

## Attendee Cheat Sheet

# Zoom Video-Conferencing

Zoom is a secure, web-based video-conferencing tool that allows users to meet online with real-time messaging and content sharing. At Kaydan Wealth Management, Zoom is our preferred tool to virtually meet with clients and colleagues.

Note: Zoom accounts are not required to *attend* Zoom meetings. To *host* a Zoom meeting, you will need to set up and activate your own personal Zoom account.

### Before Zoom Meeting:

- You will need access to a computer, tablet, or smartphone equipped with a speaker and microphone. The device you choose **must be connected to WiFi**.
- To help expedite logging into your Zoom meeting, we recommend downloading the Zoom app on your desktop or smart device in advance. Visit [www.zoom.us/download](http://www.zoom.us/download) or download the app from your smart devices **app store**.

### Attending a Zoom Meeting:

- Use your Zoom email invitation to locate and click the **Join Zoom Meeting** link. This will automatically open the Zoom App on your device. If you added your Zoom meeting to your calendar, you can also find the Join Zoom Meeting link there.
- Once the Zoom app opens, you will be prompted to **Join With Video**.
- Next, select your preferred audio option. Most users connect using **Join With Computer Audio**. You may also **Join By Phone Call**. If you choose this option, reference your Zoom meeting invitation for the dial-in number and follow the prompts to enter the **Meeting ID** and **Password**.
- Use the black toolbar at the bottom of your Zoom meeting screen to manage your audio and video settings. Click the up arrow to the right of the Mute icon and select **Test Speaker and Microphone**. You may also use this option to **mute/unmute** your microphone.
- In the upper right-hand corner of your Zoom meeting screen, you may toggle between “Speaker View” and “Gallery View.” **Speaker View** shows the active speaker while **Gallery View** tiles all participants in the same screen.
- To exit the meeting, select the red **Leave** button in the bottom right toolbar on your Zoom meeting screen.

For more training and troubleshooting, visit <https://support.zoom.us>.



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