



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Zoom Meetings

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

With people transitioning to working remotely, virtual meetings have become the norm and, as a result, the Zoom video conferencing tool has gained attention and usage. This course will help participants become more confident and productive Zoom users. Participants will partake in, host and record Zoom meetings, use Zoom productivity tools such as share screen, annotation, polling, breakout rooms and contacts, and apply Zoom security and personalization.

Target Audience

This course is intended for:

- Business professionals in any functional role who need to participate in Zoom meetings and webinars, and who may also be called on to host Zoom events.

Prerequisites

To attend this course, candidates must have:

- Basic computer skills, which includes using the desktop to open applications and using a web browser. They can obtain these skills by taking the following course:
 - *Using Microsoft® Windows® 10*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Use Zoom as a meeting participant.
- Use Zoom to host meetings.
- Customize Zoom settings.
- Manage Zoom contacts.



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Course Topics

Module 1: Using Zoom as a Meeting Participant

- Join a Zoom Meeting
- Participate in a Zoom Meeting
- Collaborate in a Meeting

Module 2: Using Zoom to Host Meetings

- Schedule a Meeting
- Host a Meeting
- Use Breakout Rooms
- Compare Meetings and Webinars

Module 3: Customizing Zoom

- Customize Settings in the Zoom Web Portal
- Customize Zoom Desktop Client Settings

Module 4: Managing Zoom Contacts

- Add Zoom Contacts
- Chat with Zoom Contacts

EXERCISES INCLUDED