

Zoom

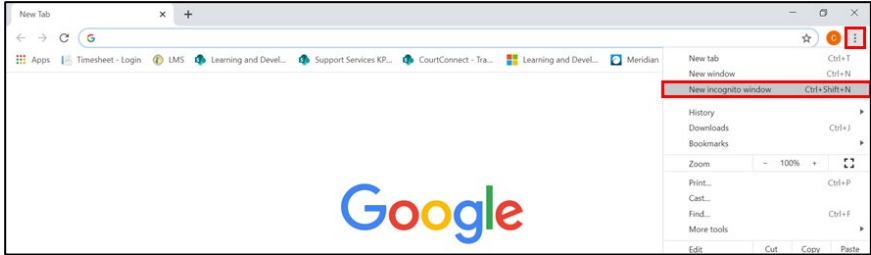
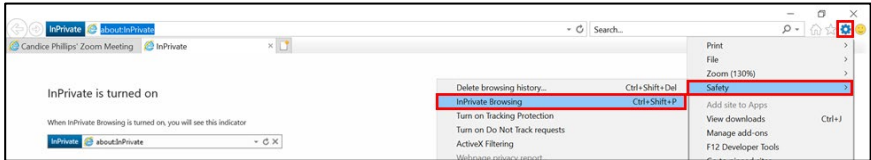
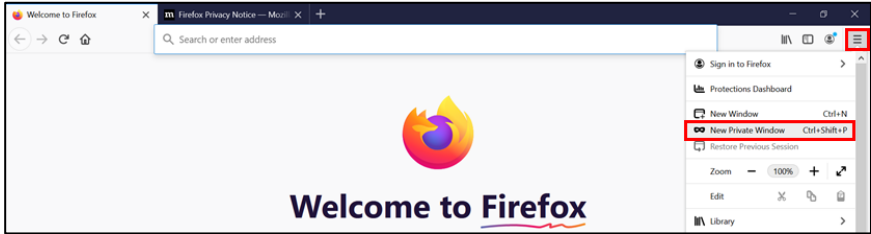
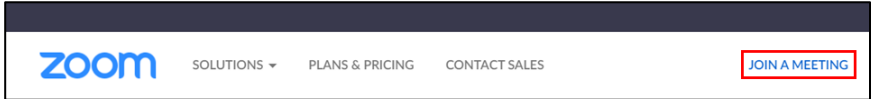
Viewing & Participating in Multiple Sessions

Quick Reference Guide

Administrative Office of the Courts
 1001 Vandalay Drive
 Frankfort, KY 40601
 (502) 573-2350

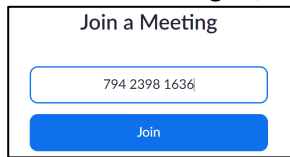


Legend: Look for **Helpful Hints** Bold Text = **Action** Bracketed Text<> = button or link
 Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

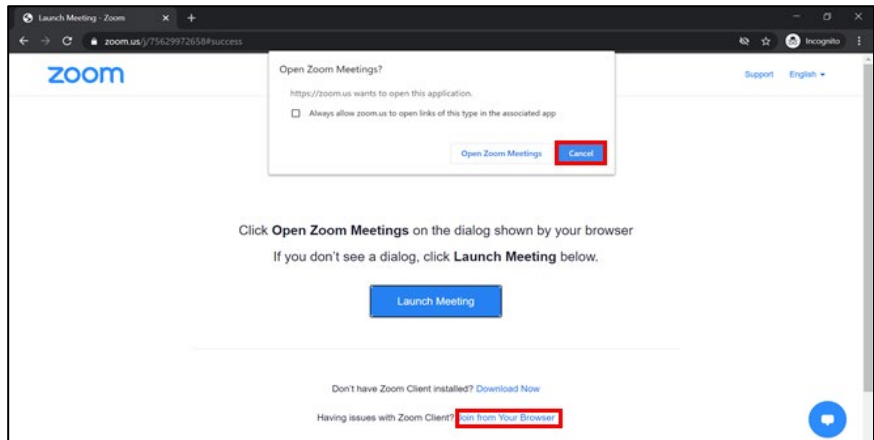
Step	Objective	Action
1	Opening browser in incognito/private mode <i>Helpful Hint:</i> Supported Web Browsers are Google Chrome, Internet Explorer 11, and FireFox Mozilla. Microsoft Edge is not supported.	Google Chrome users <ol style="list-style-type: none"> 1. Click <More options> (...) in the upper right corner of a browser window. 2. Select <i>New Incognito window</i> from the dropdown menu. 
		Internet Explorer users: <ol style="list-style-type: none"> 1. Click <Settings> (gear icon) in the upper right of a browser window. 2. Select <i>Safety</i> from the dropdown menu, then select <i>InPrivate Browsing</i>. 
		Mozilla FireFox users: <ol style="list-style-type: none"> 1. Click <Menu> (three bars icon) in the upper right corner of a browser window. 2. Select <i>New Private Window</i> from the dropdown menu. 
2	Joining a Zoom meeting	<ol style="list-style-type: none"> 1. Type "www.zoom.us" in the address bar. 2. Click <Join a Meeting> in the upper right corner of the web page. 

For additional questions, please contact Support Services at (502) 573-2350 ext 50109.

3. Enter the Meeting ID, then click <Join>.



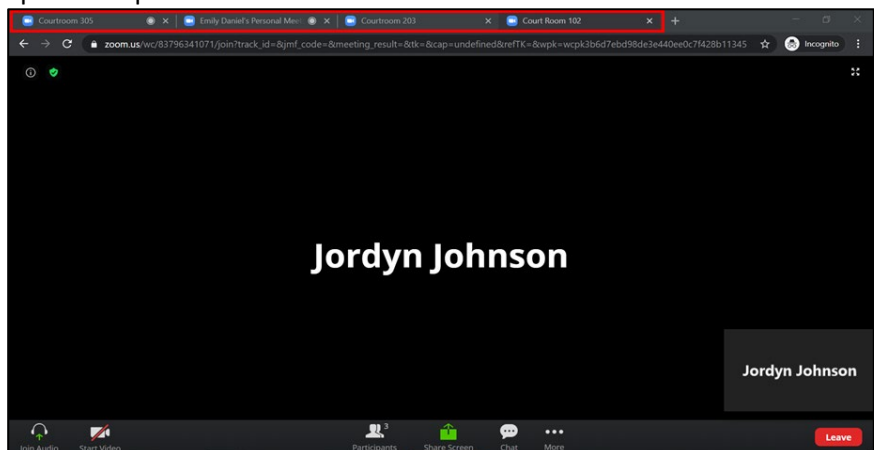
4. A message will display to Open Zoom Meeting/Download the Zoom Application. Click <Cancel>.
5. Click <Join from Your Browser> at the bottom of the screen.



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.



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*.

