Goskills

Zoom Basics: Getting Up and Running with Web Conferencing

GoSkills online course syllabus

Skill level
Beginner

Lessons
17

Pre-requisites
No prior experience needed

Video duration
49m

Estimated study time
49m 30s

Instructor
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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

17 Embrace the power of Zoom

Thank you for watching this course!

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