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.”

<table>
<thead>
<tr>
<th>EXAMPLE 1</th>
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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

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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.