

## Using Zoom Phone

Place or receive phone calls with the [Zoom app](#) on your desktop/laptop, or on your smartphone/tablet.

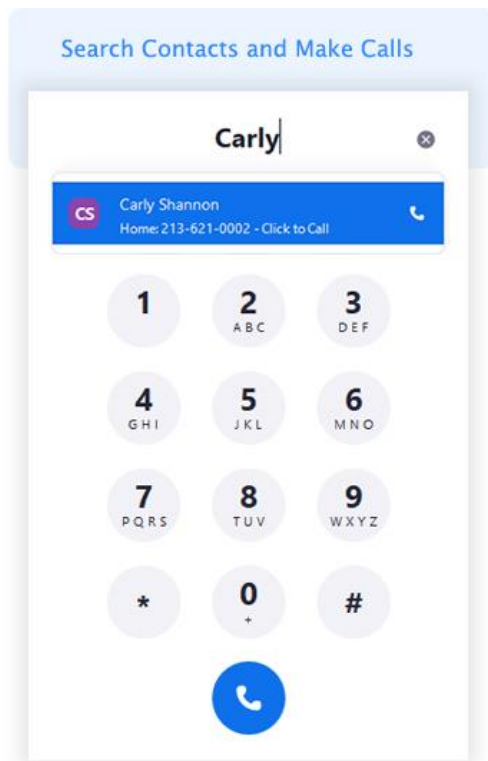
In the app, be sure you are using your University account. If you do not seem to be in your University account, under your profile picture, click **Sign Out**. Use **Sign In with SSO** and type in **arizona.zoom.us** to get to NetID login.

### Phone Calls

After [setup](#), you can start making and receiving calls using Zoom Phone.

Make calls using the dial pad or search through the directory by starting to type their name. Their profile picture will also have a small icon showing their [presence status](#) (e.g., Available, or In a Zoom Meeting).

For placing external calls within US and Canada, dial the 10-digit number; you do not need to dial **1** first. If you defined your local area code in Settings, you can dial the 7-digit number (e.g., 621-1234, with your area code already designated as 520).



For incoming calls, you can accept it, or decline it. If you decline it, the caller will be sent to wherever you selected under When a Call is Not Answered in Settings (e.g., Forward to Voicemail, or Forward to Another Extension).

