Zoom for beginners:

[Sign up for a Free Account](https://zoom.us/signup)

[Join a Test Meeting](https://zoom.us/test) (try out audio and video – you are alone in this meeting)

* Do you speakers?
* Do you have a microphone?
* Do you have a camera?

[Register for a free live training class](https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars) - Some suggestions are:

* Getting Started with Zoom Meetings
* Zoom Meetings
* Zoom Meetings for Education (Students & Educators)

\*\*\*Once you know what you are doing, offer to have some one-on-one “practice” meetings with members\*\*\* (I’ve learned a lot from these)

Explore your Account Settings

* [Polling](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings) - use for checking attendance/attention
* [Attendee Attention tracking](https://support.zoom.us/hc/en-us/articles/115000538083-Attendee-attention-tracking)
* [Reports](https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports) - who attended, when did they arrive an leave)
  + Pre-registration for the meeting is required for this – see check box when setting up meeting
* [Non-verbal feedback](https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_6922651d-d279-44bd-b36a-cc2a30696c70) - raise hands
* [Breakout Rooms](https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms#h_342aae18-b8f3-47b6-ae8e-3d237a8599eb) - split group up, host and co-host can visit rooms

The following pages have a screen shot of a mock class meeting I scheduled:

A screenshot of a cell phone

Description automatically generated

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Description automatically generated