

**Introduction to Zoom Meetings and Webinars**

**Course Number:** TELE-100
**Duration:** 0.5 days

**Overview**

In this half-day Introduction to Zoom training, participants learn how to use its wide array of features to conduct successful meetings and webinars. This course is instructor-led and hands-on. Be ready to interact and learn how to conduct successful Zoom events for small groups and large ones!

**Prerequisites**

No prior experience is presumed.

**Materials**

All Zoom training participants receive a quick reference covering the techniques shown in the class.

**Software Needed on Each Student PC**

All attendees require a computer with Zoom installed and tested, as well as a headset with microphone connected to the computer.

**Objectives**

* Navigate the Zoom interface
* Create and successfully host meetings, including meetings with breakout rooms
* Create, configure, and lead successful webinars
* Engage audiences with video, screen sharing, polls, and other collaboration tools and strategies

**Outline**

* Overview of Zoom
* Understanding the Components of the Zoom Interface:
	+ The Zoom Application Itself
		- Main Zoom Window
		- Active Meeting Window
		- Settings (for the current meeting)
	+ The Zoom Web Interface (for managing meeting/webinar settings)
	+ Zoom Plugins (Outlook discussed by default, but other plug-ins for browsers, Skype for Business, etc. can be discussed)
* Navigating the Main Zoom Window
	+ Home (for creating and joining meetings, as well as launching instant meetings)
	+ Chat
	+ Meetings (for Scheduling)
	+ Contacts
* Chat (depth adjusted to how heavily you are using chat outside of meetings)
	+ Creating or joining a chat channel
	+ Limiting who receives your messages
	+ Including screenshots, files, code, or animated GIFs
	+ Adding contacts to your starred list
	+ Starting a meeting with a contact or channel
* Phone (if your organization uses it)
	+ Make phone calls
	+ View call history
	+ Play voicemails
	+ Conference in and manage multiple call participants
* Contacts
	+ Creating, editing, and deleting contacts, contact groups, and channels
	+ Searching, grouping, and organizing your directory
* Managing Meetings
	+ Adding a meeting
	+ Configuring meeting settings
	+ Alternate hosts
	+ Starting a meeting
	+ Sending invitations and updated invitations
	+ Copy invitation to clipboard
	+ Editing a meeting
	+ Deleting a meeting
	+ Requiring (or not requiring) registration
* Hosting a Meeting
	+ Managing participants
	+ Understand roles: host, co-host, alternate host, or participant
	+ Controlling your microphone and the microphones of others (e.g., muting them)
	+ Starting/stopping video
	+ Chat
	+ Reactions
	+ Sharing your screen (in-depth with coverage of all options for what can be shared)
	+ Requesting and using keyboard/mouse control for a participant
	+ Sharing your keyboard/mouse with a participant
	+ Conducting Polls
	+ Recording the meeting
	+ Closed captioning or translating the meeting
	+ Adding and using breakout rooms (including creating them in real-time or pre-populating them in advance of the meeting)
	+ Broadcasting Your Meeting (via Workplace by Facebook or a custom streaming platform)
	+ Ending the Meeting
* Post-Meeting Reporting
	+ Reviewing and sharing recordings and chat logs
	+ Reviewing poll responses
	+ Reviewing usage and attendance
	+ Other reporting
* Hosting a Webinar
	+ Webinars versus meetings
	+ Scheduling and configuring a webinar
	+ Controlling access to the webinar
	+ Understanding webinar roles: host, co-host, alternate host, panelist, participant
	+ Soliciting audience feedback with Q&A
	+ Enabling practice sessions
	+ Inviting attendees and panelists
	+ Configuring invitations
	+ Source tracking your registrations (so you can tell who registered as the result of marketing through various social media sites, email newsletter, print marketing, etc.)
	+ Branding
	+ Polls and surveys
	+ Live streaming
	+ Reporting on the outcome of the webinar
* Conclusion