mobile

**Desktop**
The host controls will appear at the top of your computer screen if you’re not currently sharing.

- **Mute/unmute audio**
- **Start/stop video**
- **Manage participants (mute, lock meeting, stop video)**
- **Chat with participants**
- **End/leave meeting**

**Mobile**
On the mobile phone app, the host controls will appear at the bottom of your screen, except for End Meeting (which appears at the top). On a tablet, they will appear at the top of your screen.

- **Start or stop a recording**
- **Invite others to join your meeting**
  Copy the URL or Invitation into your chat or email application.
- **Share screen**
  You’ll be prompted to select the screen or application that you want to share (see below).

When you are screen sharing, the meeting controls will move to the top of your screen.

Tip: If you are the host, end the meeting for all participants when you leave the meeting (you will be prompted). You cannot be the host of two meetings at the same time.

Need more help?
Visit [https://support.zoom.us](https://support.zoom.us) or contact your local IT help desk.