

## 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.

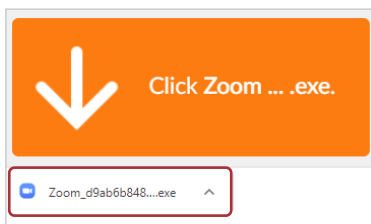
1. Open the meeting invitation email and click the **Join Raymond James Zoom Meeting** hyperlink.



**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.

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.

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

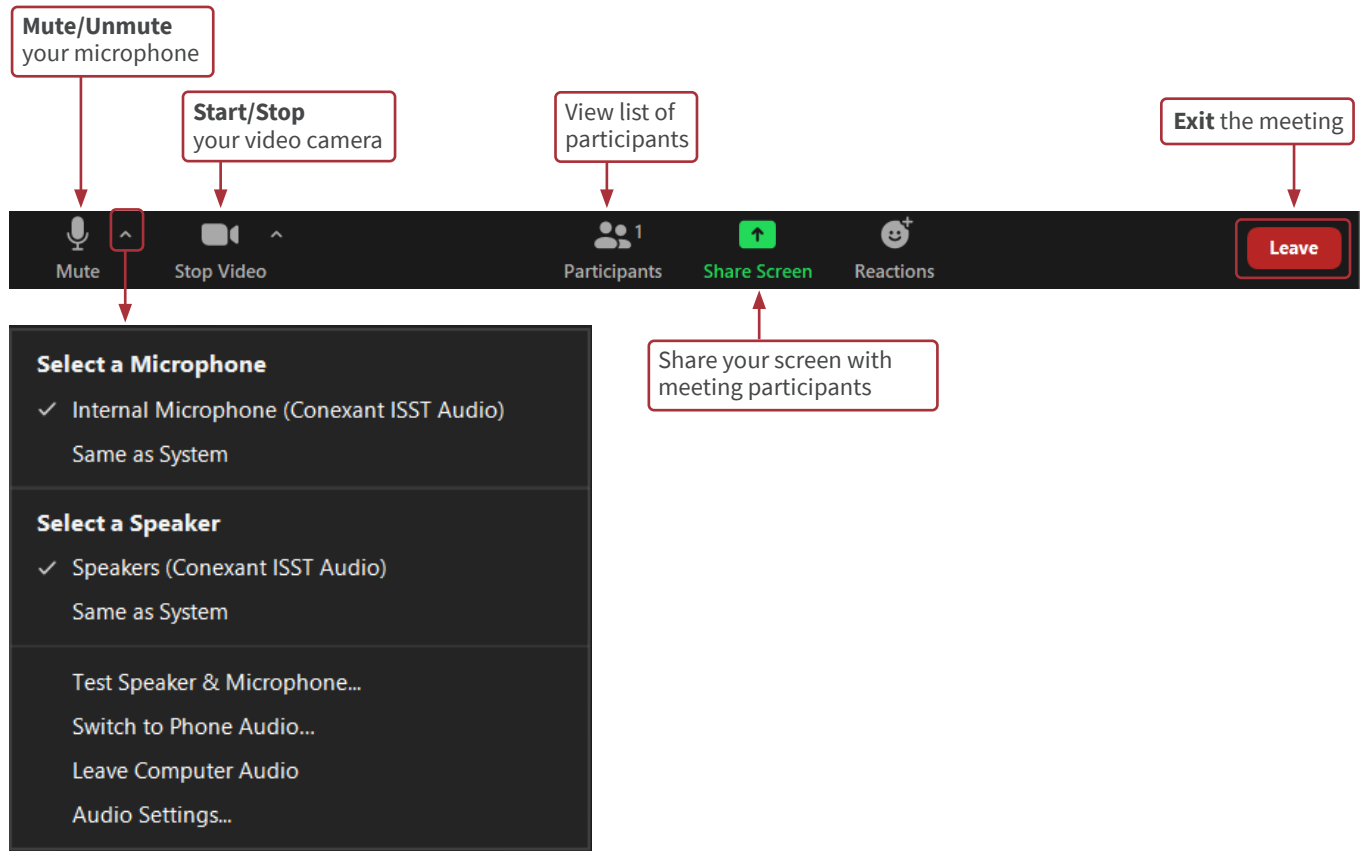
Click the **Phone Call** tab. Dial one of the numbers provided and then follow the voice prompts to enter the Meeting ID and Participant ID using your phone's keypad.

#### 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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