

**This course will show you how to use the essential features of this popular video-conferencing platform to bolster your skillset for today's business environment.**

## course outline

### IS THIS COURSE FOR YOU?

In this course, you'll learn how to get to grips with using Zoom in order to collaborate successfully in virtual meetings.

### ABOUT THE COURSE

The course is separated into ten short sections designed to teach you how to make the most of this popular web-conferencing tool to get the most out of your online meetings.

Discover how to use Zoom's core features to easily set up and hold meetings from any location. Learn how to sign in and out of the application and explore the interface, create meetings, invite meeting participants, along with scheduling, viewing, and managing meetings.

Learners will also discover how to share and annotate a screen, as well as how to send and receive files, how to record, manage, and configure a meeting, how to send and receive messages, and how to save a chat.

The course concludes by demonstrating how to configure Zoom's general settings, as well as audio, video, and screen settings.

### AIMS AND OBJECTIVES

This course will show you how to use Zoom so that you can be confident in knowing how to work with this popular video-conferencing communication platform in a business setting.

### PRE-REQUISITES

There are no pre-requisites for this course.

### CAREER PATH

The course is ideal for EAs, VAs, Admin Assistants, Managers, and indeed anyone who participates in virtual meetings.

### COURSE DURATION: 1 hour

*(Actual course duration will vary from individual to individual, based on prior skills and application.)*



### CPD POINTS: 1

*(CPD points awarded upon successful completion)*

***To find out more, speak to one of our course advisors.***

