

Zoom Essential Training

OBJECTIVES

Users will learn how to join, schedule and record meetings, using the meetings controls. They will learn how to configure audio and video so that they can share their screen and multiple screens simultaneously. They will work with Zoom Rooms and Messaging and finally customise their Zoom environment.

Duration: 3 hours

1. INTRODUCTION

- Zoom User Interface
- Navigate the Zoom Application

2. ZOOM MEETINGS AND WEBINARS

- Join a Meeting
- Scheduling a meeting with Zoom website
- Meeting Controls
- Schedule a Meeting with Google Calendar
- Scheduling a Meeting with Outlook
- Assigning Scheduling Privileges in Outlook
- Scheduling a Zoom Webinar
- Breakout Rooms
- Closed Captioning

3. AUDIO, VIDEO & SHARING

- Recording a Zoom Meeting
- Joining & Configuring Audio & Video
- Sharing Your Screen
- Sharing Multiple Screens Simultaneously

4. ZOOM ROOMS

- Zoom Rooms Direct Sharing
- Zoom Room Feature Enhancements

5. ZOOM MESSAGING

- Announcements
- Contacts
- Chats

6. ZOOM ACCOUNT & ADMIN

- User Management
- Zoom Reporting and Dashboard