# Flourish
## WEALTH MANAGEMENT

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Flourish Wealth Management is aware of the issue of unauthorized hacking of private Zoom meetings known as *"Zoombombing"*. We take your privacy very seriously and in addition to keeping Zoom up to date with the latest security patches we have implemented the recommended security settings in order to mitigate this issue and keep your meetings with us safe and secure. We recommend you do the same.

Here is a link with more information about how you can protect your privacy:
https://www.cnet.com/how-to/zoombombing-what-it-is-and-how-you-can-prevent-it-in-zoom-video-chat/

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**How to use Zoom Audio/Video Conferencing**

1. You will be sent a link to log into Zoom from your computer or laptop. It will look something like this:
   https://zoom.us/j/1234567890 (this is just a sample – do not use this link)

2. Once you click on the link, you will see this screen – Zoom should automatically launch

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

3.  This is the next screen that will appear

**Meeting Topic:**   Host name will apear here Personal Meeting Room

**Host:**   ' Host name will appear here

**Invitation URL:**   https://zoom.us/j/2521747964

   Copy URL

**Participant ID:**   45

Join Audio          Share          Invite Others

4.  This will screen will also appear simultaneously

Choose ONE of the audio conference options          ✕

📞 Phone Call          💻 Computer Audio

**Join with Computer Audio**

Test speaker and microphone

☐ Automatically join audio by computer when joining a meeting
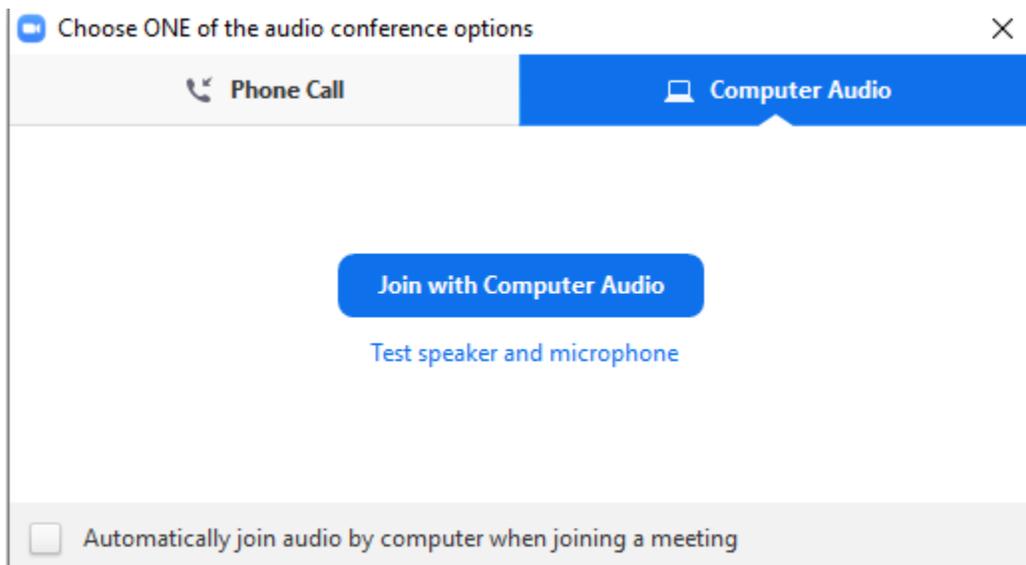
At this point, you are being given the choice to join by computer audio or phone. We encourage you to join by Computer Audio. Start by selecting "Test speaker and microphone" to confirm that your speaker and microphone are working properly.

Since devices vary greatly in the way the audio and video are activated, if you are uncertain about your audio or video being "on", please watch this video provided by Zoom.

https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

Additionally, Zoom provides a "chat" feature that will allow you to send us a message while in Zoom if you are having any difficulties.  Please follow this link to get support on using the Chat feature. https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat

5.  If you choose computer audio, you will then be hooked into the Zoom meeting using your computer's audio.  You will see a menu at the bottom of your screen.



***PLEASE NOTE:  You have a mute button on the far left of this menu – you can turn it on and off by clicking on it.  It must be on if you want to speak.  Additionally, if you want to be seen, you must click on the Start Video button so others can see you. You can also toggle this on and off.  Turning off the mute button on this menu bar DOES NOT impair you from hearing others.***

***However, on your computer or laptop, most likely in the bottom right hand corner, you have a speaker control for your computer.  This MUST be unmuted for anyone to hear you.  See below:***
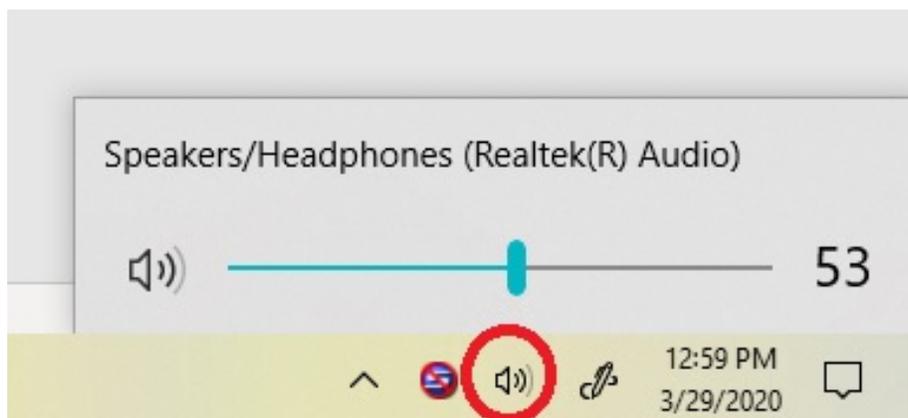
6. Other items on the menu button:

Your host may want to share documents with you on their screen or you may want to share with them. If so, you will click the "Share" button as shown below



7. Once you click this button, Zoom will show you a list of what is open on your computer. Click on the document you want to share and others on the Zoom meeting will be able to see it.

8. When you are ready to stop sharing, simply click the Stop Sharing button as seen below. This button only appears when you begin sharing a document.
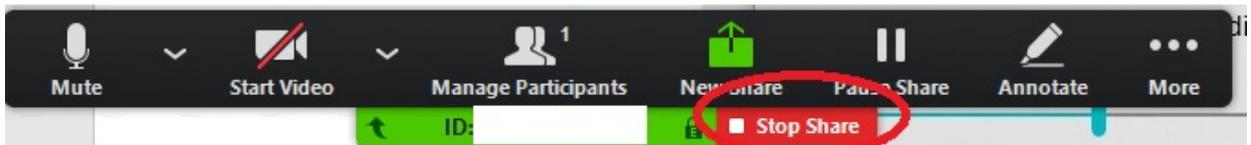


9. When your meeting is over, your host will end the meeting which will end it for everyone. There is nothing further you need to do at this point.

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WE ARE HERE TO TAKE YOUR CALLS AND PROVIDE SUPPORT TO YOU DURING THIS DIFFICULT TIME.

Please contact us at 952.392.4474 or info@flourishwm.com to set up a time to talk.