Zoom 101 Part II: Zoom Tools

October 13 from 3:00 p.m. to 4:00 p.m.
McCastlain Ballroom

Introduction

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In this training you will learn about the following tools:

- Profile and logging into Zoom (web browser vs. the application)
- Setting up advanced settings
- Creating a meeting:
    - Waiting room
    - Recording
    - Polling
    - Registration
- Tools to use during the meeting:
    - Basic tools: mute, video, and recording (cloud vs. local computer)
    - Reactions and non verbal feedback
    - Chat and private messaging
    - Screen sharing
    - Launching/sharing polls
    - Live streaming
    - Breakout rooms
- What to know as the host:
    - Muting
    - Co-host or changing hosts
    - Reports

Q&A and Debrief

Zoom 101 Part II is presented in partnership with:

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