### **Zoom for External Participants**

### **Connecting from Application**

- 1. Open the app from your personal device where Zoom is downloaded.
- 2. From the log in page, click on **Join Meeting.**





3. Enter your Meeting ID and Name.



4. Click on Join.

5. You will be directed to sign in; select **Not now.** 



- 6. You will be placed in a waiting room.
- 7. Host will admit you to the call.

#### **Connecting from Web Browser**

- 1. Go to the Zoom website (<u>www.zoom.com</u>).
- 2. From the home page, click on Join a Meeting.



3. Enter the Meeting ID.

# Join a Meeting



Join a meeting from an H.323/SIP room system

4. Click on Join from browser.

If nothing prompts from browser, download & run Zoom.

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If you cannot download or run the application join from your browser.

5. Enter your name and click on Join.



Your Name Kent Sarmiento	
✓ I'm not a robot	reCAPTCHA Privacy - Terms
Join	

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

### Connecting from a JPMC location via TP/Cisco Phone

o Join a Zoom Videoconference
loin with the Zoom application:
John with the 200h application.
Open the Zoom app from your personal device (mobile phone, tablet, PC or Mac)
Select Join
Enter Meeting ID (mentioned above)
Select Join
No access to video? Join from your phone:
U.S. International Toll: +1-646-876-9923
Enter Meeting ID and select #
For alternate phone options:
For internal JPMorgan Chase employees: Visit go/zoomaudio

Note: Zoom app is not supported on JPMC workstations

## **Etiquette Guidelines**

- Ensure to log-in / join the meeting on time.
- Ensure the meeting is attended in a quiet area to avoid noise disturbances.
- Maintain a steady rate of speech, in an audible decibel.
- While using computer /mobile accessories ensure the microphone is placed well for better voice clarity.
- Follow smart professional dress code.
- Avoid interruptions, as there are minor audio delays.
- Maintain eye contact.