

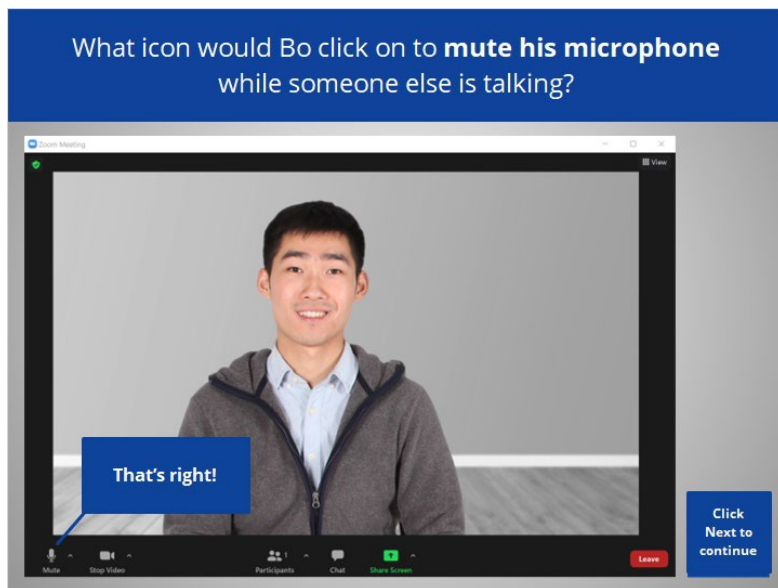
Basics of Video Conferencing Practice



In this course we followed along as Bo learned how to use videoconferencing tools. In today's example Bo is using Zoom. Let's see what you remember.

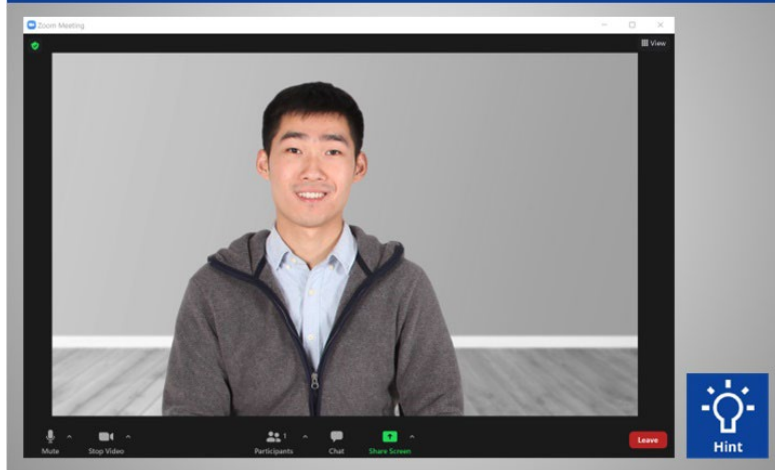


What icon would Bo click on to mute his microphone while someone else is talking? Click on it now. If you need help, click on the Hint button.



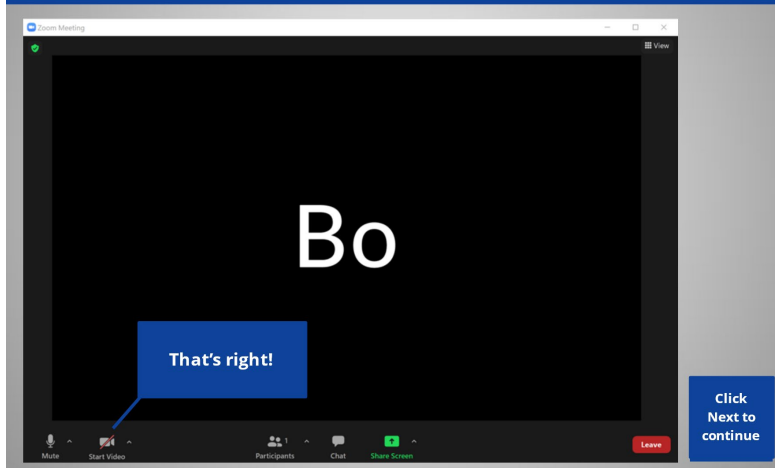
That's right! Bo would click the microphone to mute himself. Click Next to continue.

What icon would Bo click on to **turn off his web camera** during the meeting?



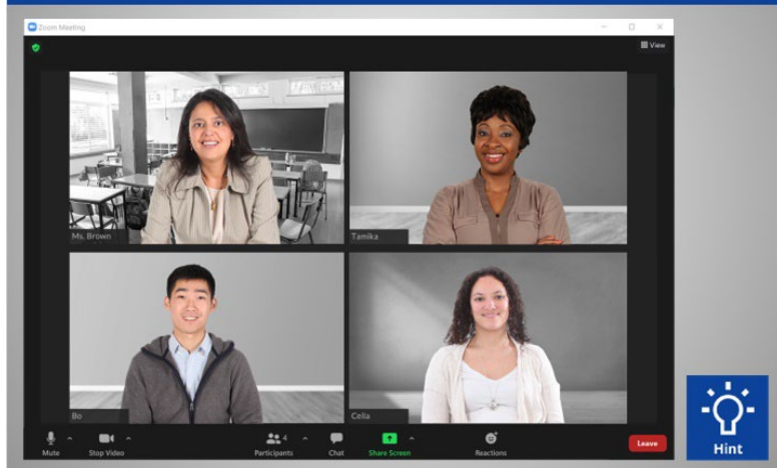
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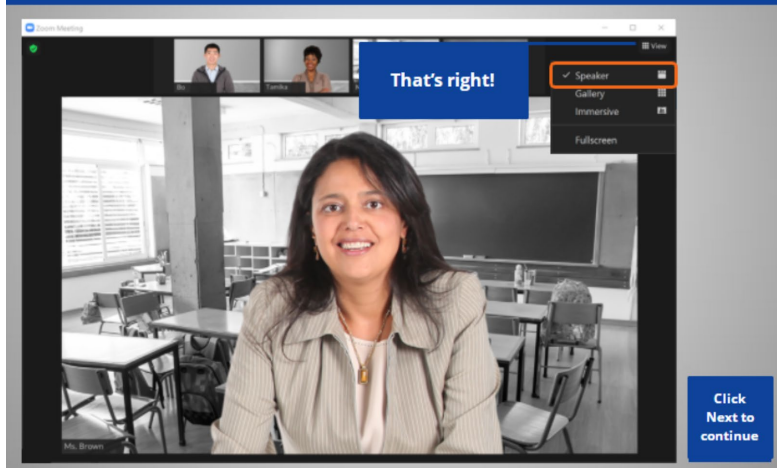
That's right! Bo would click the Camera icon to turn off his camera. Click Next to continue.

Bo wants to **change the view** so the speaker shows in the middle of the screen. What would he click to do that?

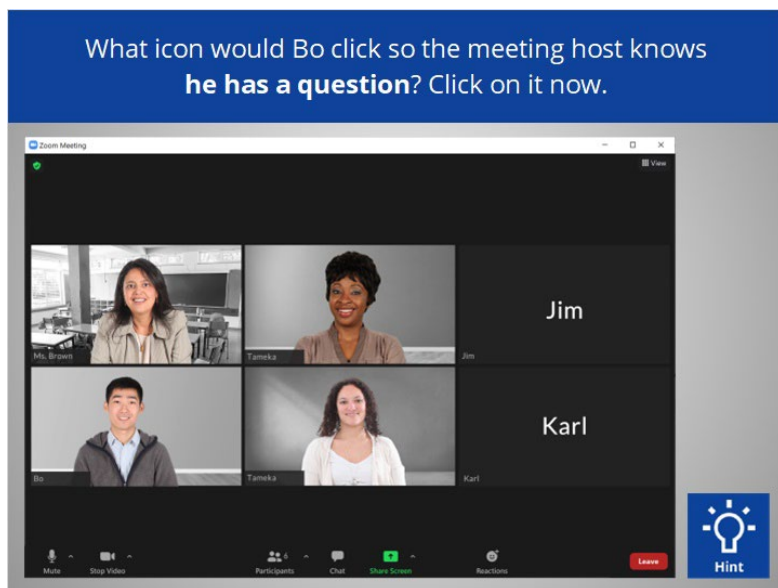


Bo wants to change the view so the speaker, Ms. Brown, shows in the middle of the screen. What would he click to do that? Click on it now. Click on the Hint button if you need help.

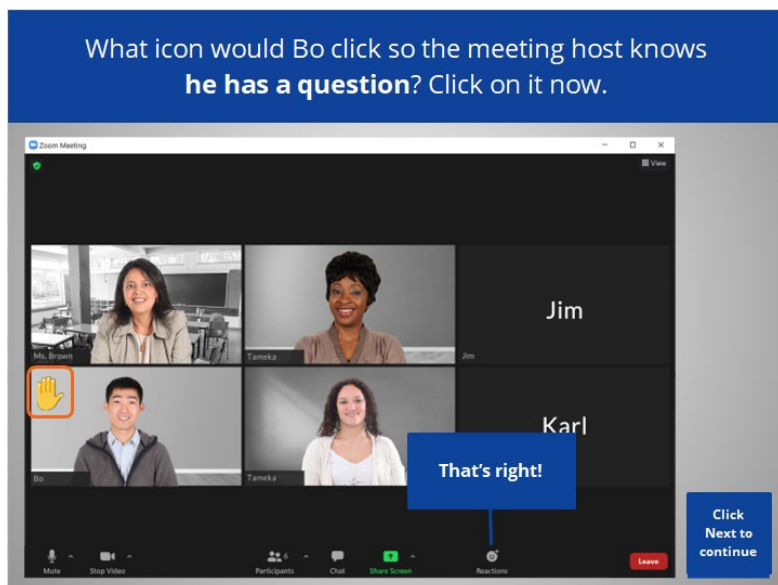
Bo wants to **change the view** so the speaker shows in the middle of the screen. What would he click to do that?



That's right! VIEW allows you to change how you see participants on the screen. Click Next to continue.



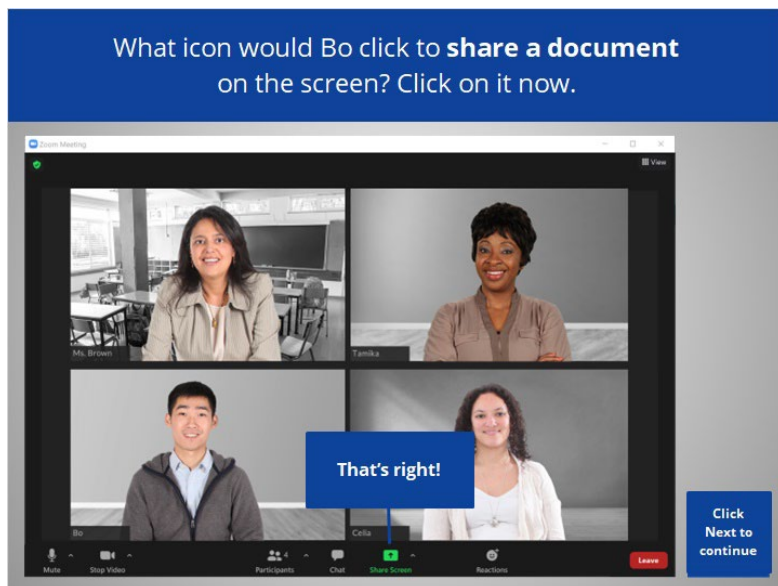
Bo is in a web meeting with 6 people and wants to ask a question. What icon would Bo click on so the meeting host knows he has a question? Click on it now. If you need help click on the Hint button.



That's right! Bo would click the Reactions icon to select Raise Hand. Click Next to continue.



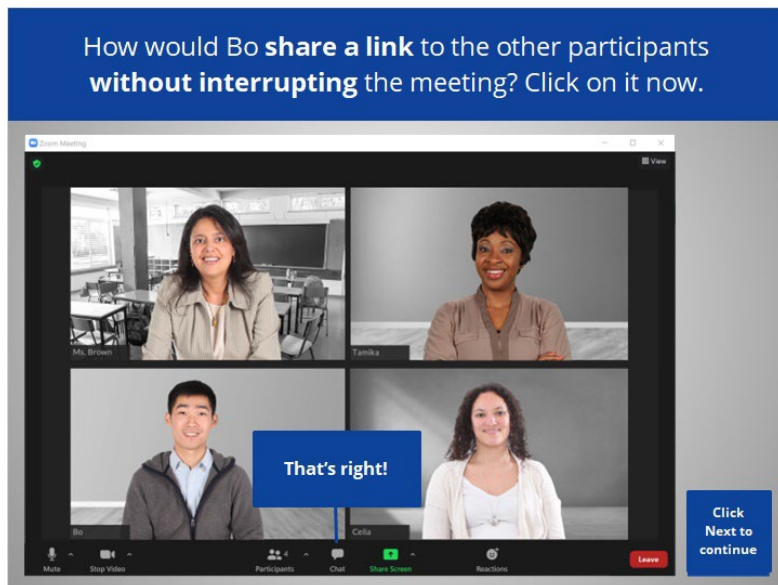
What icon would Bo click to share a document on the screen with the other participants? Click on it now. If you need help click on the Hint button.



That's right! Bo would click Share Screen to share a document on the screen with the rest of the participants. Click Next to continue.

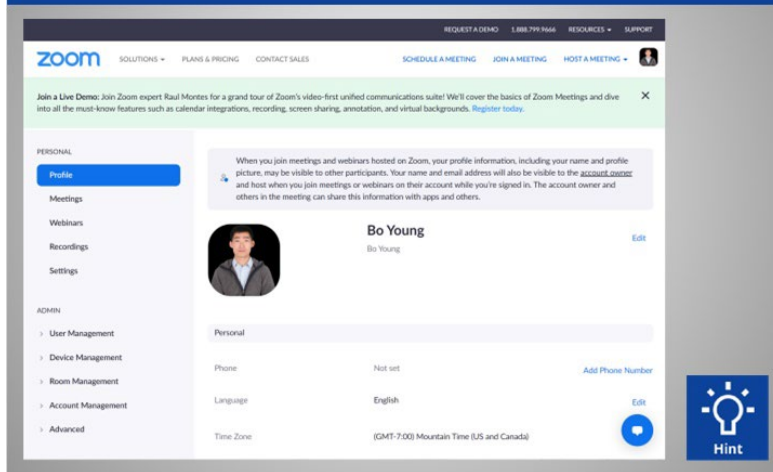


Bo wants to share a link to the other participants without interrupting the meeting. How should Bo share this link? Click on it now. If you need help click on the Hint button.



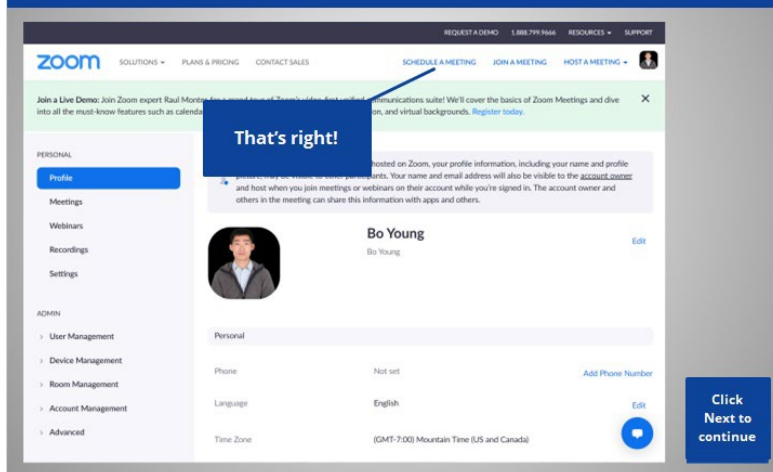
That's right! Bo would use the Chat feature to share a link with everyone. Click Next to continue.

Bo wants to **schedule a meeting for next week**. What button would he click to schedule the meeting?



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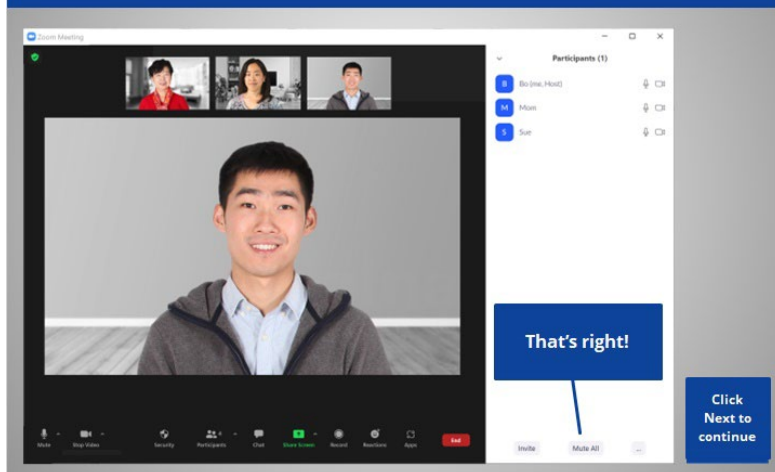
That's right! Bo would click Schedule a Meeting. Click Next to continue.

Bo wants to **mute everyone** who is in the meeting he is hosting. How would he do that? Click on it now.



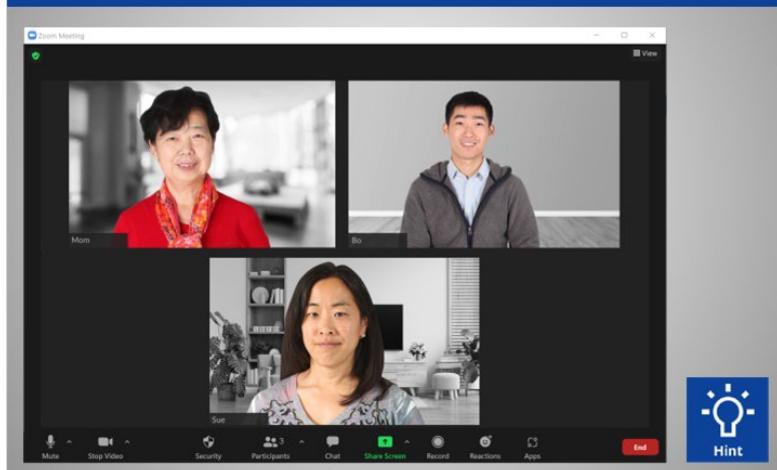
Bo wants to mute everyone who is in the meeting he is hosting. How would he do that? Click on it now. If you need help click on the Hint button.

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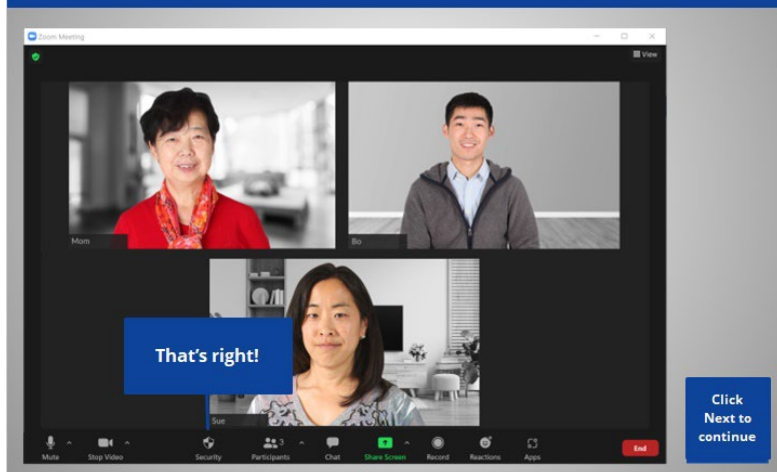
That's right! Bo would click Mute All. Click next to continue.

Bo wants to **allow participants to rename themselves**. What does he click on to do this? Click on it now.

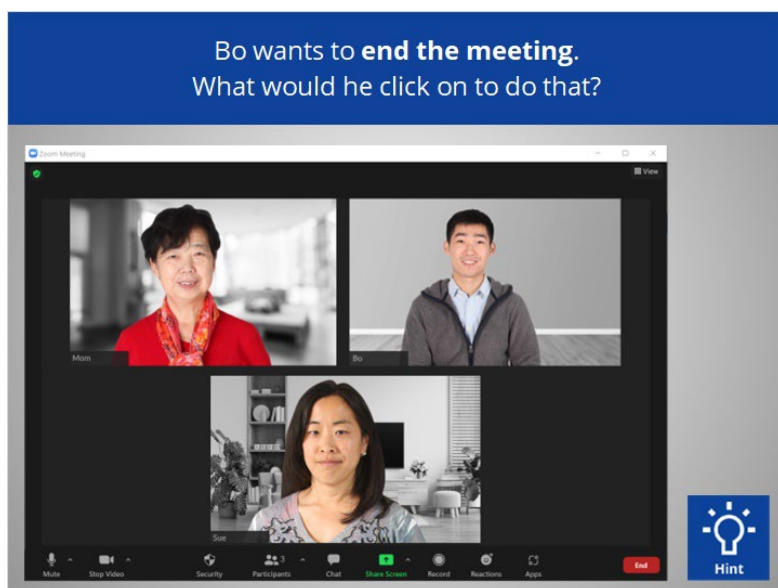


As the host, Bo wants to allow participants to rename themselves. What does he click on to do this? Click on it now. Click on the Hint button if you need help.

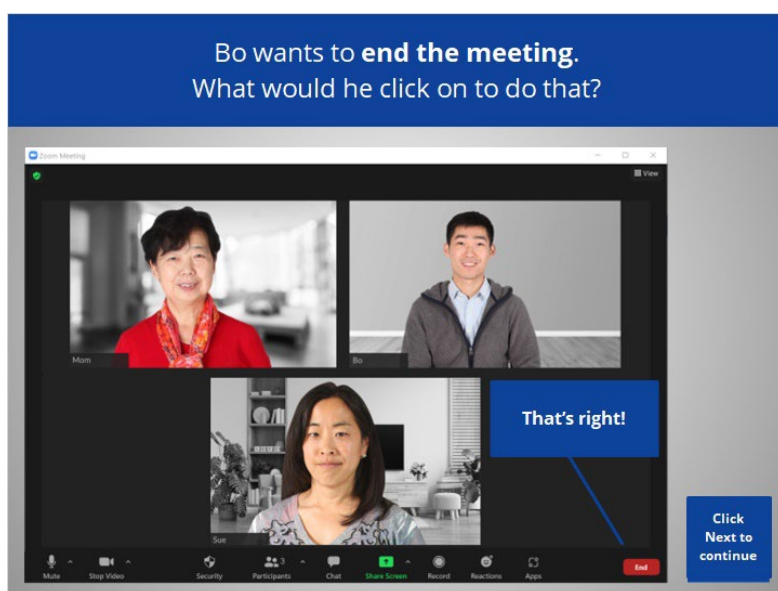
Bo wants to **allow participants to rename themselves**. What does he click on to do this? Click on it now.



That's right! Bo would click on the Security button to change the settings for participants. Click Next to continue.



Bo wants to end the meeting. What would he click on to do that? If you need help click on the Hint button.



That's right! Bo would click End to end the meeting. Click Next to continue.



Congratulations! In this course you learned how to use video conferencing tools to attend and host an online meeting. Why don't you try exploring some of these features on your own!