

Zoom Basics: Getting Up and Running with Web Conferencing

GoSkills online course syllabus

Skill level

Beginner

Lessons

17

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

49m

Estimated study time

49m 30s

Instructor

Oliver Schinkten

Introduction

1 Video meetings with Zoom

With the global shift to remote work, knowing how to use video meeting platforms such as Zoom has become a critical skill and job requirement.

Accessing and Navigating Zoom

2 Intro to Zoom

Tools like Zoom allow us to have video-conference meetings with people in different locations.

3 Customize your Zoom settings

It's important to customize your Zoom settings before you begin joining and hosting meetings.

Attending a Zoom Meeting

4 Check audio and video settings

Before entering a meeting, it's important to make sure that you have your audio and video figured out.

5 Join a Zoom meeting

There are likely times that you are invited to a Zoom meeting which you need to attend.

6 Inside of a Zoom meeting

It's important to understand the tools and features you have available to you when you are in a meeting.

7 **Change your background**
Zoom allows you to adjust the background that you appear in front of during a Zoom call.

8 **Use the chat feature**
The chat feature inside of Zoom allows you to make a comment or share a link or file without interrupting.

9 **Zoom meeting best practices**
Zoom allows us to attend meetings around the world from our computer.

Hosting a Zoom Meeting

10 **Schedule a Zoom meeting**
Zoom allows you to quickly customize and schedule meetings and then share the invite with others.

11 **Start a Zoom meeting**
On the Zoom platform, you can start a video meeting at any time and invite participants.

12 **Host a meeting**
Once you've created a meeting and invited people, you will next have to host the meeting.

13 **Manage attendees in waiting rooms**
When hosting a Zoom meeting you have the ability to have participants wait in a waiting room until you allow them in.

14 **Share your screen**
Zoom allows you to share your screen during meetings so that participants can follow along.

15 **Create breakout rooms**
There may be times when you want to separate participants into smaller groups to discuss something.

16 **Record and share a meeting**
It's easy to record and share Zoom meetings after they are completed so others can watch it.

Conclusion

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Embrace the power of Zoom

Thank you for watching this course!

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