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Zoom

Course: Zoom Program Training

2 Hours

Course Description, Objectives and Learning Goals:

This training will guide you in joining and scheduling your meetings as well as adjusting the settings supplemental to your daily Zoom meetings.



Free Repeat: One FREE repeat with existing schedule for other clients

Course Syllabus

- Joining Zoom meetings
- Interacting with audio and video media
- Schedule meetings
- Hosting meetings
- Profile settings
- Changing your status
- Help
- Check for updates.
- Managing settings
- Chatting with participants
- Sharing screen by choosing a window or using the whiteboard app included in Zoom
- Managing participants
- Editing contacts list
- Editing chat groups
- Zoom web client.
- Upgrading your Zoom
- Keyboard shortcuts
- Recording and accessing recordings
- General settings
- Sign out
- Being self-proficient in Zoom



Resources Available for review

Several online video links will be provided with course

Cost of Training Courses

- Class Cost: \$199.99
- Additional hours, if needed, will be billed @ \$99.99 per hour

Books and Supplies Cost \$00.00

Supplies list can be adjusted and modified. The cost will vary accordingly, please ask for an estimate. The syllabus and its contents may be modified and adjusted by the instructor, school officials. Syllabus is subject to change without notice