RAYMOND JAMES

Zoom Getting Started (for clients) – Quick Reference

Zoom is a web-based video-conferencing tool that enables users to attend Raymond James online meetings, with or without video.

ATTENDING A RAYMOND JAMES ZOOM MEETING

You can attend a Zoom meeting using the link provided in the email meeting invite.

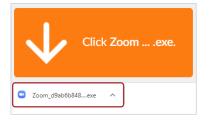
1. Open the meeting invitation email and click the Join Raymond James Zoom Meeting hyperlink.

RAYMOND JAMES		
Hi there,		
Anne Advisor is inviting	you to a scheduled Raymond James meeting.	
Join Raymo	ond James Zoom Meeting	
Phone one-tap: U	S: <u>+16468769923,,447584098#</u> or <u>+14086380968,,447584098#</u>	
Meeting URL: ht	tps://raymondjames.zoom.us/j/447584098	

Note: The screens in this guide illustrate how to join your first Raymond James Zoom meeting using a Windows PC and the Google Chrome browser. Your screens may differ depending on the browser and device you use. For instructions for joining from a different browser or device, see Zoom's Help Center.

2. Double-click the Zoom executable file (.exe) that appears at the bottom of your screen. If you receive a User Account Control prompt to allow Zoom to install on your computer, click Yes.

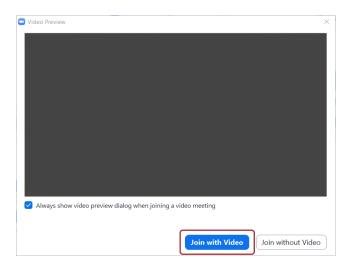
Note: The executable file only appears the first time you use Zoom. The next time you join a meeting, you will be prompted to open the Zoom app.



3. Enter your name and click Join Meeting.

Enter you	ır name
Jon Doe	
Remember m	y name for future meetings
	Join Meeting Cancel

4. If you and your host both have computers with video cameras, you will see the following window (where the shaded area represents the image from your camera). Click Join with Video or Join without Video, as desired.



Choose ONE of the audio conference options
Phone Call Computer Audio Call Me
To hear others, click the Join Audio button Join with Computer Audio
Test Speaker and Microphone
Automatically join audio by computer when joining a meeting

5. Next, select your preferred audio option. (Most users connect using Join with Computer Audio.)

To Join with Computer Audio

This is the default tab. Click the **Join with Computer Audio** button.

To join by Phone Call

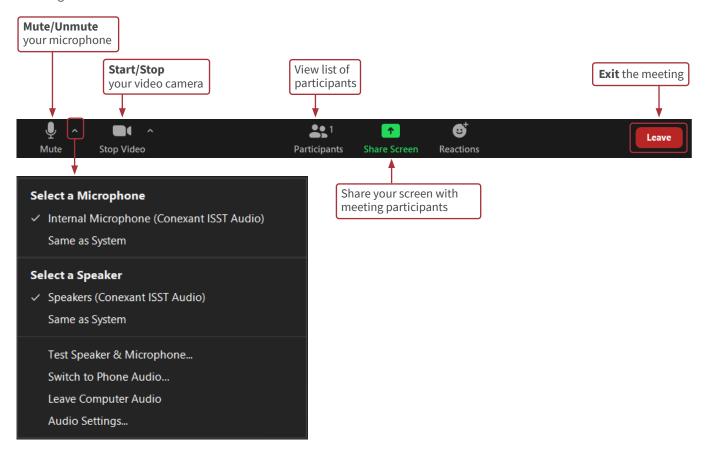
Click the **Phone Call** tab. Dial one of the numbers provided and then follow the voice prompts to enter the Meeting ID and Participant ID using your phone's keypad.

To join using Call Me

Click the **Call Me** tab. Select your country and enter your phone number. Click the **Call Me** button.

You are now placed in the Raymond James Zoom meeting.

Use the toolbar at the bottom of your Zoom meeting screen to manage audio and video connections, share your screen, and more. See image below.



6. Click Leave > Leave Meeting to exit the meeting.

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INTERNATIONAL HEADQUARTERS: THE RAYMOND JAMES FINANCIAL CENTER 880 CARILLON PARKWAY // ST. PETERSBURG, FL 33716 // 800.248.8863

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