

HOW TO DETERMINE YOUR VIDEO CONFERENCING PLATFORM

- 1 Your program officer may directly tell you the conferencing service that will be used to host your meeting.
- 2 Alternatively, you can look at the meeting's URL in the email invitation that you receive. If the invitation you receive includes only a button for joining the meeting, hover your cursor over the button to see the link for your meeting to determine whether your panel will be hosted using Zoom or Teams.

ZOOM EXAMPLE

An invitation to a video conferencing meeting will look similar to the examples below.

For this Zoom meeting, in Example 1, you can clearly see “zoomgov” in the links and you will click on “Join ZoomGov Meeting.”

EXAMPLE 1

Scheduled from Microsoft Outlook

Join ZoomGov Meeting

<https://servicensf.zoomgov.com/j/1612242901>

Meeting ID: 161 224 2901

One tap mobile

+16692545252,,1612242901# US (San Jose)

+16468287666,,1612242901# US (New York)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 646 828 7666 US (New York)

Meeting ID: 161 224 2901

Find your local number:

<https://www.zoomgov.com/u/abto1YpqAd>

Join by SIP

1612242901@sip.zoomgov.com

Join by H.323

161.199.138.10 (US West)

161.199.136.10 (US East)

Meeting ID: 161 224 2901

Zoom link

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TEAMS EXAMPLE

An invitation to a video conferencing meeting will look similar to the examples below.

For this Teams meeting, in Example 2, you can clearly see “Microsoft Teams meeting” in the invitation and you will click on “Click here to join the meeting” or click the “Join on the web” link. Example 3 shows how you can hover your cursor over the “Click here to join the meeting” link to reveal the URL to your meeting.

EXAMPLE 2

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 000 121 675

Passcode: fiNDWR

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 804-215-3147,343942869#](#) United States, Richmond

Phone Conference ID: 343 942 869#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Teams links

EXAMPLE 3

Microsoft Team

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 000 121 675

Passcode: fiNDWR

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 804-215-3147,343942869#](#) United States, Richmond

Phone Conference ID: 343 942 869#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

```
https://teams.microsoft.com/l/meetup-join/19:
e8d012093108432b81b7914ae91ded93@th
read.tacv2/1679515776270?context={"tid":
"4939bd94-3563-4244-904d-6e68ffc9b8cf",
"oid":
"4bf9477f-814e-4966-a34e-a5d20321aefa"
}
```

Join Meeting link