

Title: Zoom Basics

[Slide 1: Introduction]

1.1 Hello! Today, we're going to explore the key features of Zoom to help you make the most out of your virtual meetings.

1.2 We'll cover:

Home Screen, Audio Settings, Video Settings, Security Tab, Participants, Chat, Sharing Screen and Whiteboard

[Slide 2: Home Screen]

2.1 Let's start with the Home Screen.

2.2 When you open Zoom, you can either start a new meeting, join an existing one, schedule something in the future or share screen.

2.3 Click "Join" to join another meeting and then enter the Meeting ID provided by the host.

2.4 Click "schedule" to plan a meeting in the future and enter the relevant info here, then share that with participants.

2.5 Click "New Meeting" here to initiate your own meeting.

[Slide 3: Audio Settings]

3.1 Starting with audio, click on "Join Audio" as you enter the meeting.

3.2 Then down here you can adjust audio settings

3.3 During a meeting, you can mute yourself by clicking the microphone icon.

3.4 To mute others, the host can hover over a participant's video, and click the word "Mute."

3.5 For larger meetings, click on chat and then use "Mute All" to silence all participants.

3.6 You can also check that your microphone and speaker sources are correct by clicking on this arrow here.

3.7 Furthermore, you can even test your sound by clicking on this button here before the meeting starts.

[Slide 4: Video Settings]

4.1 Next, let's look at video settings.

4.2 You can enable or disable your video by clicking the camera icon here.

4.3 Customize your background by selecting blur my background or choose virtual background for your privacy.

[Slide 5: Security Tab]

5.1 Zoom cares about your meeting's security.

5.2 Click the "Security" tab to manage options like locking the meeting, enabling a waiting room, the ability to share screens, or even chat

[Slide 6: Participants & Chat]

6.1 Be sure to click on participants here so you may view them in the meeting over on the right.

6.2 You may also click on chat to chat with participants during the meeting.

6.3 You can react to somebody's comment by clicking here and choosing an emoji of your choice.

6.4 Furthermore, you can react to something that someone has said or an action in the meeting by clicking on reactions here at the bottom and choosing from thumbs up, applause, laughter and others.

[Scene 7 Share Screen]

7.1 Sharing your screen is easy.

7.2 Click "Share Screen" to show your content.

7.3 If you want to show only a specific portion of your screen, choose this option in the advanced settings tab before clicking share.

7.4 When the screen shares you can adjust the portion window by pulling the tabs down from the edges.

7.5 Sharing sound can be added by clicking this box in the basics tab

7.6 Also click the computer sound button in the advanced settings tab to ensure participants can hear the sound clearly from their side.

[Scene 8 Whiteboard]

8.1 You can also use the whiteboard for real-time collaboration by clicking Whiteboard and then New Board and Collaborating.

8.2 You will find the tools on your left, and then click on the pen tool to write and share ideas with your participants.

[Scene 9 Other]

9.1 There are several other options along the bottom you can explore on your own to further understand the functions available in a Zoom mtg.

[Scene 10 End]

10.1 When you are ready to end a meeting, you will click on “End” in the lower right and then click “End meeting for all.”

10.2 If you are a participant, you would simply click the red “Leave” meeting at the bottom.

[Slide 11: Conclusion]

11.1 And there you have it

You should be able to implement the basic features of Zoom!

11.2 Mastering these features will make your virtual meetings more efficient and enjoyable and will help you make the most out of your Zoom experience!

11.3 Thank you for joining this presentation on navigating Zoom basics.