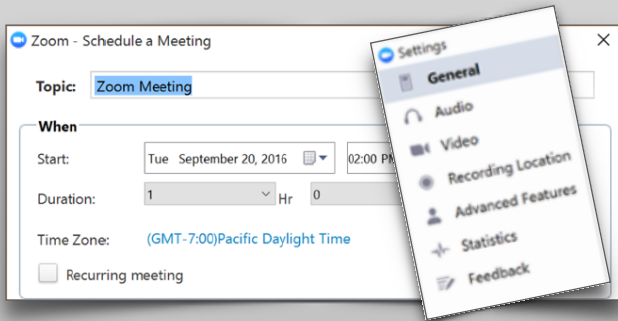# ZOOM Distance EDU

AVR·CE
INSTRUCTION · MEDIA · PUBLISHING

(1) ZOOM BASICS

- Zoom Intro
- Apps / Web Browser
- Joining a Meeting
  - Video
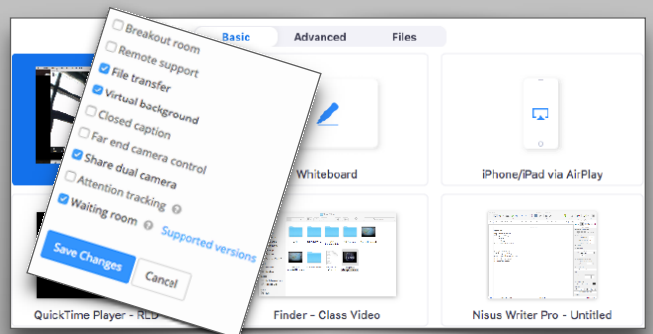 - Phone
- Meeting Window Basics

(2) ZOOM INTERMEDIATE

- Schedule a Meeting
- Conducting a Meeting
- Meeting Window
  - Advanced Settings
- Settings & Configurations
- Manage Attendees

(3) ZOOM ADVANCED

- Recording a Meeting
- Sharing
  - Basic
  - Advanced
  - Files
- Zoom Rooms / Privacy Options

(4) COMMUNICATION FOCUS

- Education Process Basics
- Teaching Environment
- Speaking and Teaching
- The Art of Storytelling