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

ATTENDING A ZOOM MEETING

You can attend a Zoom meeting from the meeting invite.

Note: A Zoom account is not required to attend a Zoom meeting.

To attend a Zoom meeting from a meeting invite:

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

   ![Meeting Invitation Image]

   **Mac Users**: If you are using Zoom for the first time, you will be prompted to authorize access to your microphone and camera. Click **OK** to enable your microphone and camera to work normally in Zoom.

2. Decide how you want to join the audio portion of the meeting:

   **To join by phone call**
   
   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.

   ![Phone Call Image]

   **To join by computer audio**
   
   (Speakers/headset and microphone required) Click the **Join with Computer Audio** button.

   ![Computer Audio Image]

   The meeting will begin when your meeting organizer joins.
USING ZOOM

The Zoom dashboard that opens automatically when you join a meeting enables you to manage a variety of settings. Key features are shown in the diagram below.