Zoom
Viewing & Participating in Multiple Sessions
Quick Reference Guide

Legend: Look for Helpful Hints
Click=Select w/ Mouse or Touch Pad
Bold Text = Action
Italicized Text = Object of Action
Bracketed Text<> = button or link
Single Quotes = Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Objective</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1     | Opening browser in incognito/private mode | **Google Chrome users:**
1. Click <More options> (…) in the upper right corner of a browser window.
2. Select New Incognito window from the dropdown menu.

*Helpful Hint:* Supported Web Browsers are Google Chrome, Internet Explorer 11, and FireFox Mozilla. Microsoft Edge is not supported.

| 2     | Joining a Zoom meeting | 1. Type “www.zoom.us” in the address bar.
2. Click <Join a Meeting> in the upper right corner of the web page. |
3. **Enter the Meeting ID, then click** <Join>.

![Image of Zoom Join Meeting](image)

4. A message will display to Open Zoom Meeting/Download the Zoom Application. **Click** <Cancel>.

5. **Click** <Join from Your Browser> at the bottom of the screen.

![Image of Zoom Join Options](image)

**Notes:** Once you press cancel, you may not see the **Join from Web Browser** appear. In this event, **click** <Launch Meeting>, the **Open Zoom Meeting** box will display again, then **click** <Cancel>. This will prompt the Join from Web Browser option to display.

If application begins to download, the **Join from Web Browser** option will not display. **Click** <Back> to return to enter the **Meeting ID**.

6. **Next, enter** the name you wish to display. If the meeting has a passcode, the system will prompt you to **enter** it.

7. The Zoom Session will open in the Web Browser. **Repeat** steps 1 thru 6 to open multiple tabs in the web browser.

![Image of Zoom Session](image)

**Recommended:** A maximum of eight sessions open in tabs at once.
8. To join a session, **click** the tab it is open in, then **click** <Join Audio>.

**Notes:** Do not click <Join Audio> unless you are in that session. Otherwise all sessions audio will come through device all at once.

Before leaving a session and selecting another tab, you must turn off the computer audio. Otherwise when you speak it will go across all sessions that are open.

- To turn off audio, **click** the <Arrow> next to the microphone icon, then **select** *Leave computer audio*. 