

**Module 1: Zoom Setup**

- Downloading Zoom
- Creating a Zoom Account
- Free Zoom vs Licensed Zoom
- Meetings vs Webinars

**Module 2: Security**

- Pre-Meeting Security Options
- Waiting Rooms
- Passcodes
- Start Meeting Settings
- Video and Audio Settings
- Licensed vs Non-Licensed Attendees
- Additional Security Settings
- In-Meeting Security Settings
- Removing Participants
- Locking Meetings
- Controlling Participants Audio and Video
- Controlling Screen Sharing

**Module 3: Zoom Meeting Settings**

- Modifying your Profile
- Personal Settings vs Account Settings
- In-Meeting (Basic) Settings
- In Meeting (Advanced) Settings
- Zoom App Settings

**Module 4: Scheduling Meetings**

- Scheduling from Zoom Desktop
- Scheduling from the Zoom Web Portal
- Scheduling from the Zoom Mobile App
- Instant Meetings
- Inviting Participants
- Using the Microsoft Outlook Plugin

**Module 5: Starting Zoom Meetings**

- From Zoom Desktop
- From the Zoom Web Portal
- From Zoom Mobile
- Host In-Meeting Controls
- Assigning Co-Hosts
- Co-Host Limitations
- Co-Hosts vs Alternative Hosts
- Designating an Alternative Host
- Making another Participant the Host
- Recording Meetings

**Module 6: Using Waiting Rooms**

- Waiting Room Settings
- Enabling Waiting Rooms
- Prior to a Meeting
- During a Meeting
- Admitting Waiting Room Participants
- Sending Meeting Participants to the Waiting Room
- Messaging Waiting Room Participants
- Customizing the Waiting Room Screen

**Module 7: In-Meeting Options**

- Muting/Unmuting Yourself and Participants
- Starting/Stopping Video
- In-Meeting Chats
  - Chat Settings
  - Chatting During a Meeting
  - Saving Chats
- Reactions and Non-Verbal Feedback
  - Enabling
  - Managing
- Screen Sharing
  - Host
  - Participants
- Virtual Backgrounds
- Polling
  - Enabling
  - Creating
  - Conducting
- Ending a Meeting
- Tips and Best Practices

**Module 8: Breakout Rooms**

- Enabling Breakout Rooms
- Breakout Room Settings
- Preassigning Participants to Breakout Rooms
- Editing Assignments
- Starting a Meeting with Preassigned Breakout Rooms
- Assigning Participants to Breakout Rooms During a Meeting
- Managing Breakout Rooms