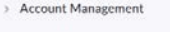
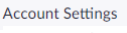
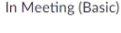




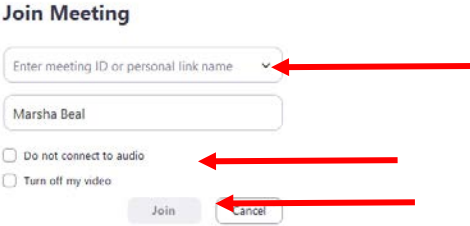
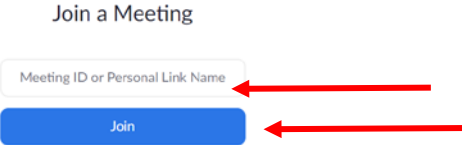
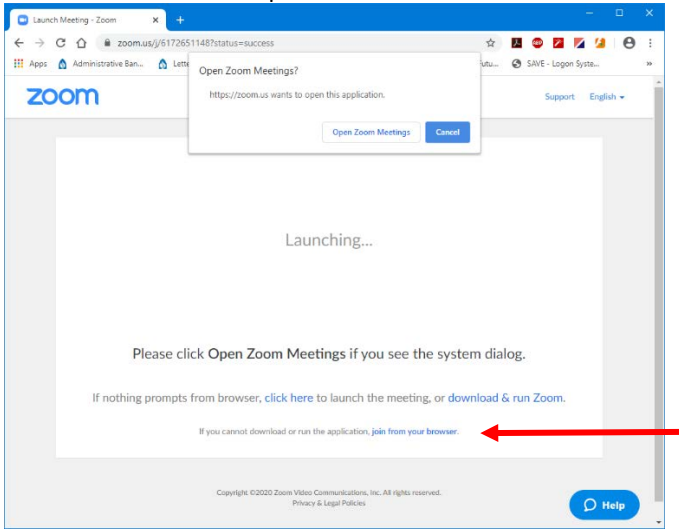


Quick Reference Guide: Zoom – Join Multiple Meetings



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| <p>❑ Can I be in more than one Zoom meeting at a time?</p> | <p>Information:</p> <ul style="list-style-type: none"> • Yes, you can be in more than one meeting at a time • You need to make sure your settings are correct • Use Chrome as your browser • Your camera will only work in one of the meeting |
| <p>❑ How do I check my settings</p> | <p>How to: - Make sure your settings will allow you to join multiple meetings</p> <ul style="list-style-type: none"> • Go to https://zoom.us • Click on SIGN IN • Use your AU email address and then the password you used to create your account with Zoom • Click on Account Management – left side  • Click on Account Settings  • Click on In Meeting (Basic)  • Scroll down to Join Different meetings simultaneously on desktop <p>Join different meetings simultaneously on desktop  </p> <p>Allow user to join different meetings at the same time on one desktop device </p> |
| <p>❑ How do I join the first meeting – this is done how you would normally join any meeting</p> | <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the meeting link you have been sent <p>Or if you only have the meeting, do the following:</p> <ol style="list-style-type: none"> 2. Click on your client app from your desktop <ol style="list-style-type: none"> a. Click on the zoom icon at the bottom of your computer screen or  b. Go to your start menu and search for Zoom <div data-bbox="516 1108 1036 1465"> </div> <ol style="list-style-type: none"> 3. From the app page click on Join a Meeting <div data-bbox="475 1612 605 1780"> <p>Join</p> </div> |

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|--|--|
| | <p>4. Putting in the meeting ID 5. Choose to have your audio and video on or off</p>  <p>6. Click Join</p> |
| <p>□ How do I join the second meeting</p> | <p>How to:</p> <ol style="list-style-type: none"> 1. Make sure you are in Chrome 2. Go zoom.us 3. Click on Join a Meeting 4. Type in the Meeting ID 5. Click Join  <ol style="list-style-type: none"> 6. Click on Join from your browser 7. Continue as directed 8. Your camera will only work in one of the meeting spaces at a time. You can choose to turn it on and off in the different spaces as needed  |
| <p>□ How do I host and join another meeting</p> | <p>Information:</p> <ul style="list-style-type: none"> • You CANNOT be a host and a participant in different meetings at the same time |