



## Zoom: Getting started

Zoom is a virtual meeting solution that offers a reliable cloud platform for video and audio conferencing. Use Zoom to virtually meet with your financial advisor.

### ATTENDING A ZOOM MEETING

You can attend a Zoom meeting from the meeting invite your financial advisor sent via email.

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

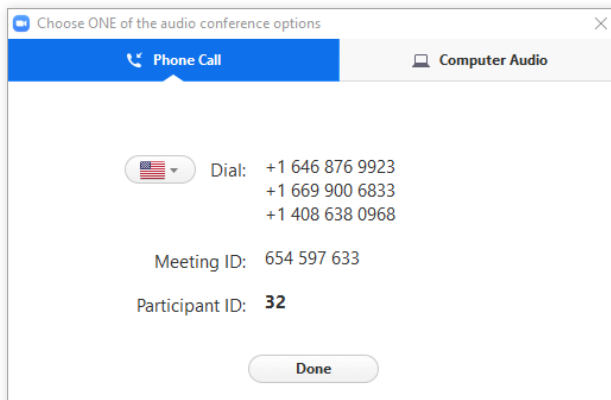
To attend a Zoom meeting from a meeting invite:

1. Open the email from your financial advisor and click the **Join Kendrick Wealth Management Zoom Meeting** hyperlink.

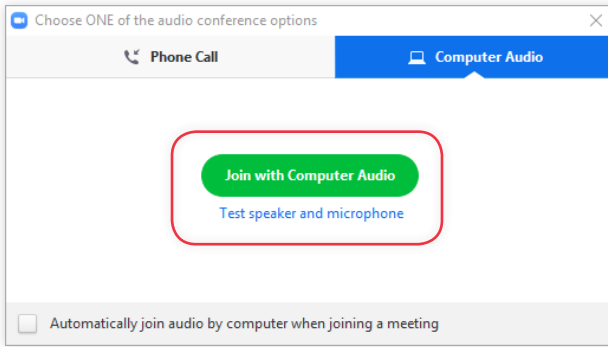


2. On the screen that appears, you will be prompted to join the meeting through either phone call or computer audio.

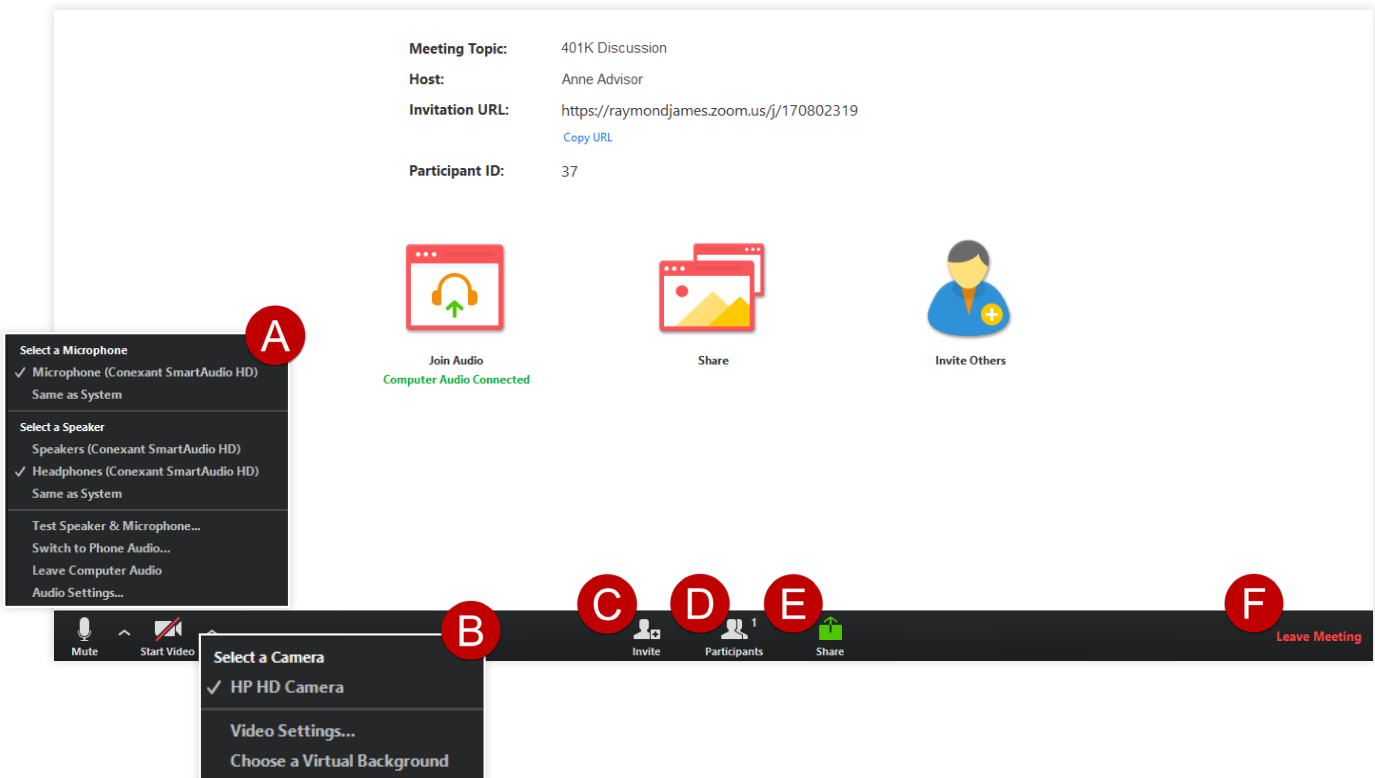
- **To join by phone**, dial one of the numbers provided, and then follow the prompts to enter the Meeting ID and Participant ID.



- To join by computer audio, click the **Join with Computer Audio** button.



The meeting will begin when your financial advisor joins.



- A** By clicking the microphone icon, you can mute or unmute your audio.

The microphone icon dropdown provides several audio options for your virtual meeting, including the ability to switch between computer and phone audio.

- B** By clicking the video icon, you can stop or start your video camera.

The video icon dropdown provides access to video settings.

- C** Click the **Invite** icon to invite additional participants to your virtual meeting.

- D** Click the **Participants** icon to view participants in the virtual meeting.

- E** By clicking the **Share** icon, you can share a screen, document or application with your financial advisor.

*Note: Only one participant can share their screen at any given time.*

- F** Click **Leave Meeting** to leave the virtual meeting.



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