

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.



**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.

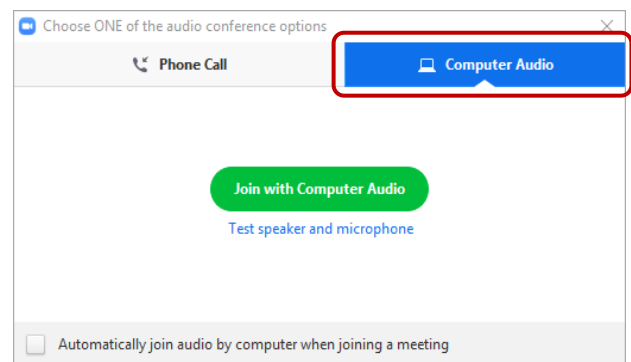
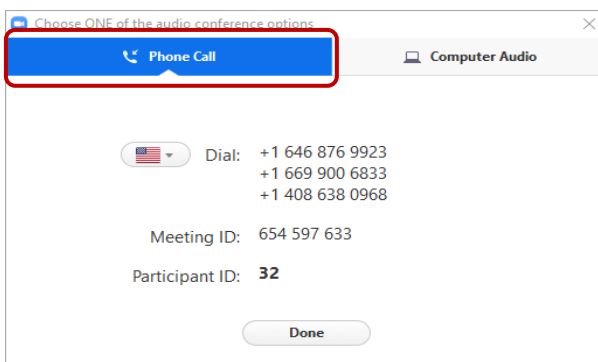
2. Decide how you want to join the audio portion of the meeting:

### 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.

### To join by computer audio

(Speakers/headset and microphone required) Click the **Join with Computer Audio** button.



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.

