

Zoom Personal Audio Conference

Turning on Zoom PAC

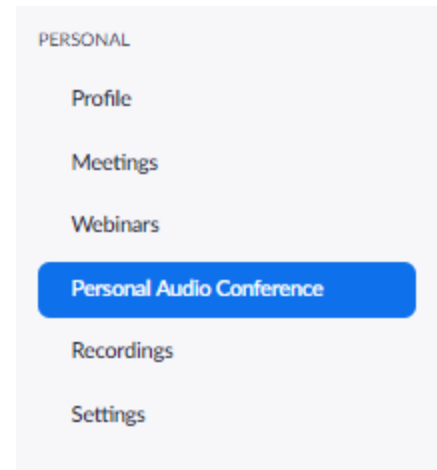
1. Go to dotfoods.okta.com and log in.
2. Search for and open Zoom Video Conferencing.
3. On the left, select Personal Audio Conference.
4. Select Enable personal audio conference.
5. Now you should see your conference numbers and Host Key.
6. Reveal your Host Key and take note of it, you'll need it later.

Personal Audio Conference is disabled.

[Enable personal audio conference](#)

Host Key ***** Show

Host key can only be changed through My Profile.



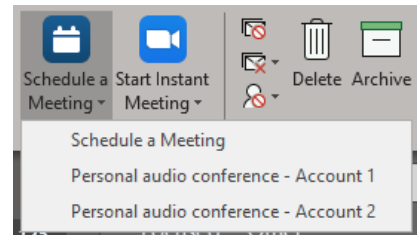
Scheduling a Conference Call

You can schedule a Zoom PAC like you would a Zoom meeting.

1. Schedule a meeting in Outlook like you normally would.
2. Click on the bottom half of the Schedule a Meeting button.
3. Select which conference number you would like to use.

You'll see your Outlook meeting autofill with your conference numbers.

From here go ahead and invite anyone needed and send out the invitation.



Hosting your Zoom PAC

1. Dial into your Zoom PAC with your phone, then enter your meeting ID followed by #.
2. Next you'll be asked to enter your 6-digit host key, this will let you join as the meeting host.

Note: You can also join your Zoom PAC from your computer by using the link on your meeting invite.

Meeting Commands

- *4 : Ends the Meeting for everyone.
- *5 : Locks / Unlocks the meeting. No one else can join a locked meeting.
- *6 : Mutes / Unmutes yourself.
- *7 : Starts / Stops the meeting recording.
- *# : Tells you the number of participants on the call.
- 99 : Mutes / Unmutes all participants. This does not mute the host.

Relevant Zoom Articles

[Getting Started with PAC](#)

[Hosting a Zoom PAC](#)

[Joining a Meeting by Phone](#)

[Changing your Host Key](#)