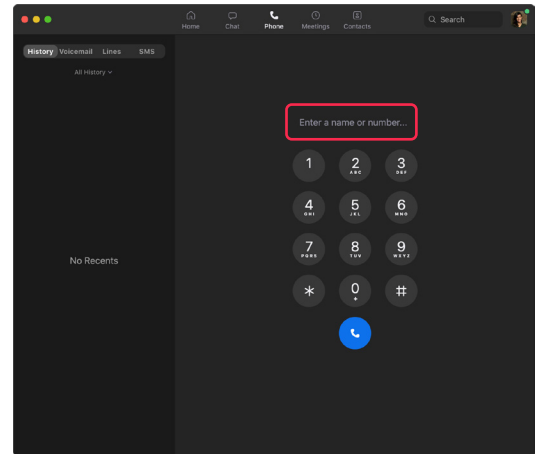# zoomphone
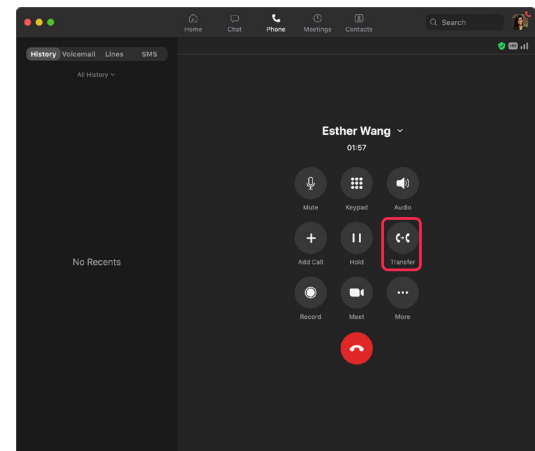
How to make a call:

1) Open the Zoom app

2) Click the Phone tab

3) Type in a name, number, or extension, click the blue phone icon or select your contact's name when ready to place the call
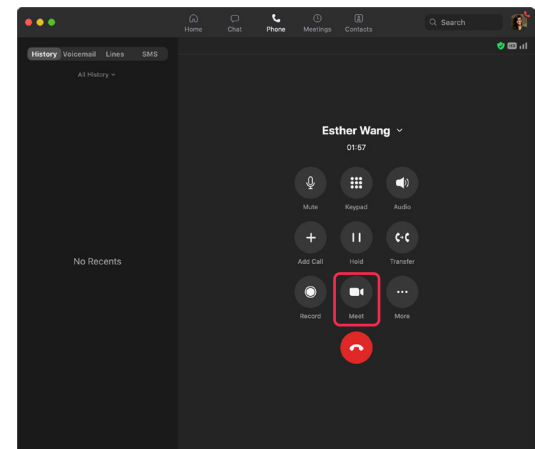

How to transfer a call:

1) While on a call, click the transfer button

2) Enter the name or number of the person to transfer to

3) Click the blue transfer button

4) Select the transfer method

How to elevate a call to a meeting:

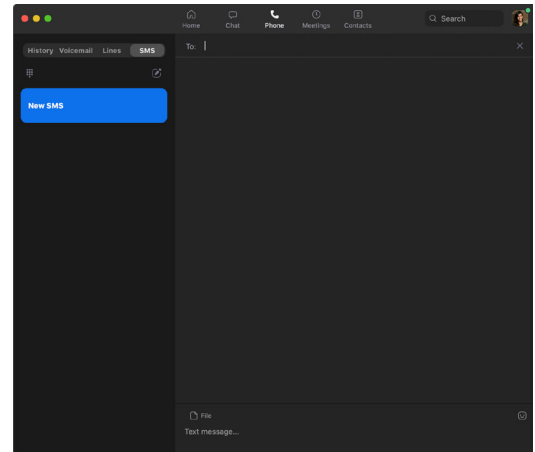While in a phone call, click the Meet button. The meeting will be transferred to an instant Zoom Meeting
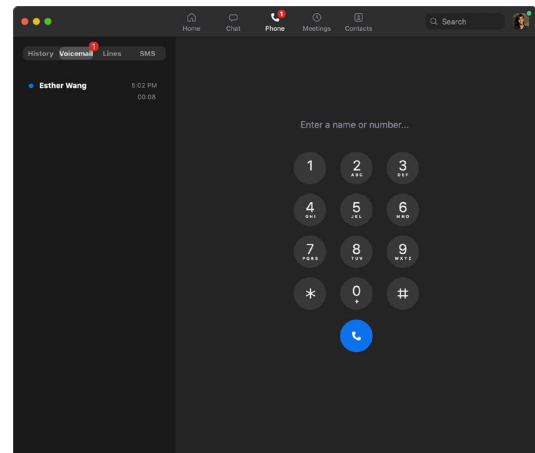
Quick Reference Guide

zoomphone

Send/Receive an SMS:

1) Open the Zoom App

2) Go to the Phone tab

3) Click SMS

4) Enter the number and message you would like to send and hit enter

How to check your voicemail:

1) Open the Zoom app

2) Click the Phone tab

3) Click Voicemail

4) Hover over the voicemail and press play

5) Or click the voicemail to see a transcription of the recording

How to change your voicemail greeting:

1) Sign into zoom.us

2) Navigate to the Phone tab under Personal

3) In the Call Handling, section go to Audio Library

4) Click Add Audio

5) You can then pick if you want to record a new greeting or upload a file