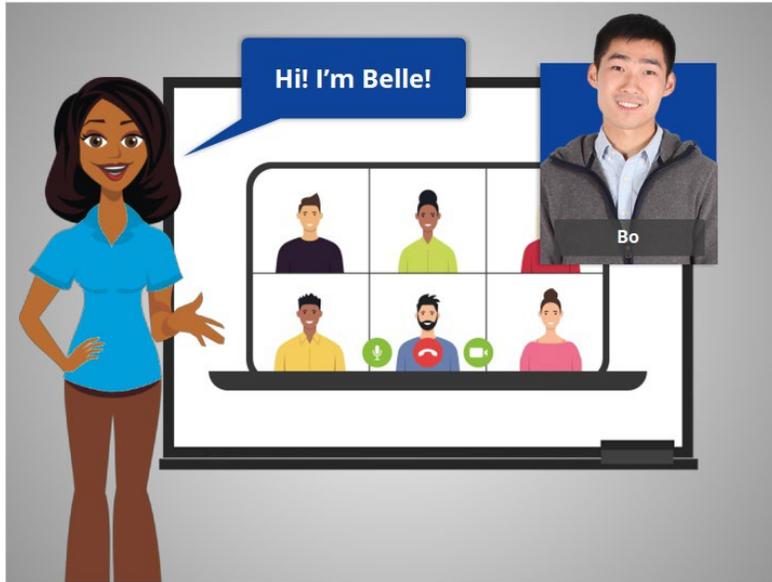


# Basics of Video Conferencing

## What is Video Conferencing?



Hi, I'm Belle and I'm here to help you get started with video conferencing.

We will follow along with Bo, who wants to connect with family, friends, co-workers, and his child's teachers using a video conferencing tool. There are many different video conferencing tools.



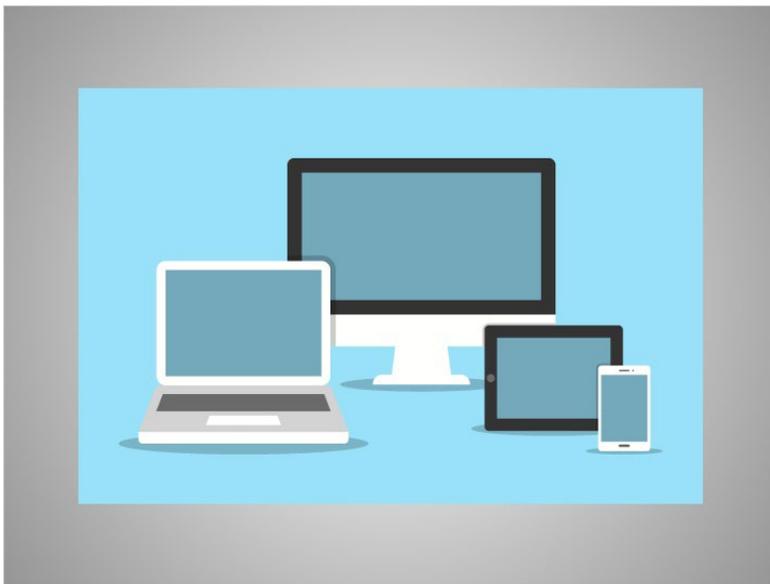
In today's example, Bo is using Zoom. Let's begin by talking about what video conferencing is and how it works.



Video conferencing, which is sometimes referred to as web conferencing, is a live meeting between one or more people online. There are many tools you can use to meet with an individual or a group online.



These tools can use video or audio, or both video and audio, using either a cellular or internet connection.



Video conferencing tools work on a variety of connected devices including smartphones, tablets and computers.

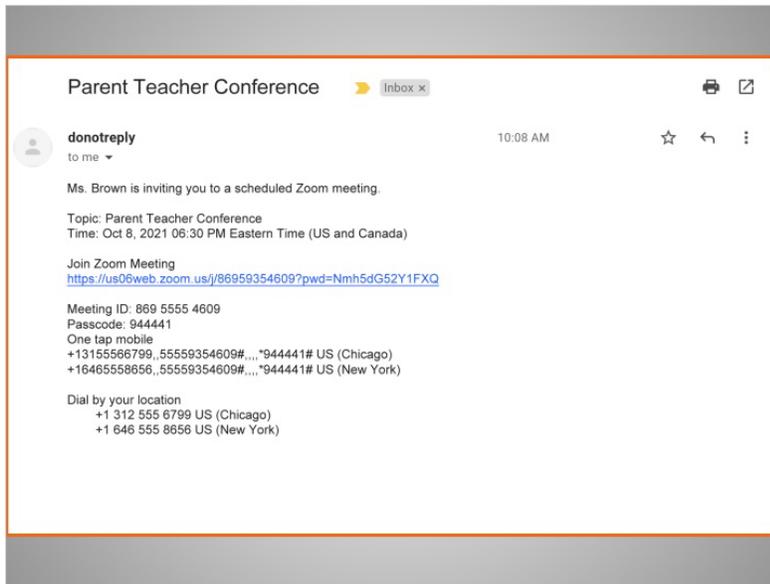


In this lesson Bo learned what video conferencing is and how it works. In the next lesson, we will follow Bo who is invited to join an online meeting using Zoom.

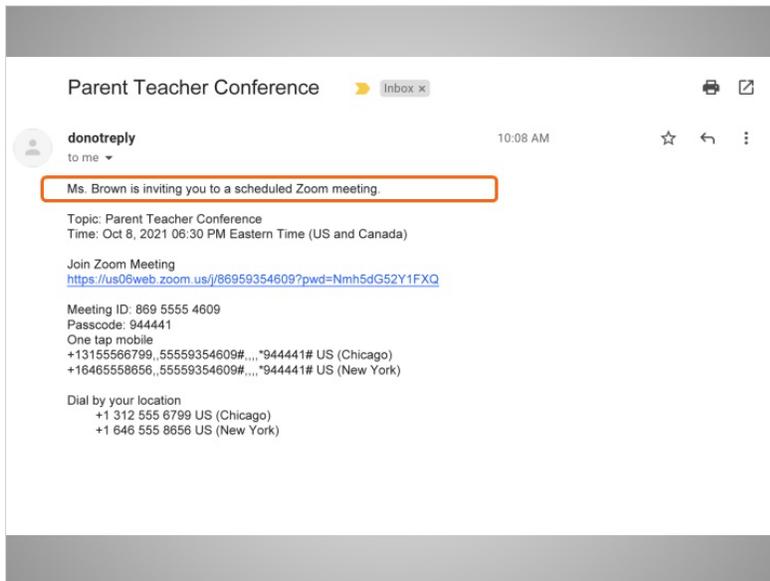
## Joining an Online Meeting



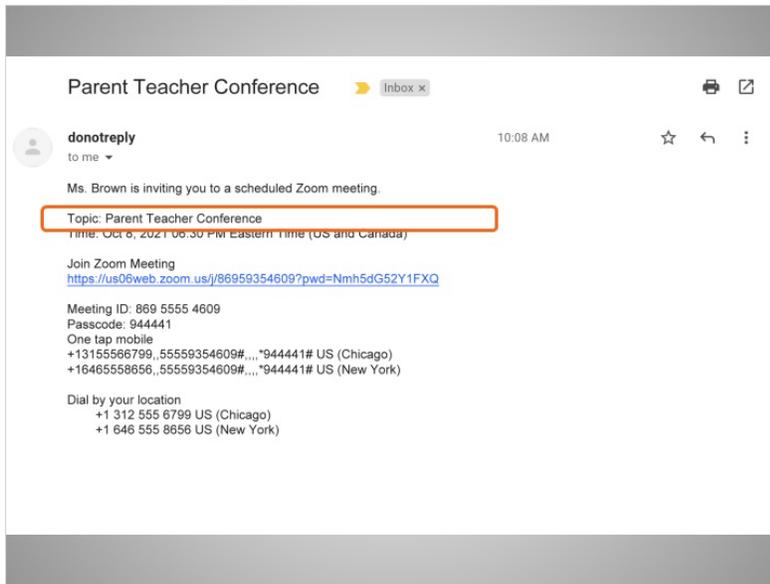
In this lesson, Bo is invited to an online meeting. In today's example Bo is using Zoom.



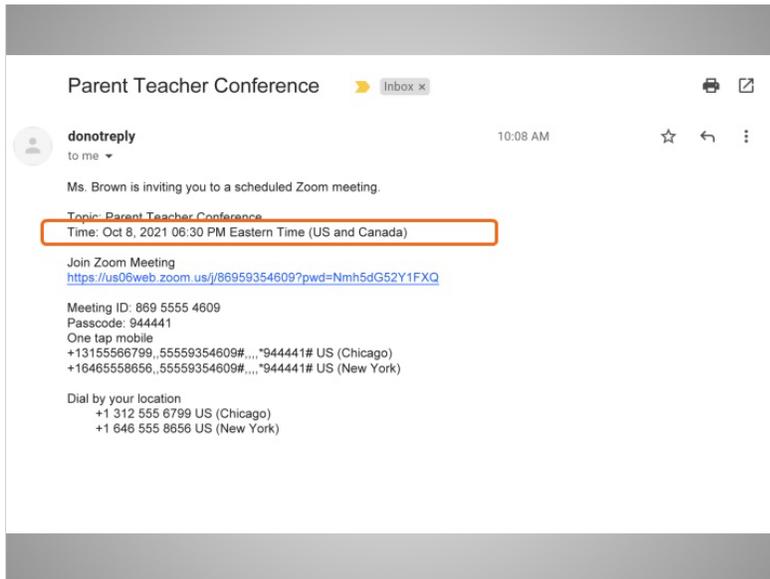
Bo recently received an email invitation from his daughter's teacher to join a video conference.



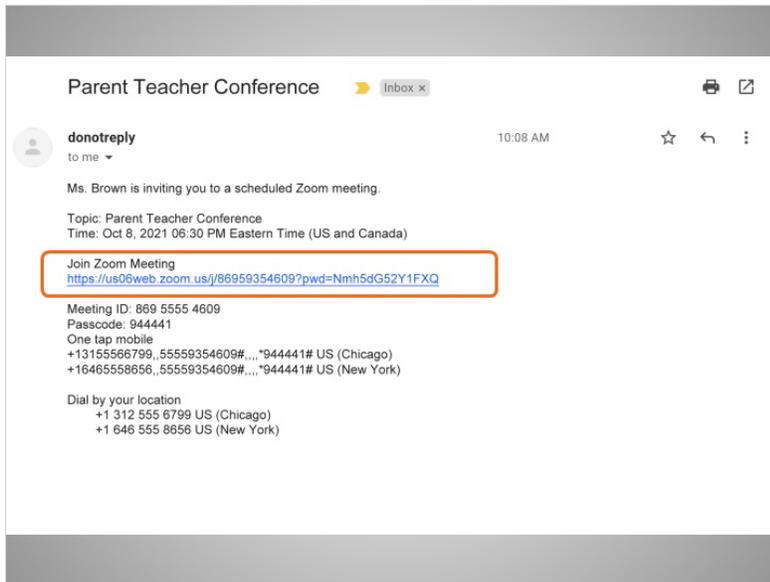
The invitation includes who is inviting Bo to the meeting,



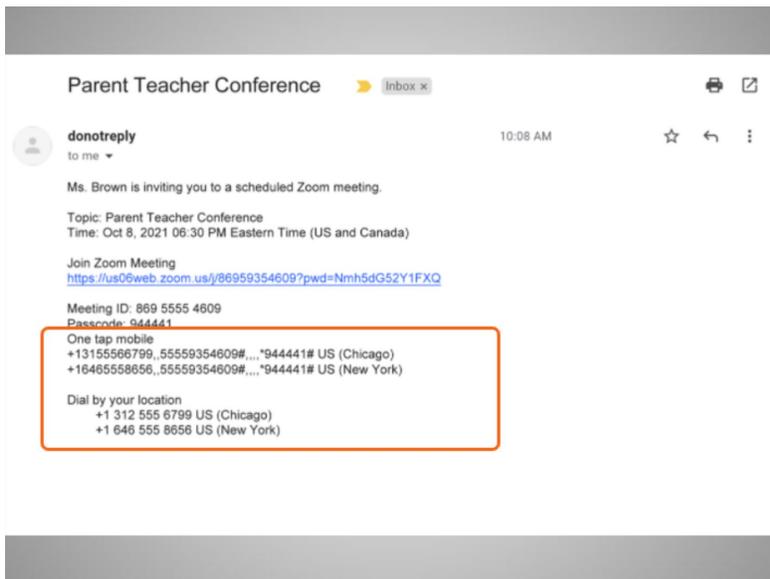
the purpose of the meeting,



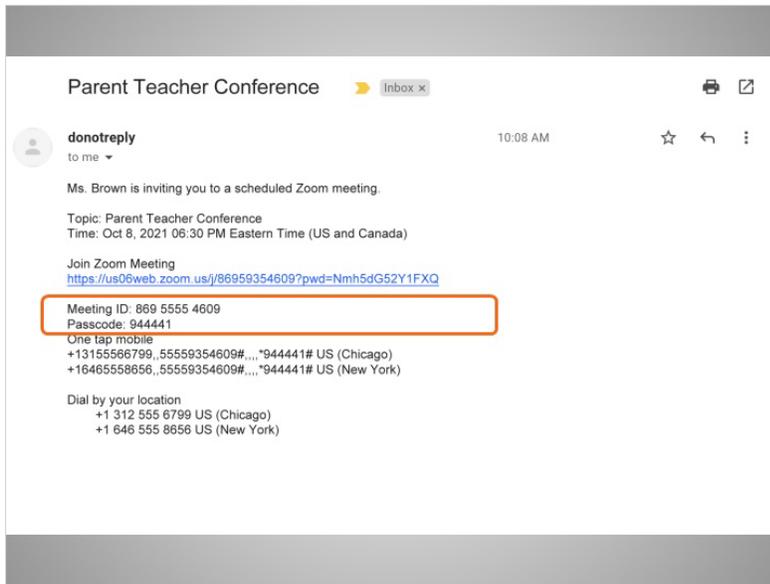
the date and time,



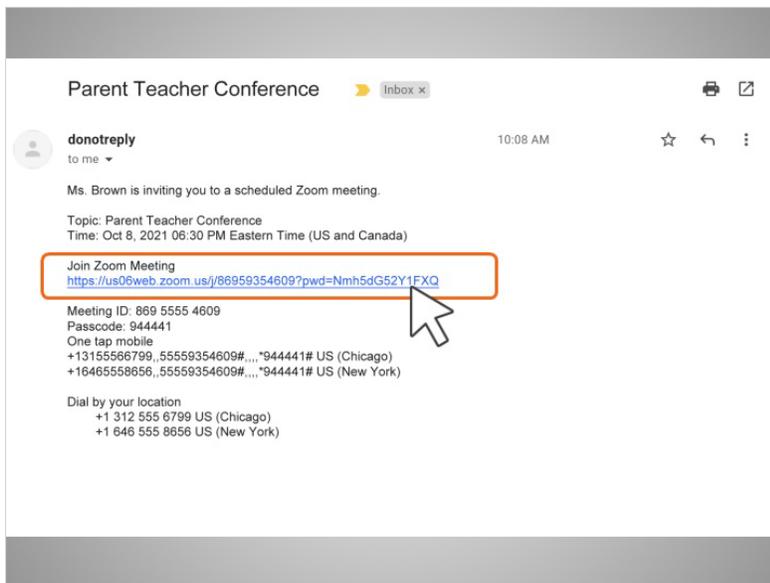
a link to join the meeting,



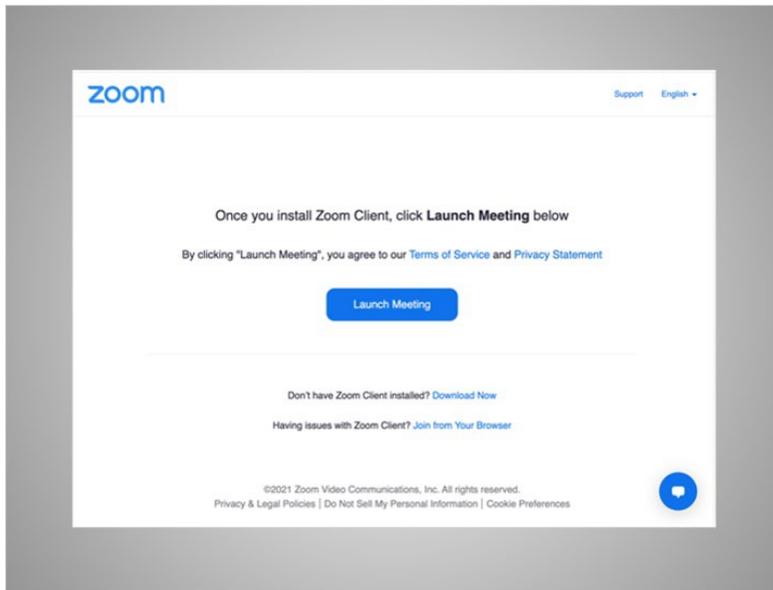
and may include telephone numbers Bo can use to call into the meeting.



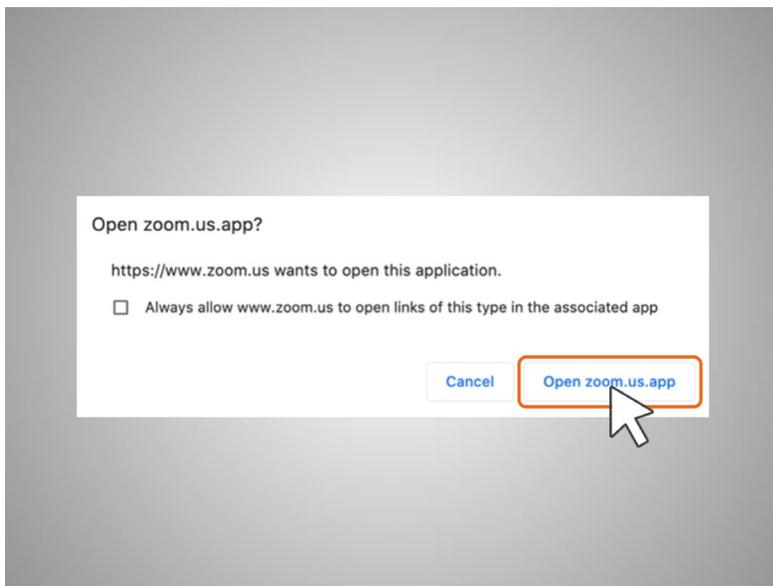
Bo can still attend a meeting using his phone, even if he doesn't have access to a computer, the internet, or a mobile device with a camera. When calling in from his phone, Bo may need to use his telephone keypad to enter the meeting ID and passcode.



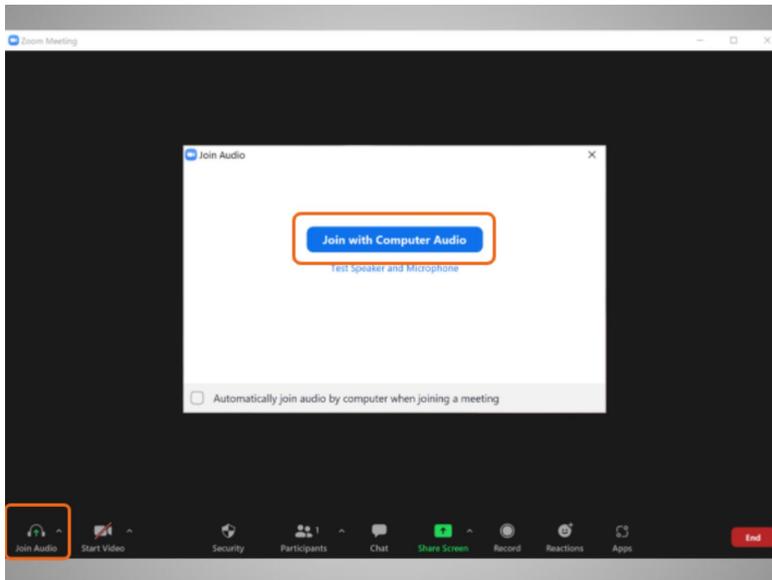
On the day and time of the meeting, Bo clicks on the Join Zoom Meeting link in the email he received from the teacher. Bo can also access the meeting by pasting this link into an internet browser.



Because this is the first time Bo has used Zoom, he is asked to download and open a Zoom app. Bo follows the prompts on screen to install the application.

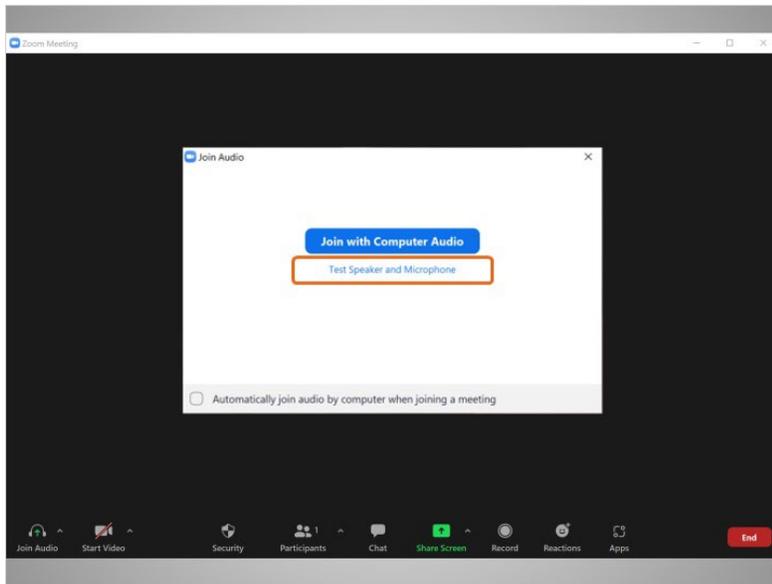


After it is installed, a popup window displays, Bo clicks Open Zoom.us.app. In most cases Bo will not need a Zoom account to join a meeting that he was invited to attend.

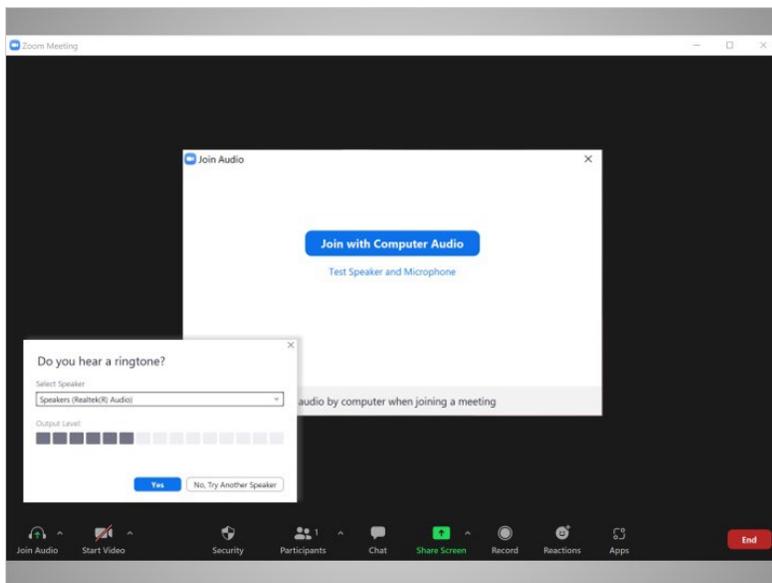


Once Bo logs into the meeting, a box appears with a message asking if he would like to Join with Computer Audio.

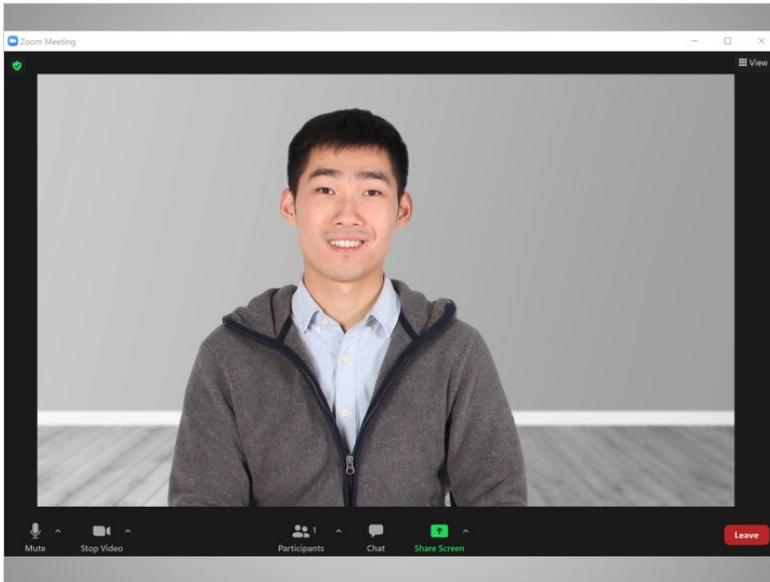
If Bo clicks on this link, he will enter the meeting. The computer will use the internal microphone and speakers during the meeting, or, the headset he has connected to his computer. A microphone is needed to make sure everyone in the meeting can hear Bo.



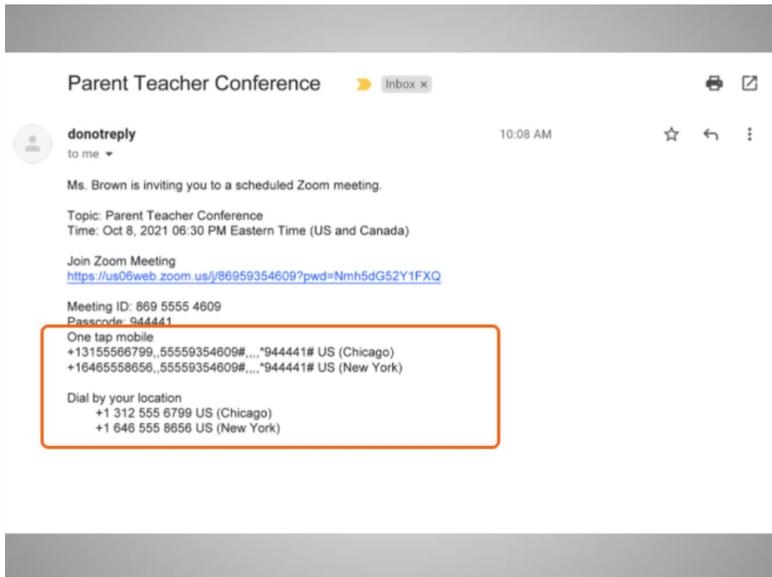
Bo can also click the link to Test Speaker and Microphone to check that his speaker and microphone work before he joins the meeting. If Bo clicks on the Test Speaker and Microphone link,



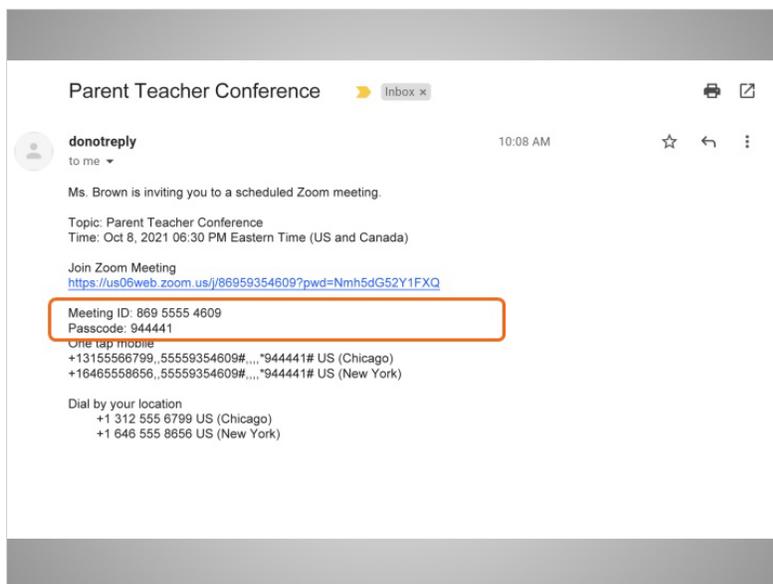
he will be asked to answer a few questions to verify his speaker and microphone work.



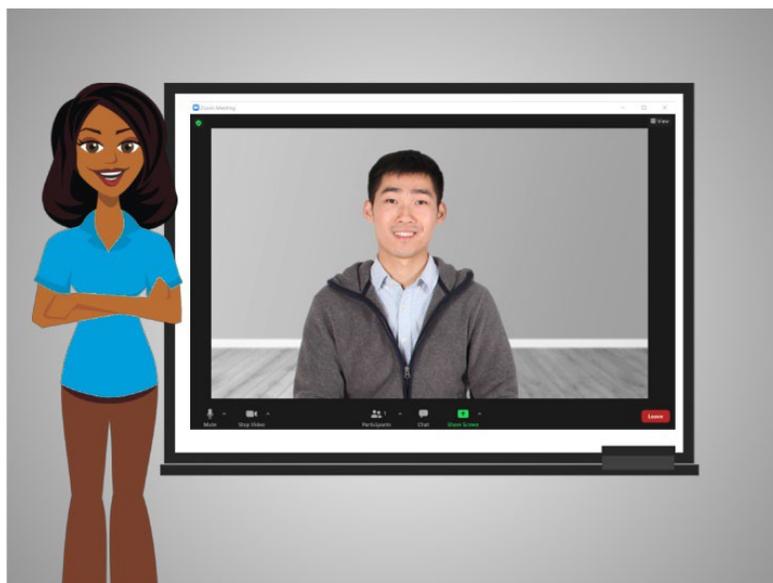
When the test is successfully completed, he will join the video conference.



If Bo does not have access to the internet or does not want to use the microphone on his computer, he may be able to join the meeting by calling a telephone number that was in the invitation.



He will be asked to enter the Meeting ID and passcode before he can join the meeting.

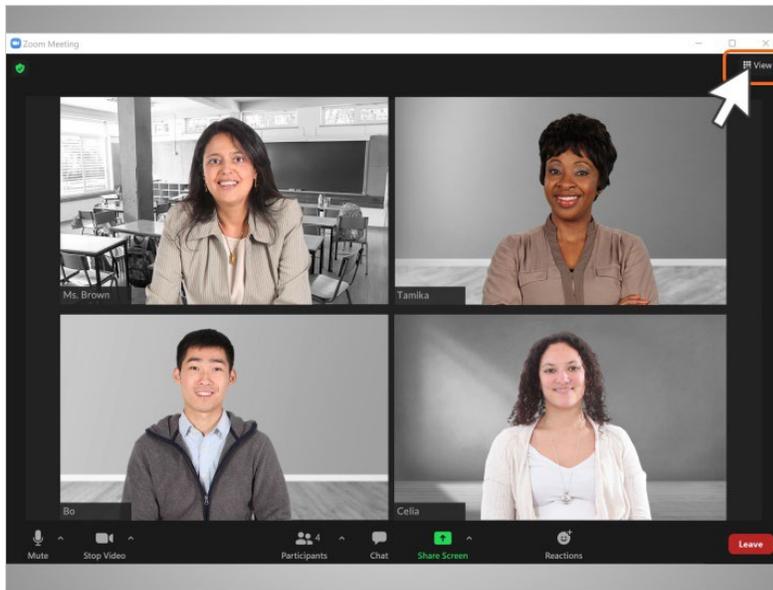


In this lesson, Bo learned how to join a meeting. In the next lesson Bo will learn how to use the video conferencing tool.

## Attending an Online Meeting

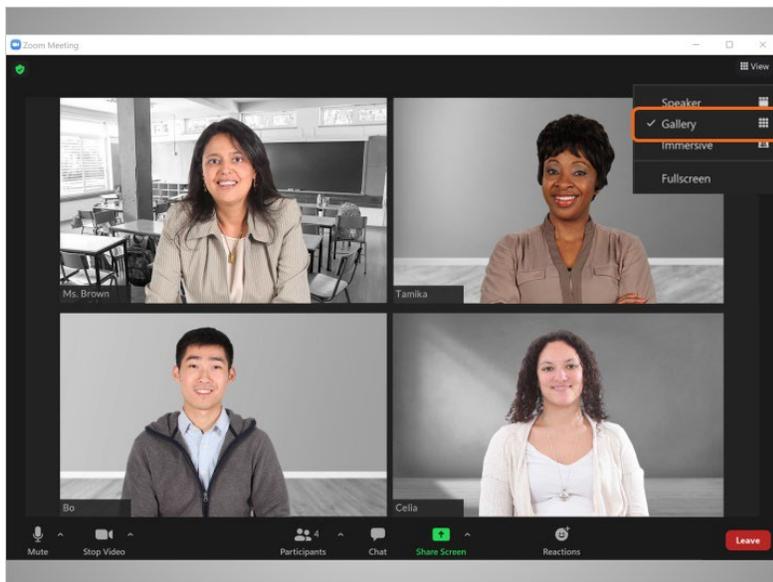


In the last lesson, Bo learned how to join an online meeting. In this lesson Bo learns how to use the features within the video conferencing tool. In today's lesson Bo is using Zoom on a Windows 10 computer.

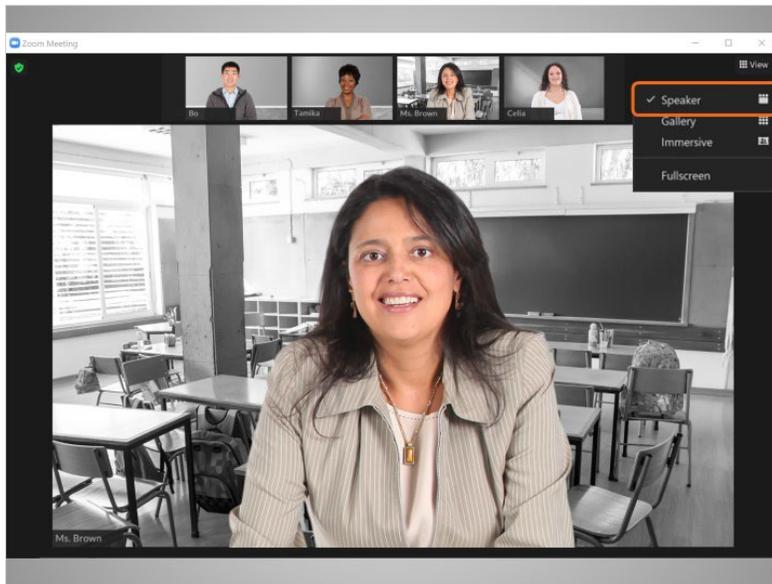


When Bo enters the Zoom meeting room, he sees his daughter’s teacher as well as two other parents on the screen. There are many different views he can choose from when in a video conferencing meeting.

Bo clicks on the View link at the top right corner to see his options.



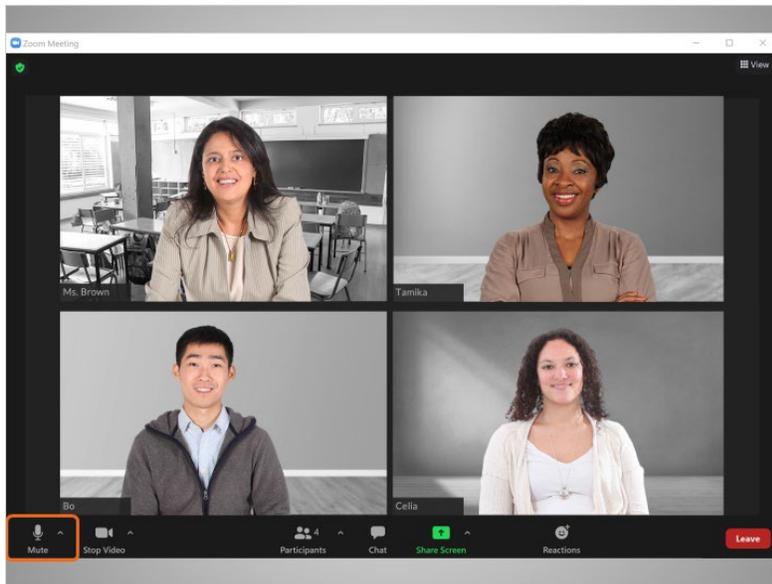
The Gallery view shows all the people who are in the meeting in columns and rows.



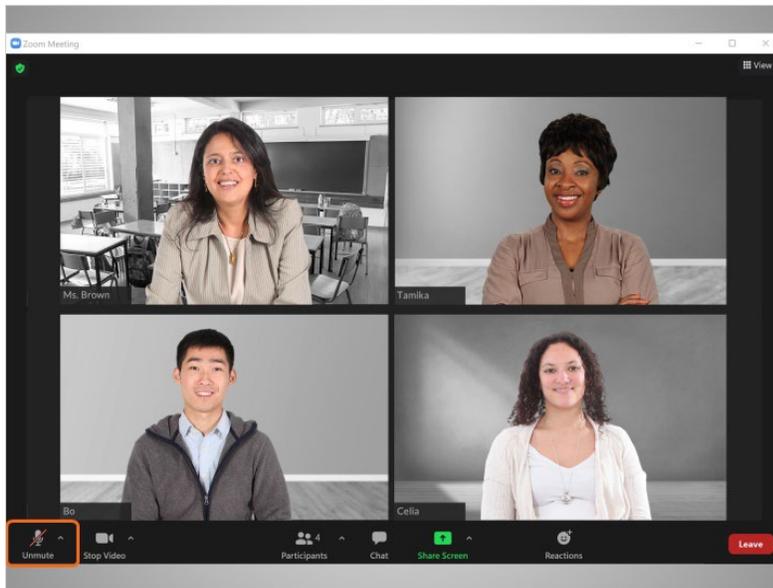
The Speaker view shows the person who is speaking in the middle of the screen. Other participants will have small thumbnail images at the top or left-hand side of the screen. Use this view if someone is doing a presentation or one person will be speaking for a length of time.



Zoom includes a toolbar. When using the desktop application, the toolbar appears on the bottom of the screen.

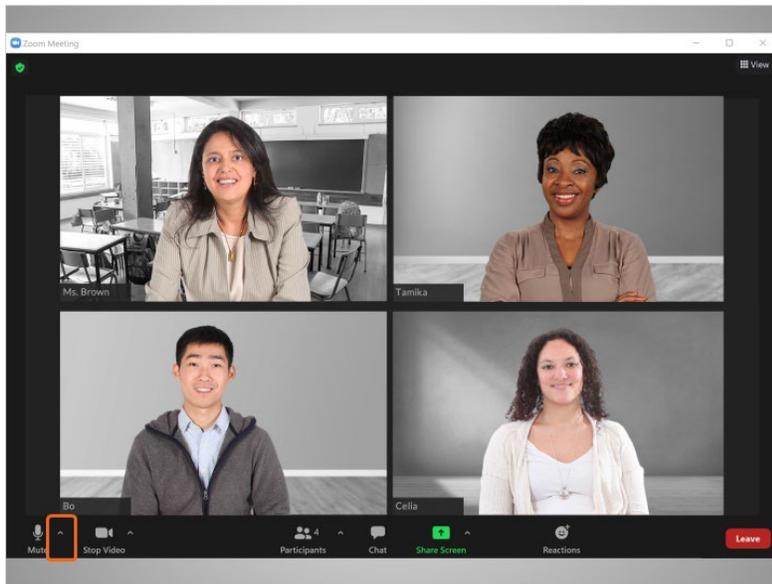


The first item in the toolbar is the Mute button. Bo uses this button to mute and unmute himself.

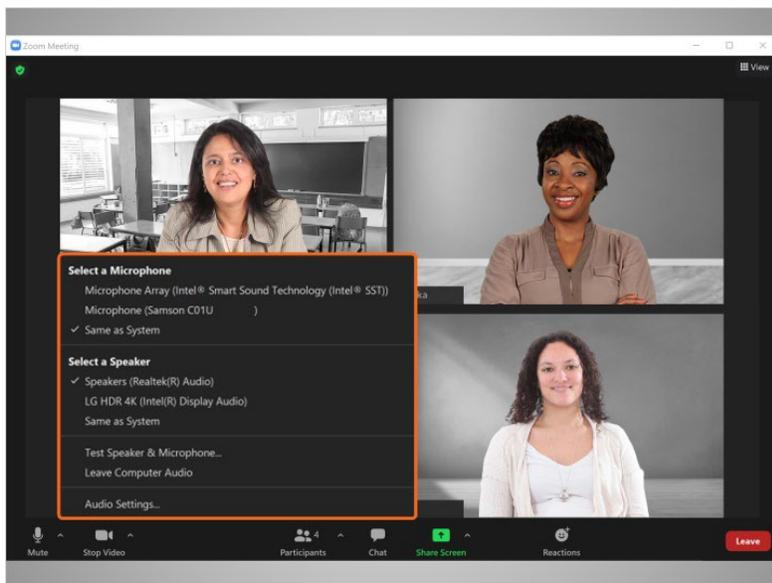


If the Unmute has a red slash going through it, Bo’s microphone is turned off. When the mute button is off no one in the meeting can hear what Bo says. Computer speakers pick up background noises like children playing or a dog barking. Those sounds may be distracting in a meeting setting so, it is recommended to mute yourself when you are not speaking.

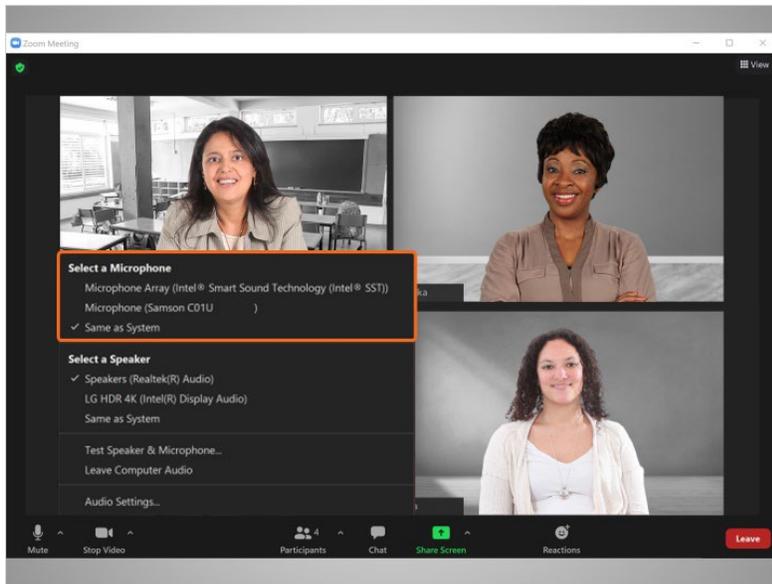
To turn the microphone back on Bo clicks the Mute icon.



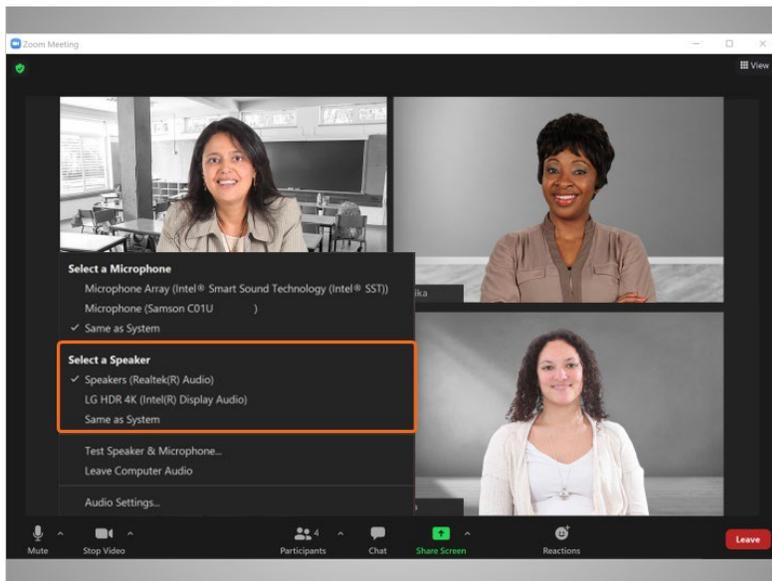
If Bo is having trouble with his audio connection, he can click the arrow next to the Mute button.



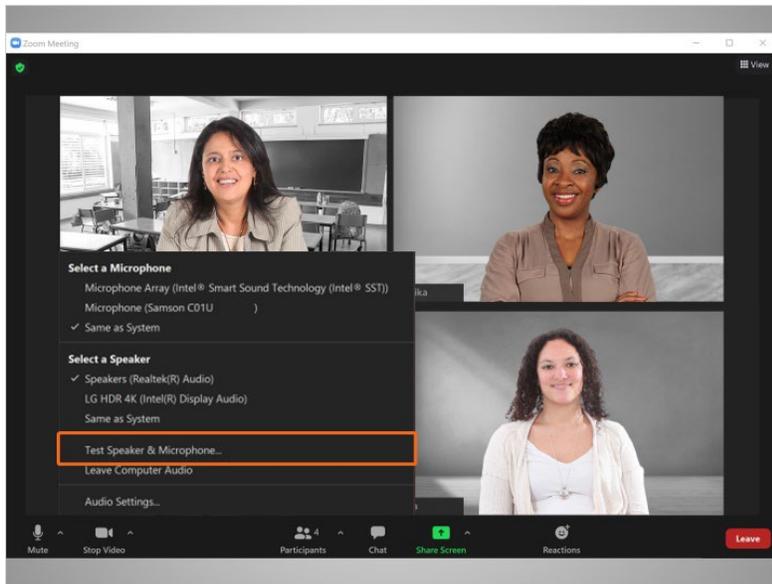
From this menu



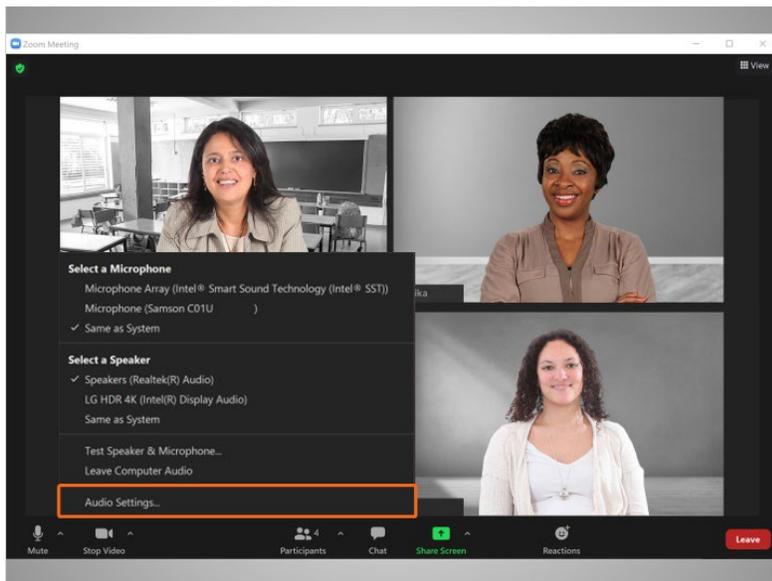
he can select which computer microphone to use,



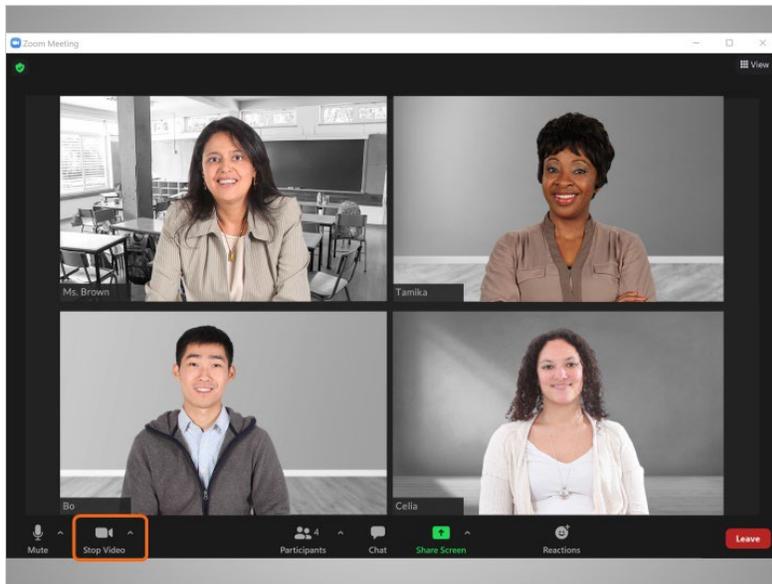
which speaker to use,



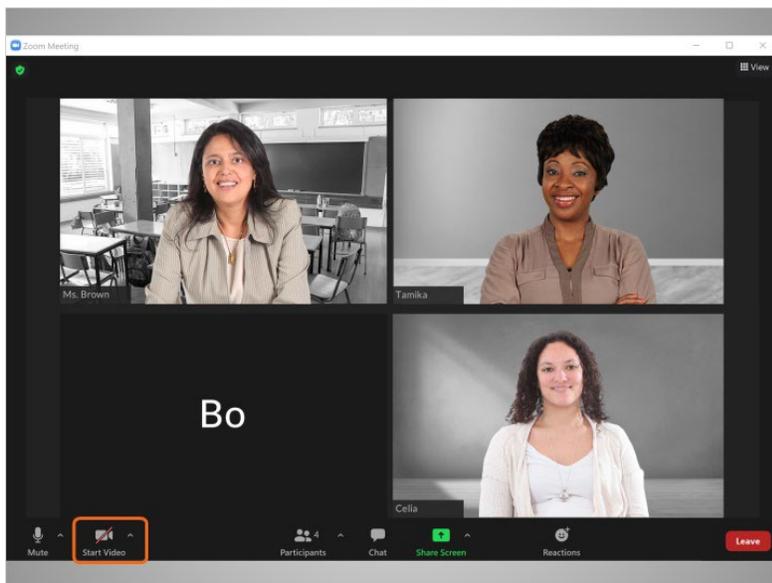
and test the speaker and microphone.



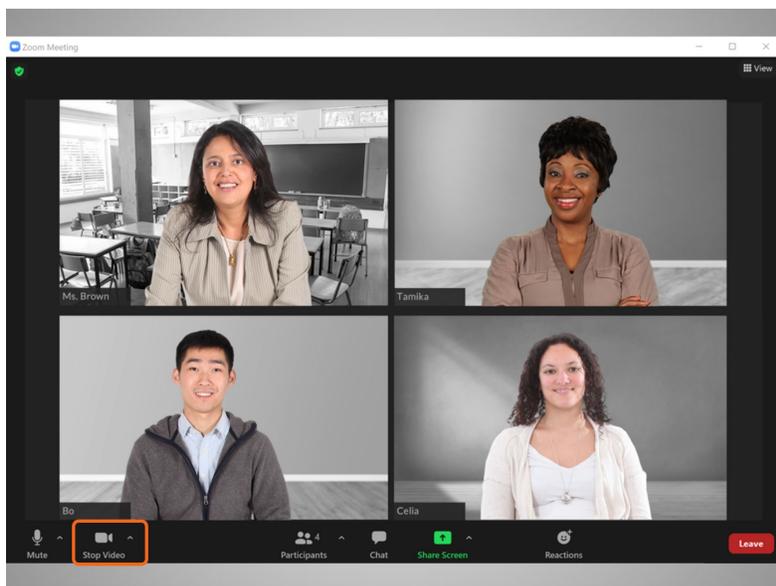
Bo can change his audio settings as needed.



The second item on the toolbar is the Video icon. Bo uses this button to turn his video on or off.

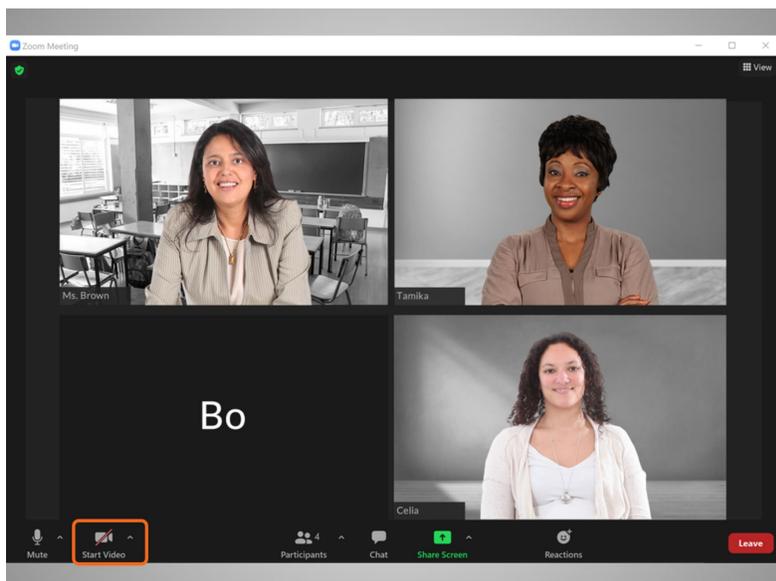


When his video is off a red slash displays and his image goes away.

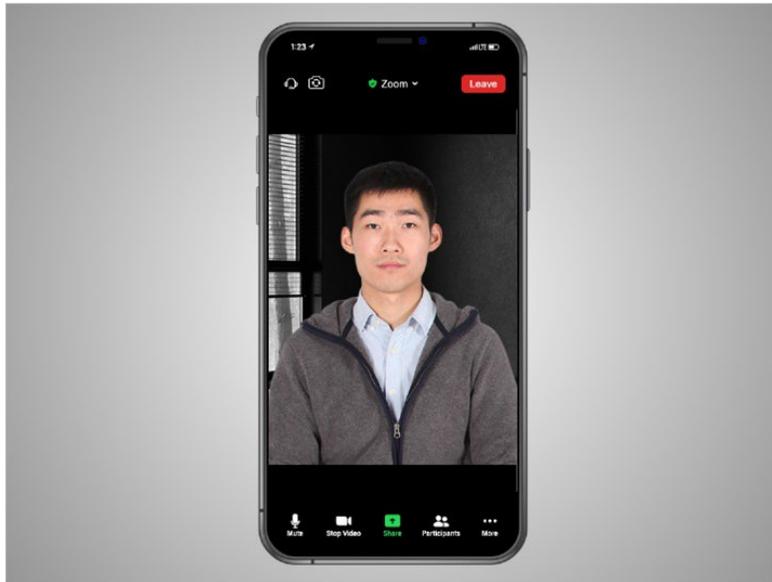


When he clicks it again the video turns back on.

The computer must have a camera for this video feature to work. If your computer does not have a camera, you can listen to the other participants, see the screen, speak during the meeting, and share your screen.



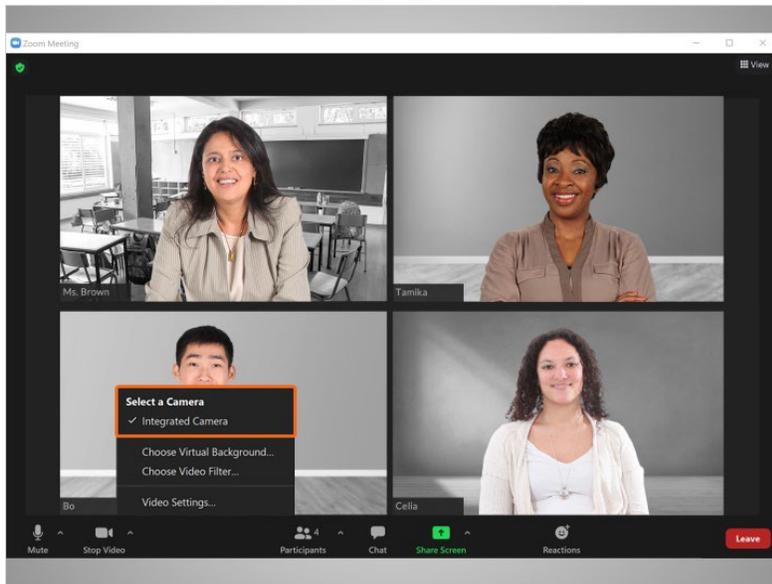
However, if your computer does not have a camera people will not be able to see you.



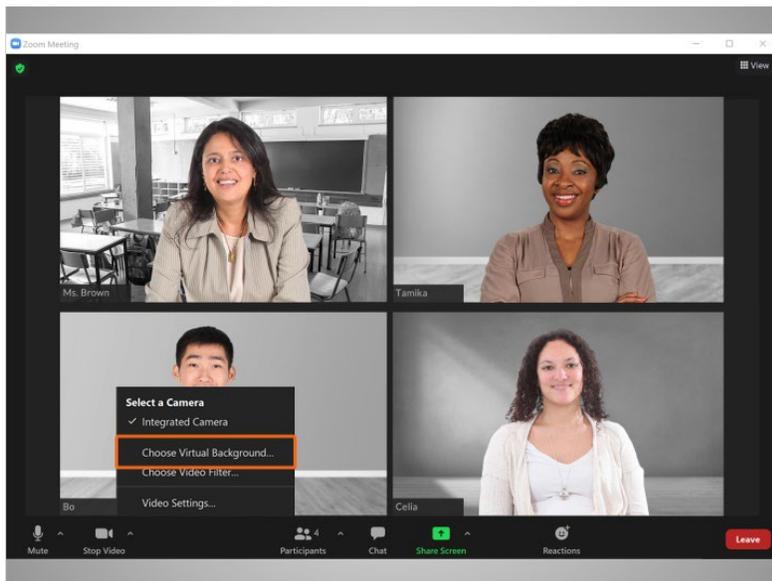
If Bo's computer does not have a camera, he can also try connecting with his mobile device which includes a camera. To do this, he would need to have the Zoom app installed on his phone. In this example, Bo is using the Zoom app on his iPhone.



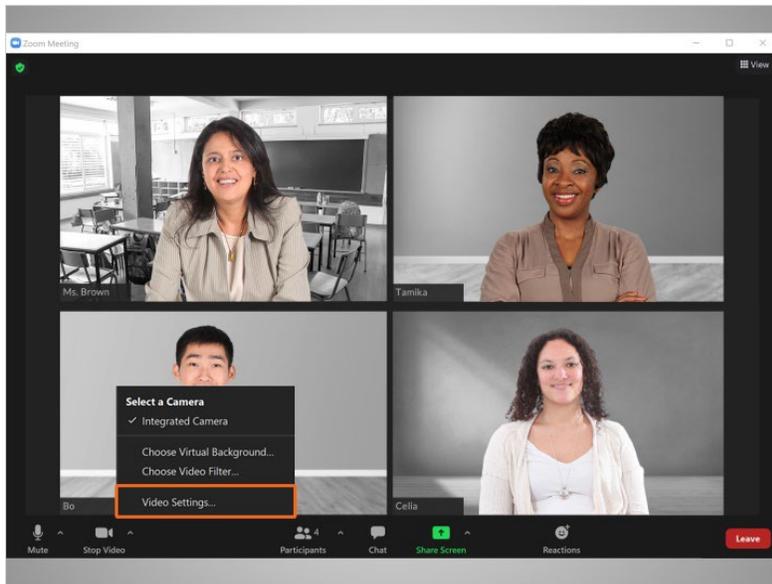
If Bo clicks on the arrow to the right of the camera



he can select the camera settings,



choose a virtual background,



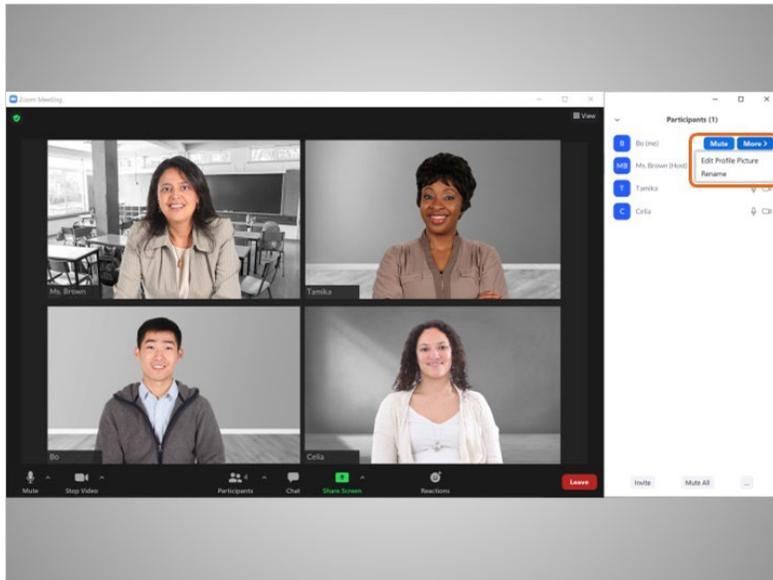
or test and adjust his camera settings.



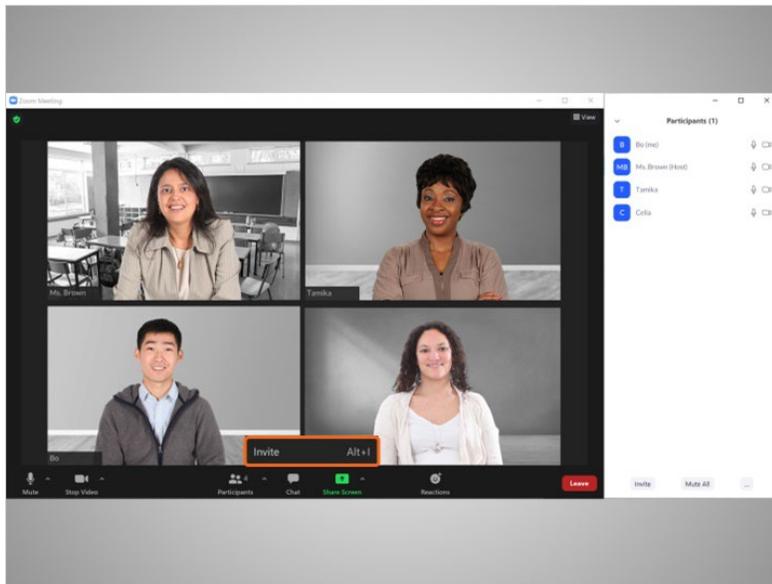
If Bo clicks on the Participants icon,



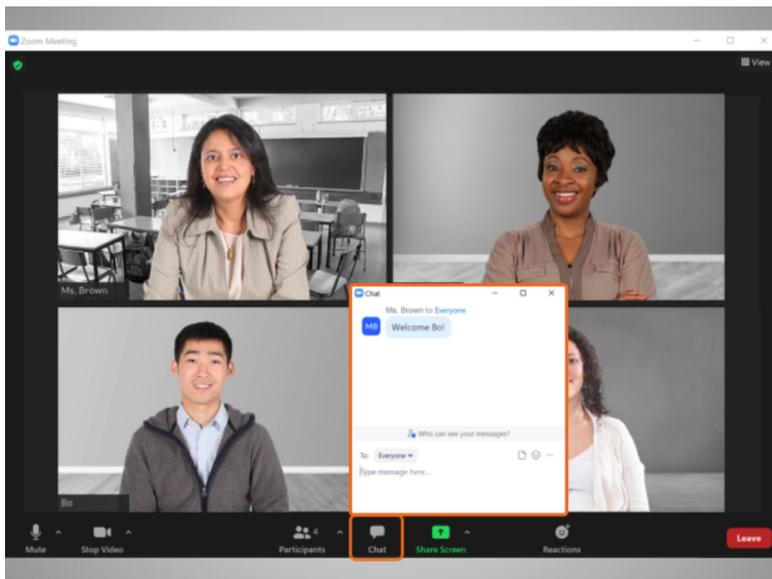
he can see who is in the meeting.



He can also change the name and personal information that displays to the other participants by clicking More, then Rename.



He can also invite someone else to the meeting.



Bo can use the Chat feature to send a message or share a link to a particular person in the group or to all attendees.



To close the chat window Bo clicks the Chat icon again and the chat window goes away.



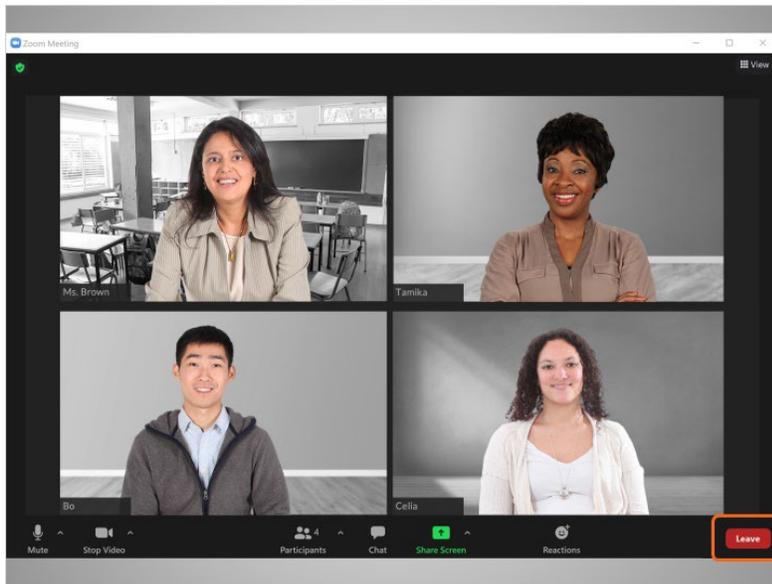
The Share Screen feature allows Bo to share what displays on his screen. For example he can share a photo, a presentation, or a document – such as his child’s homework assignment – with the group. The person who hosts the meeting can turn off this function.



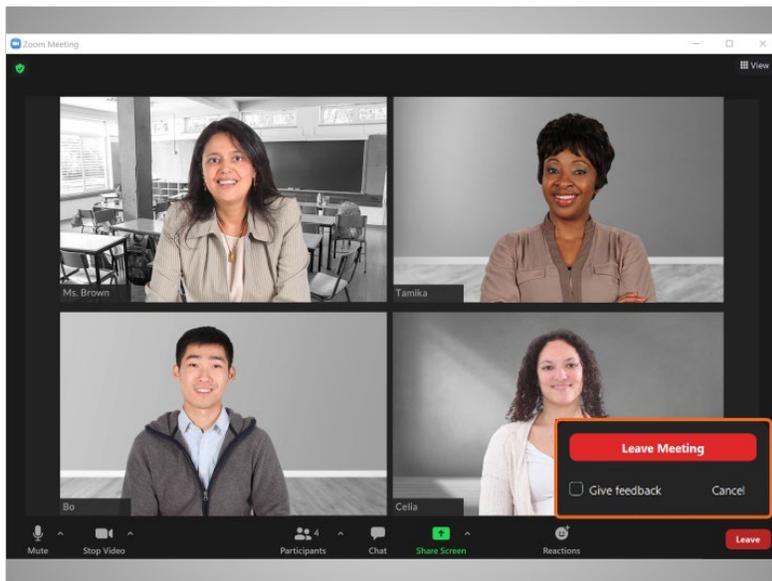
The Reactions section allows Bo to use emojis to “raise a hand” to speak, or share how he feels with the group about something happening in the meeting. He can clap, give a thumbs up, smile, and more just by clicking on a specific emoji.



The “raise hand” feature, alerts the person who is conducting the meeting that Bo has a question, or, that he would like to speak.



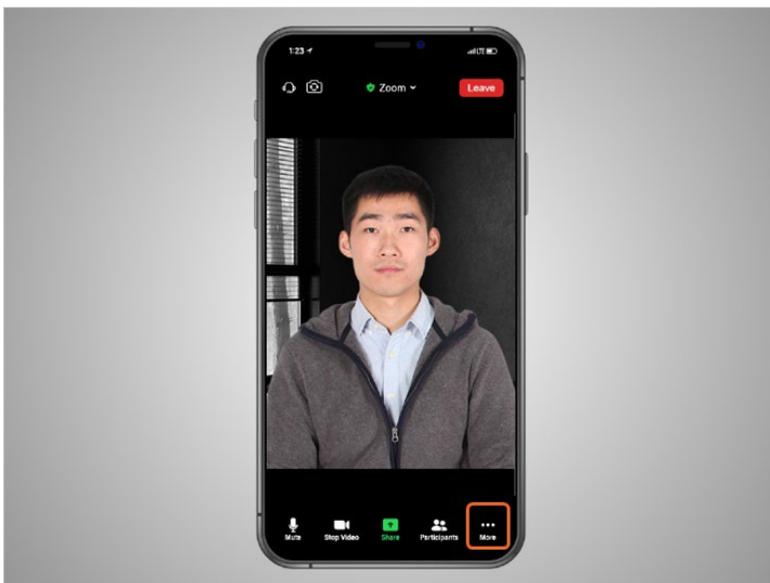
When Bo is ready to leave the meeting, he clicks the Leave button



then clicks the Leave Meeting button. This logs him out of the meeting and the Zoom app. If Bo connected audio through his phone, he simply ends the call to disconnect his audio.



Depending on which device you use for video conferencing, some options may be located in a different location on your screen. In this example, Bo is attending a Zoom video conference meeting using his iPhone. The mute, video, and participants tab are all at the bottom of the screen.

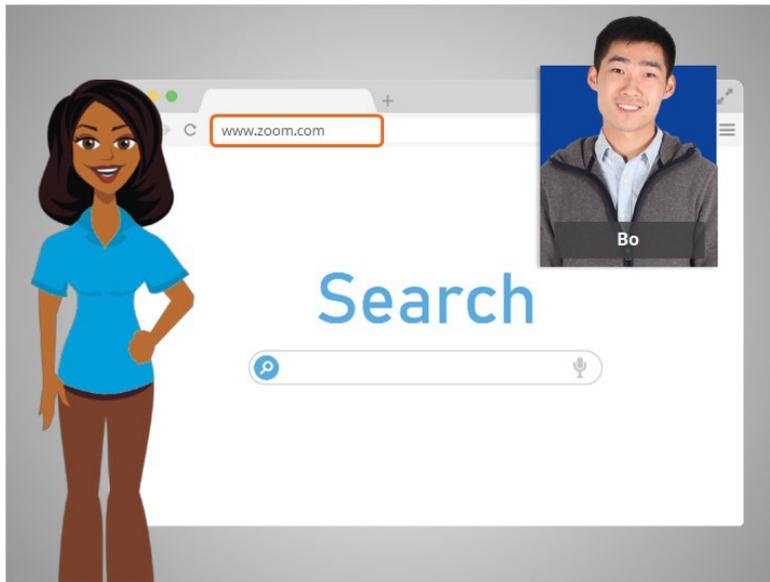


Bo will need to click on More to see other features, like Chat and Reactions.



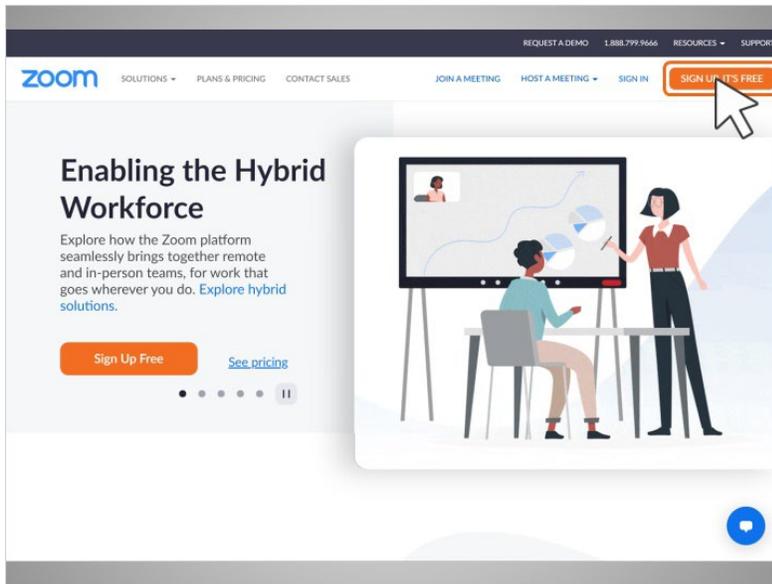
In this lesson Bo attended a Zoom meeting and learned how to use features in the Zoom toolbar. In the next lesson Bo will create a Zoom account.

## Creating and Managing a Zoom Account

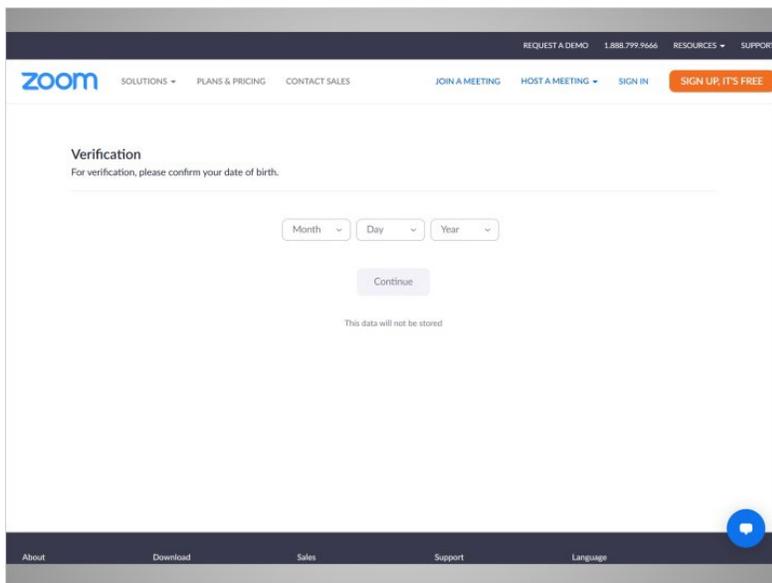


In the last lesson, Bo learned how to use the features in a Zoom online meeting. In this lesson Bo learns how to create an account. In today's example Bo is using Zoom on a Windows 10 computer.

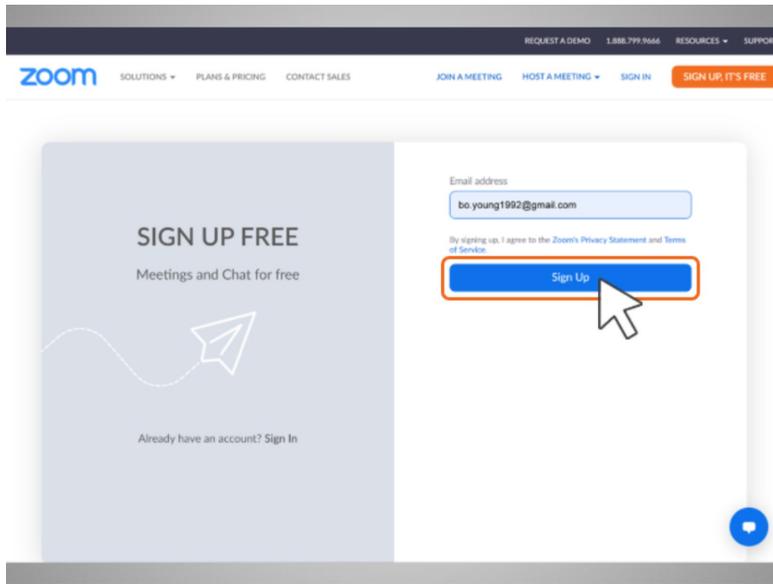
First, Bo must go to the Zoom home page. He opens his internet browser, types in [www.zoom.com](http://www.zoom.com) into the address bar, and then presses enter on his keyboard.



From the Zoom home page, Bo clicks on the orange button that says “Sign Up” in the upper right-hand corner of the page.

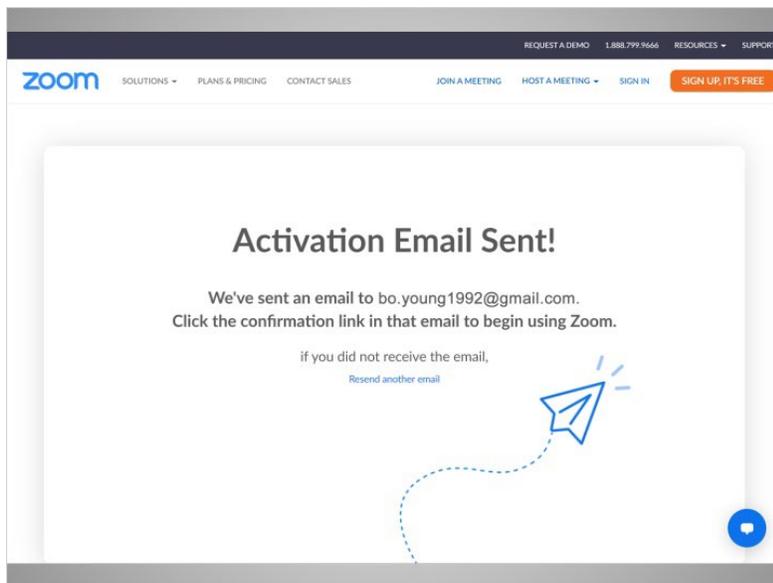


Bo will follow prompts to verify he is 18 years or older.



He then enters his email address. In today's example Bo is using his Gmail account.

Then, he clicks on the "Sign Up" button.



To confirm Bo is the person who signed up for an account, an activation code is sent to the email used to create the account. Bo goes to his email and clicks on the confirmation link.

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REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

## Welcome to Zoom

Hello! To get started with Zoom we need a few details from you to create your free account.

First Name  
Bo

Last Name  
Young

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

For Educators: Select this option if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Bo is then asked to enter his name and create a password for his account.

It is important to remember your username and password. You need it to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them and avoid sharing your password with others.

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REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

## Welcome to Zoom

Hello! To get started with Zoom we need a few details from you to create your free account.

First Name  
Bo

Last Name  
Young

Password  
\*\*\*\*\*

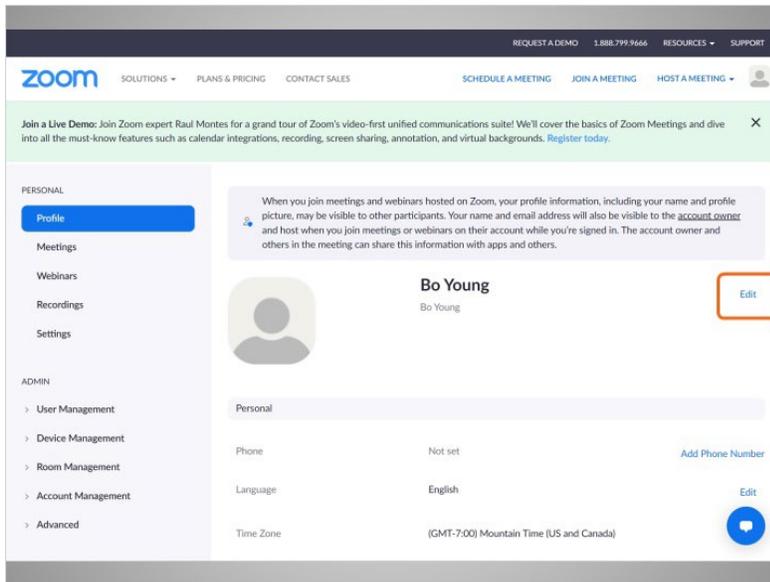
Confirm Password  
\*\*\*\*\*

For Educators: Select this option if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

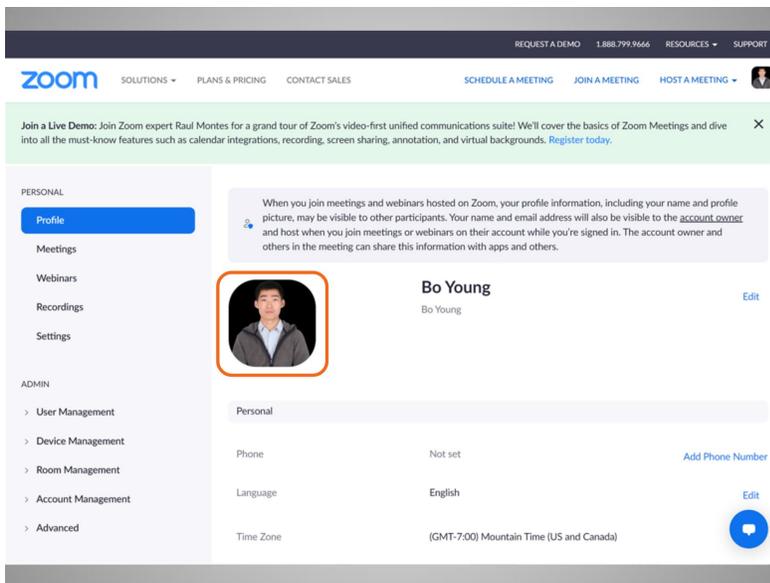
By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Bo clicks "Continue" to finish the registration process.

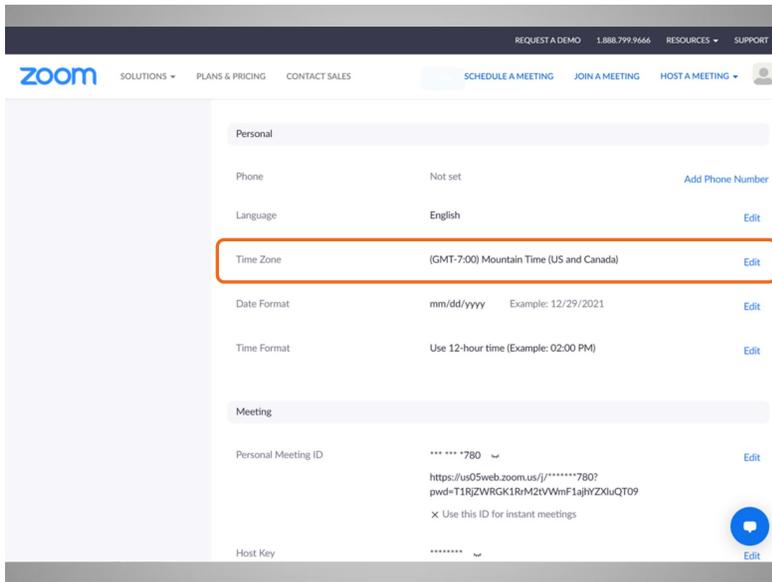


Bo has successfully created his account!

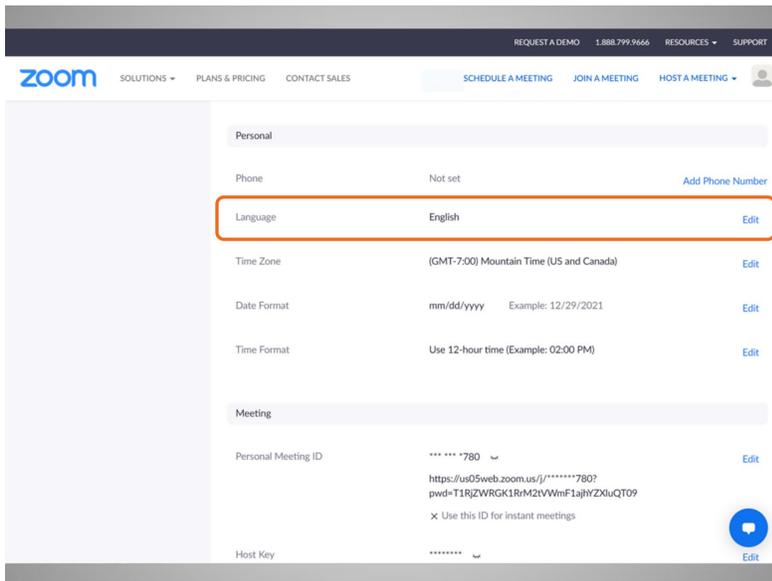
Bo can update his account information on the Profile page by clicking Edit.



He can set a profile picture which displays in Zoom when his camera is turned off.



If he scrolls down the page, he can also select his time zone,

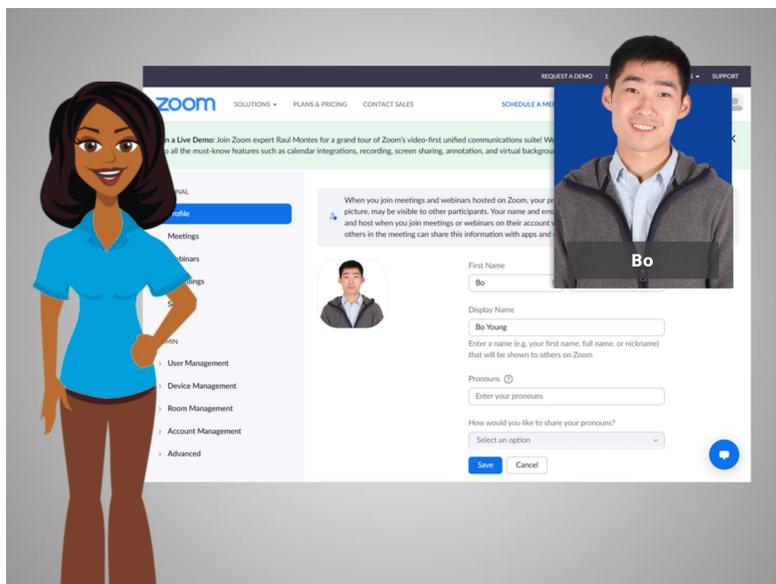


his preferred language, update his password and more.

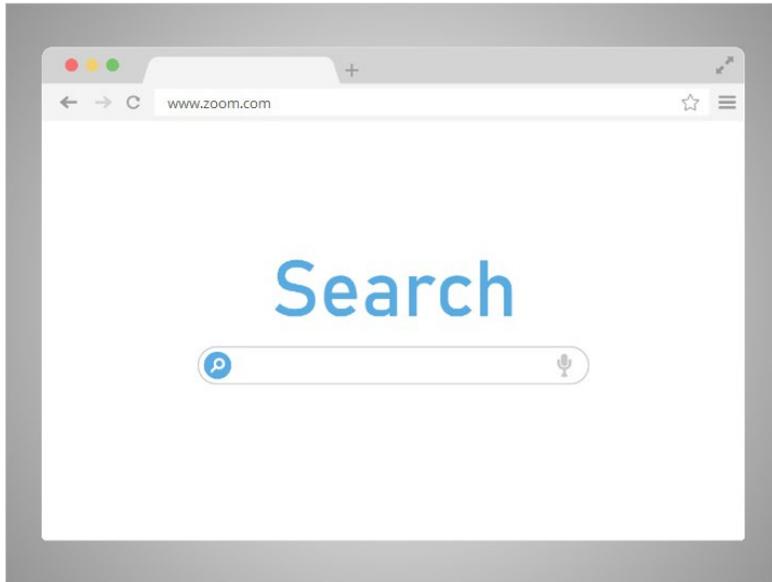


In this lesson Bo created an account. In the next lesson, he will schedule a video conference meeting.

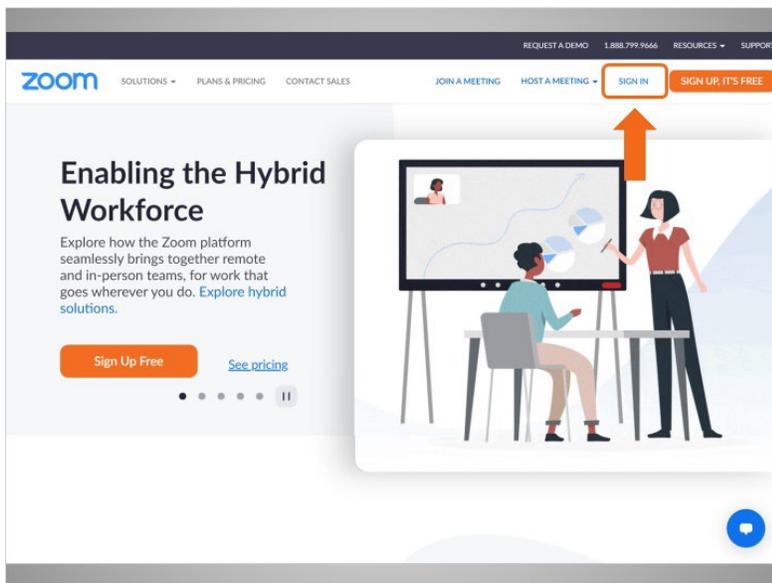
## Scheduling an Online Meeting



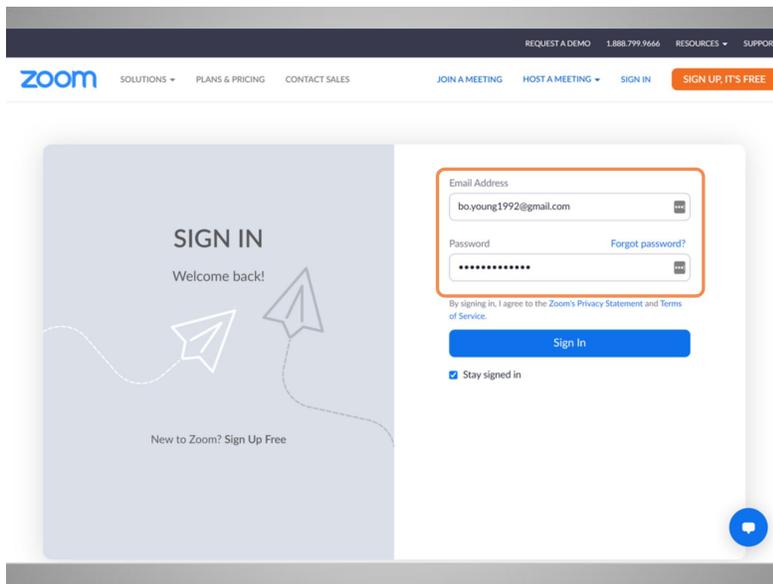
Now that Bo has an account, he can schedule and host an online meeting. In today's example Bo is using Zoom on a Windows 10 computer and his Gmail account to log into his Zoom account.



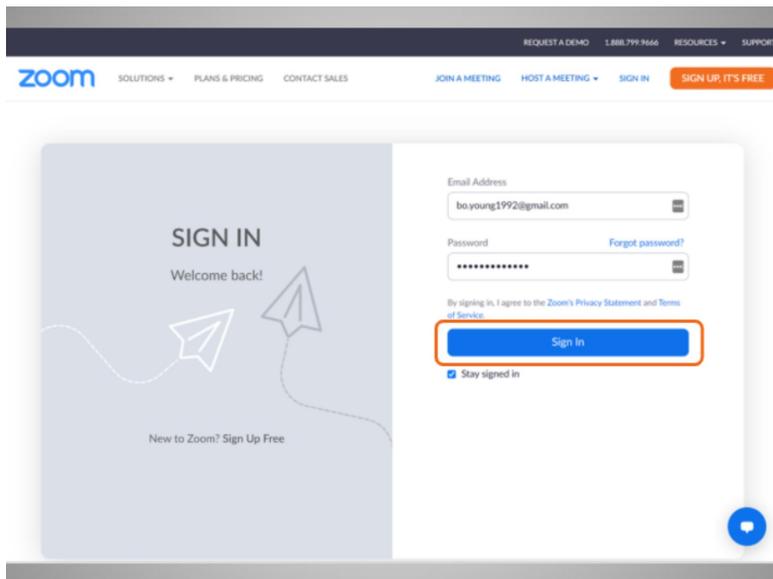
Bo wants to schedule a meeting with his daughter's teacher next week. Bo opens a browser window, goes to the Zoom home page at [www.zoom.com](http://www.zoom.com),



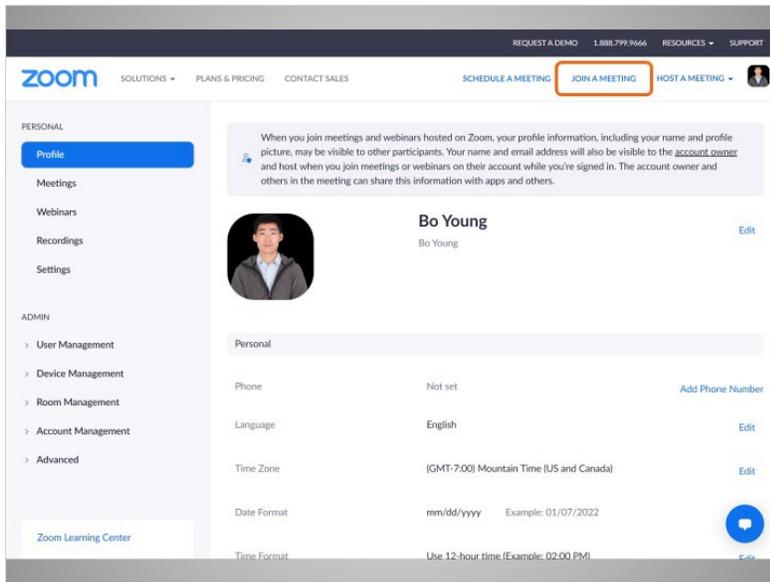
clicks Sign In,



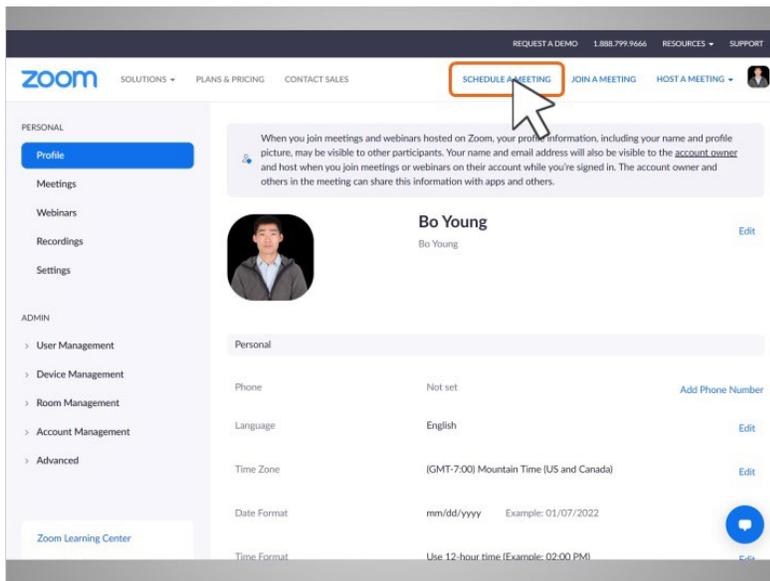
enters his email and password,



and clicks Sign In.



From this page Bo can join a meeting now



or schedule a meeting for a later date.

Bo wants to schedule a meeting with his child's teacher for next week, so he clicks on Schedule a Meeting.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL  
Profile  
Meetings  
Webinars  
Recordings  
Settings

ADMIN  
User Management  
Device Management  
Room Management  
Account Management  
Advanced

Zoom Learning Center

Back to Meetings

### Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/07/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now  
 Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID: 475 903 7780

Save Cancel

The schedule meeting form displays.

Bo enters the Topic,

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL  
Profile  
Meetings  
Webinars  
Recordings  
Settings

ADMIN  
User Management  
Device Management  
Room Management  
Account Management  
Advanced

Zoom Learning Center

Back to Meetings

### Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/14/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now  
 Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID: 475 903 7780

Save Cancel

the date and meeting start time,

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

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- Webinars
- Recordings
- Settings

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- Device Management
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### Schedule Meeting

Topic: Ms. Brown and Bo Young Meeting

+ Add Description

When: 01/14/2022 2:00 PM

Duration: 0 hr 30 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now  
 Do not show this message again

Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID: 475 901 7780

Save Cancel

and the duration of the meeting.

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PERSONAL

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- Webinars
- Recordings
- Settings

ADMIN

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- Device Management
- Room Management
- Account Management
- Advanced

Zoom Learning Center

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### Schedule Meeting

Topic: My Meeting

+ Add Description

When: 01/07/2022 2:00 PM

Duration: 1 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now  
 Do not show this message again

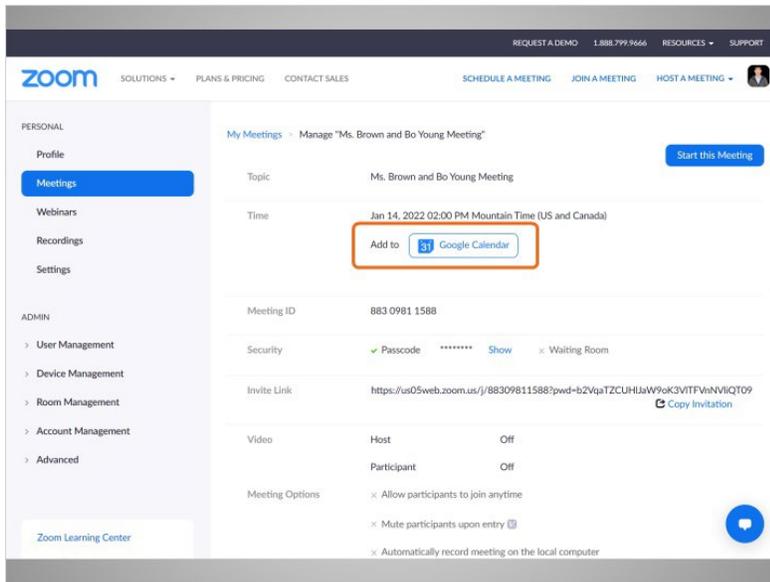
Time Zone: (GMT-7:00) Mountain Time (US and Canada)

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID: 475 901 7780

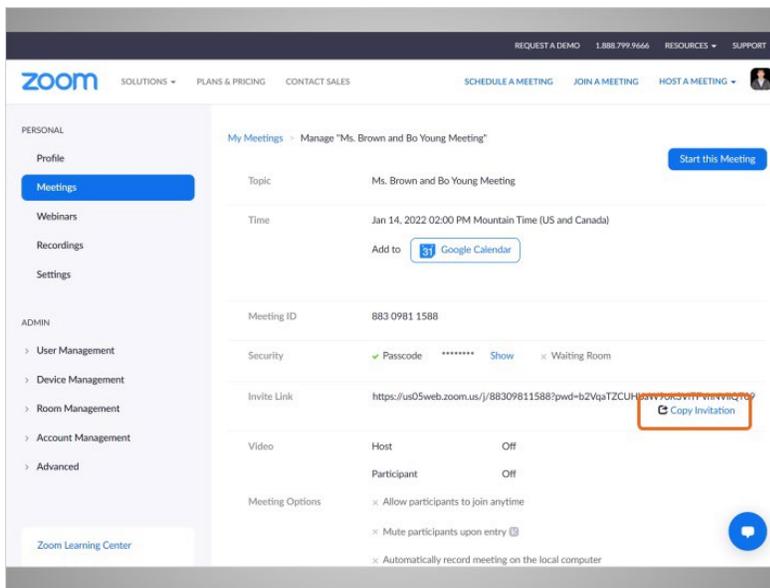
Save Cancel

Once the information is entered, Bo clicks “Save”

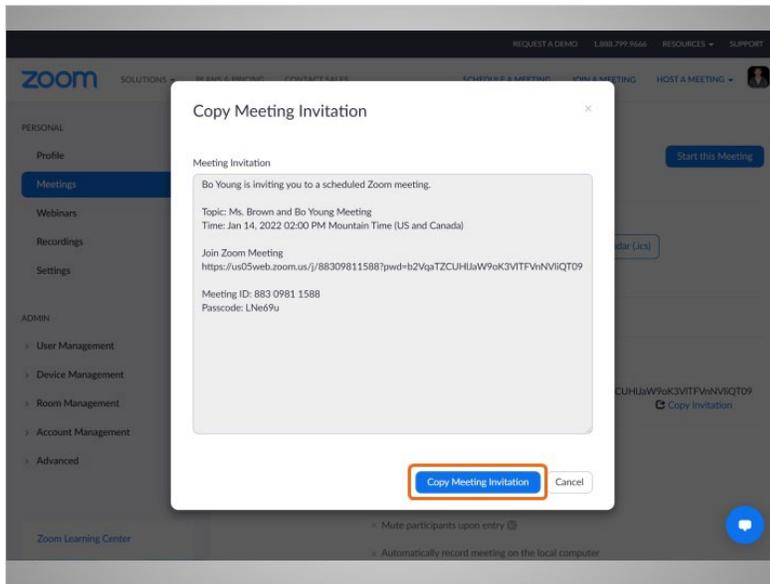


and the meeting is scheduled!

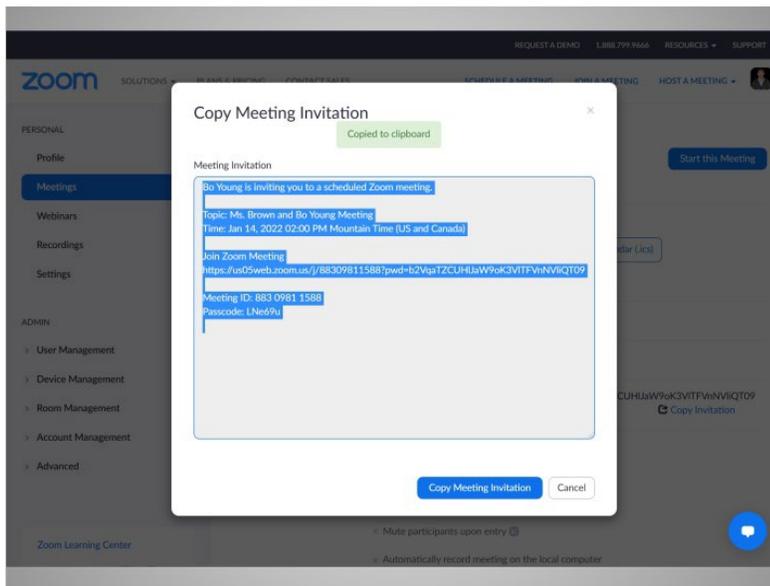
Bo can add the event to his calendar.



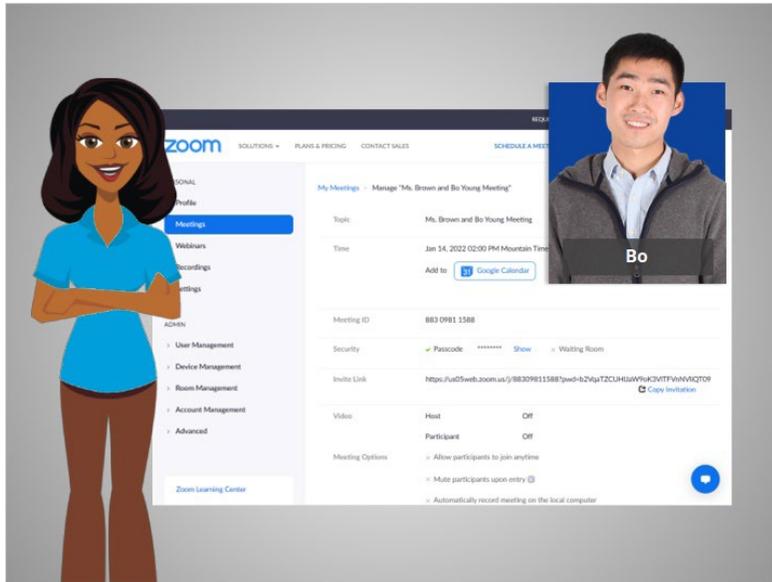
He can also copy the meeting information by clicking the “Copy Invitation” button.



This allows him to copy the invitation and paste the information into an email

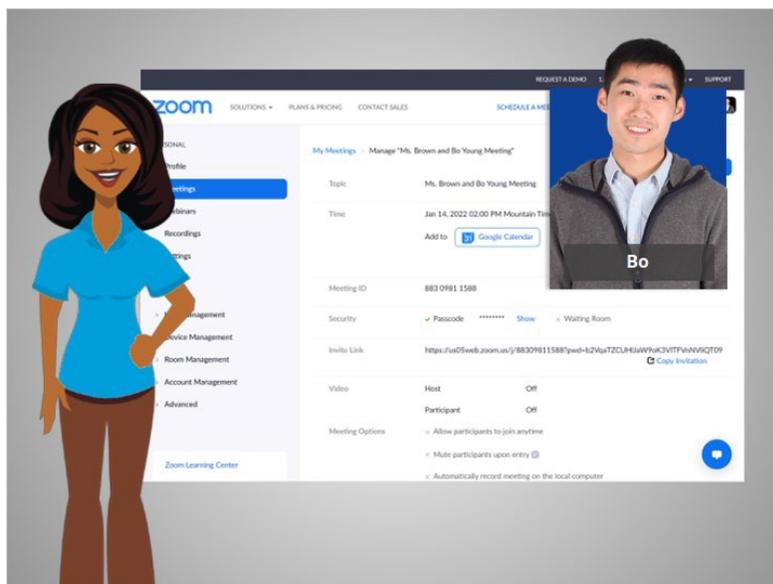


or text message that he can send to the people he wants to attend the meeting.

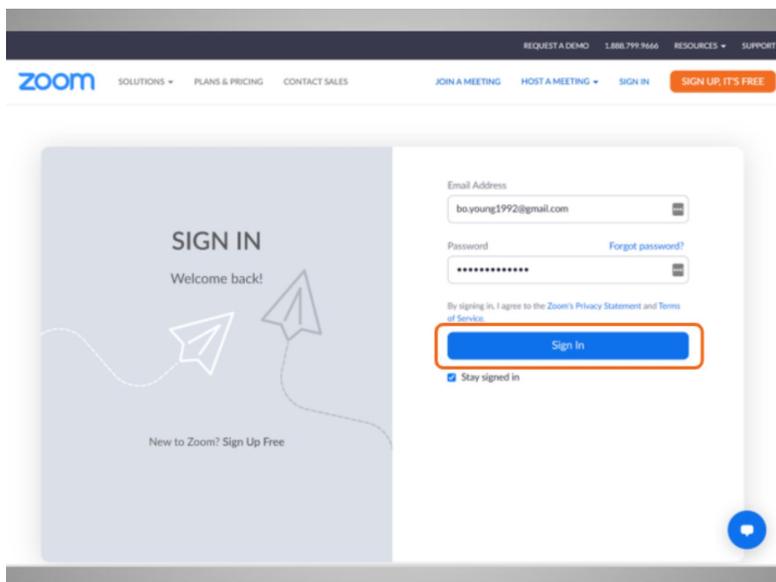


In this lesson Bo scheduled a meeting. In the next lesson he will host a meeting.

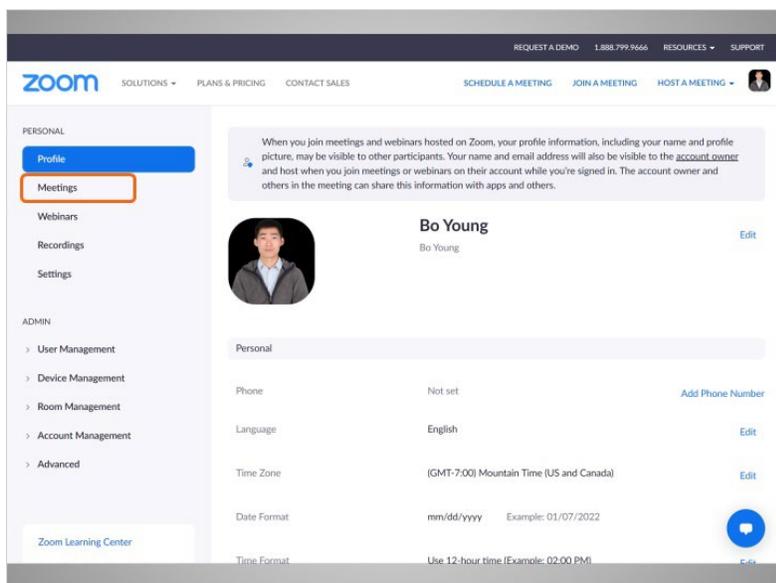
## Hosting an Online Meeting



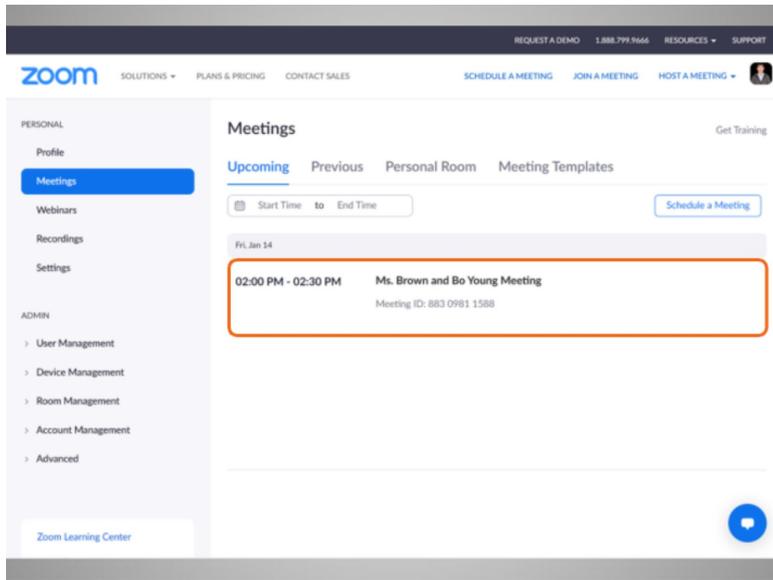
In the last lesson Bo scheduled an online meeting. In this lesson Bo will host an online meeting. In today's example, Bo will log into his Zoom account with his Gmail account.



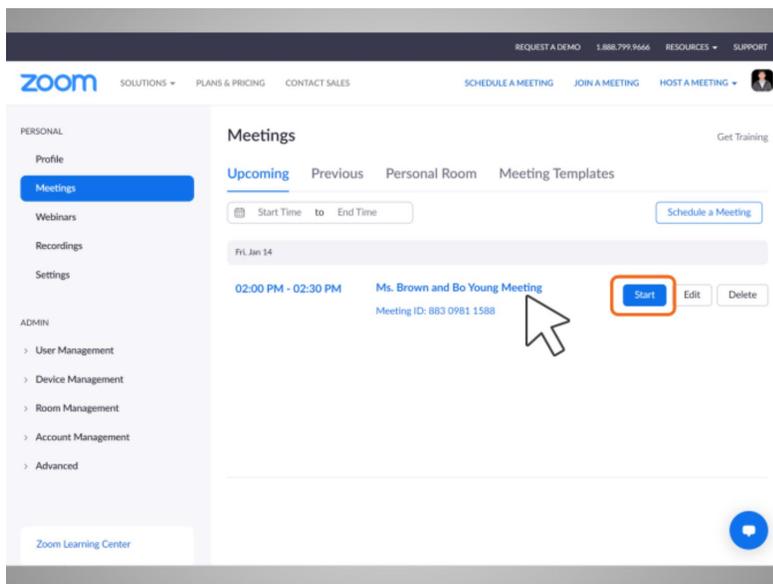
The first step is to start the meeting. To do this, Bo goes to the Zoom website and logs in to his account.



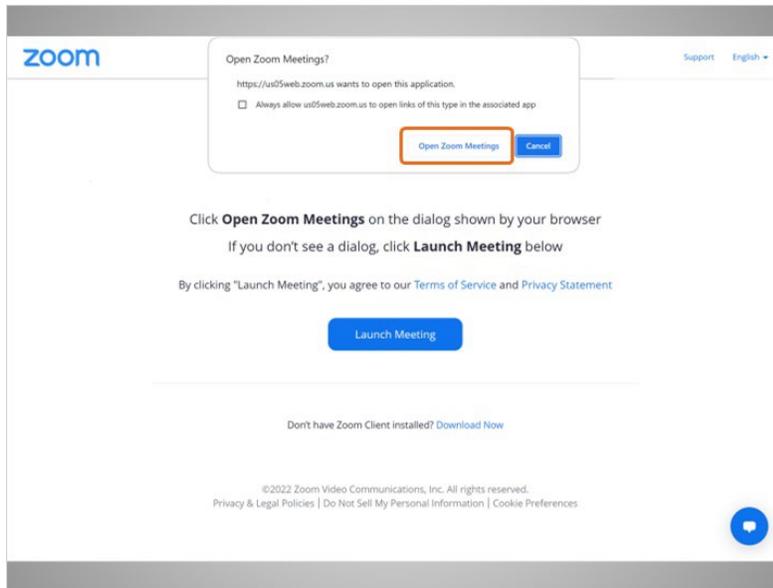
Once he is logged in, he clicks Meetings.



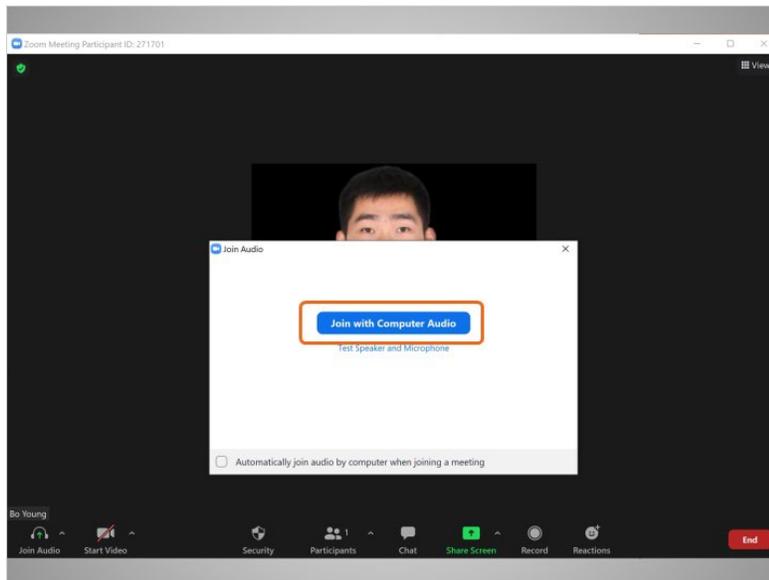
Here he will see upcoming meetings he has scheduled. To start the meeting, Bo mouses over the meeting he wants to host,



then clicks on the Start button.



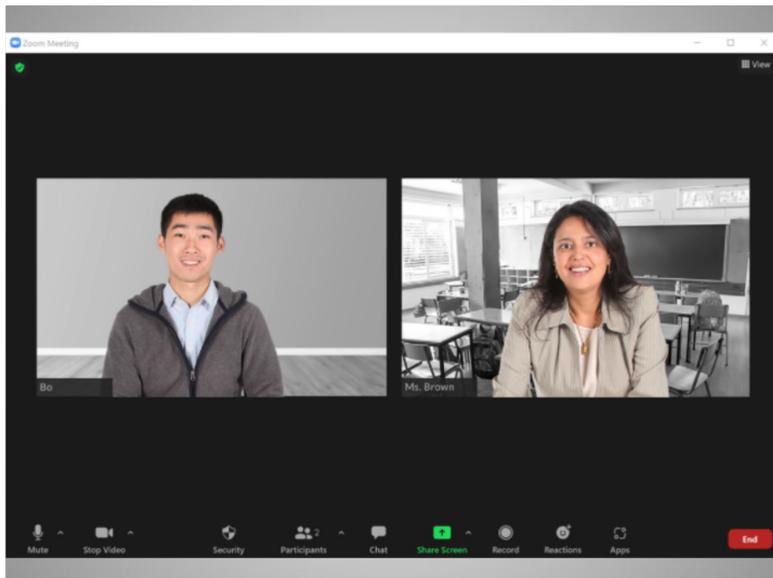
Bo is asked to open the app.



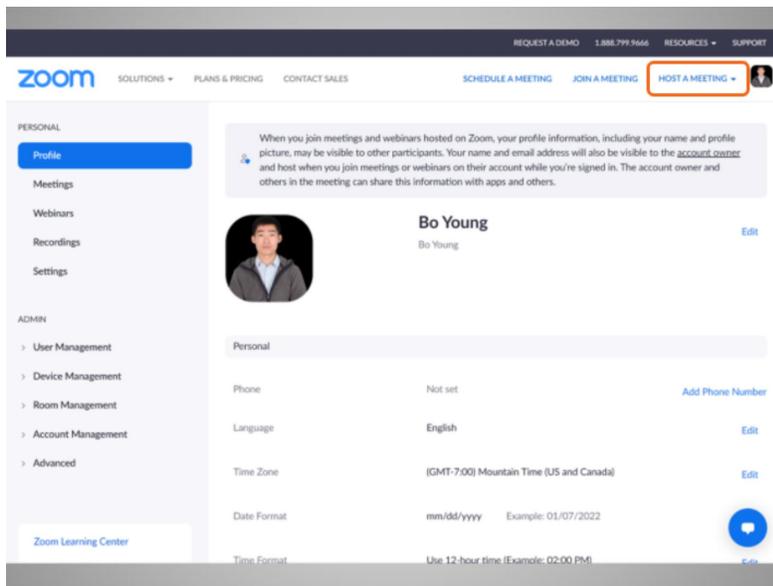
He then selects Join with Computer Audio.



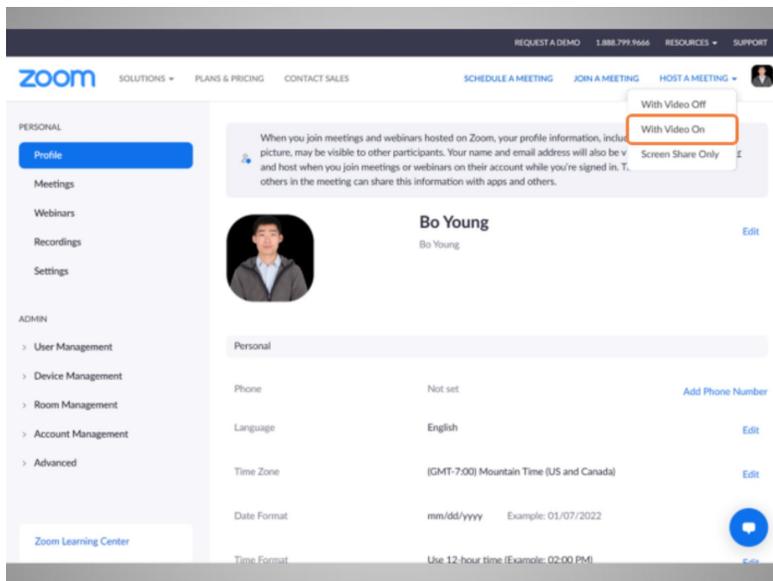
The Zoom window opens and the meeting begins.



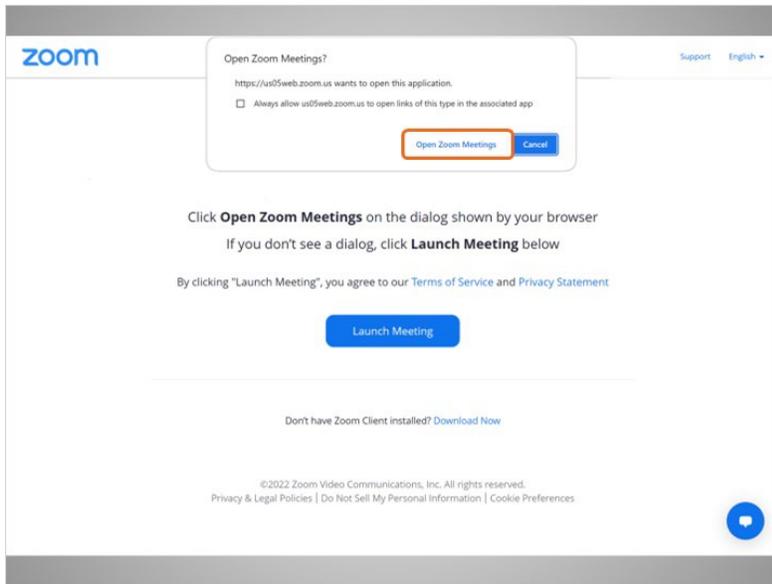
Bo waits for his child's teacher to join the meeting.



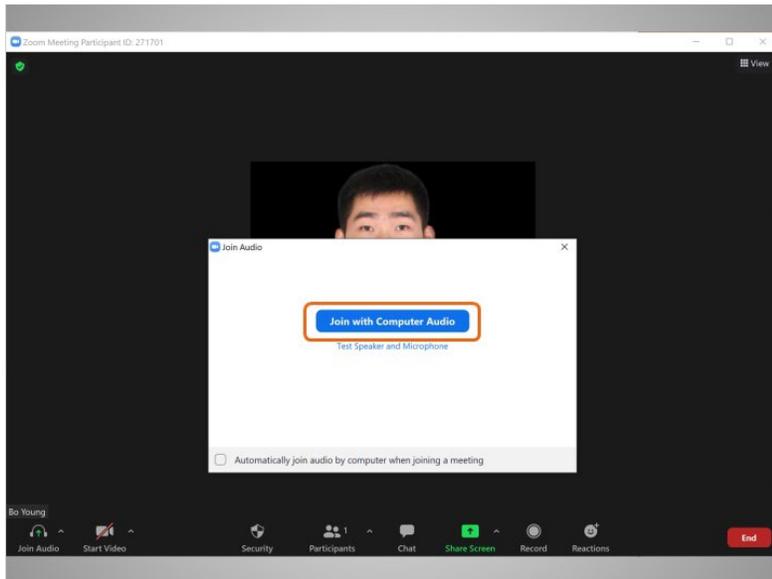
If Bo does not have a meeting already scheduled, he can also start an unscheduled meeting and then invite people to join him. To do this, Bo goes to the Zoom website, clicks on Host a Meeting



and selects Video On.



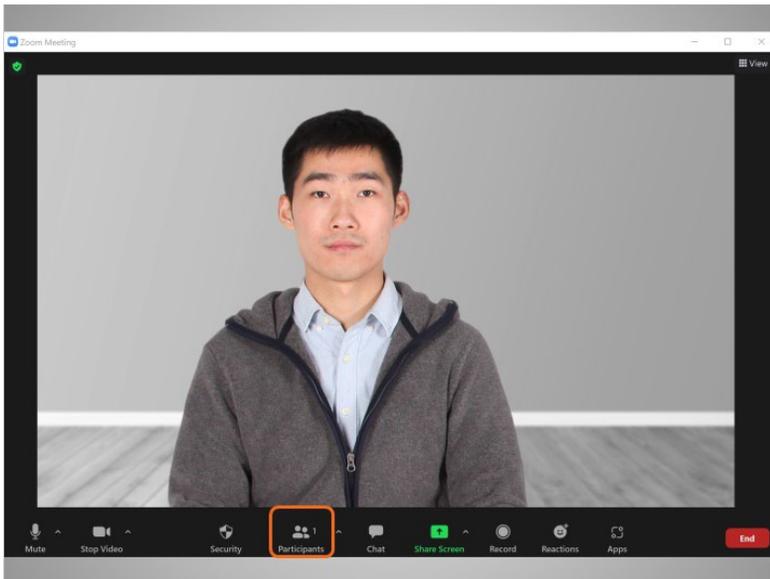
Bo is asked to open the app.



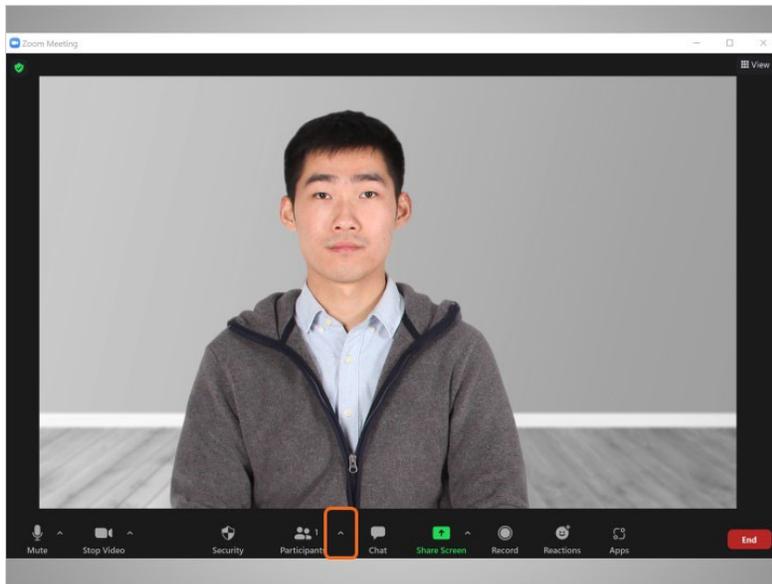
He then selects Join with Computer Audio.



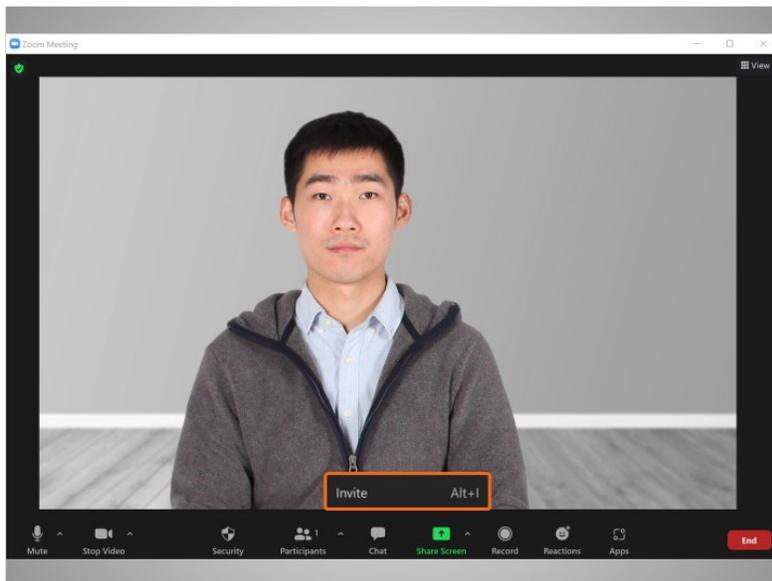
The Zoom window opens, and the meeting begins.



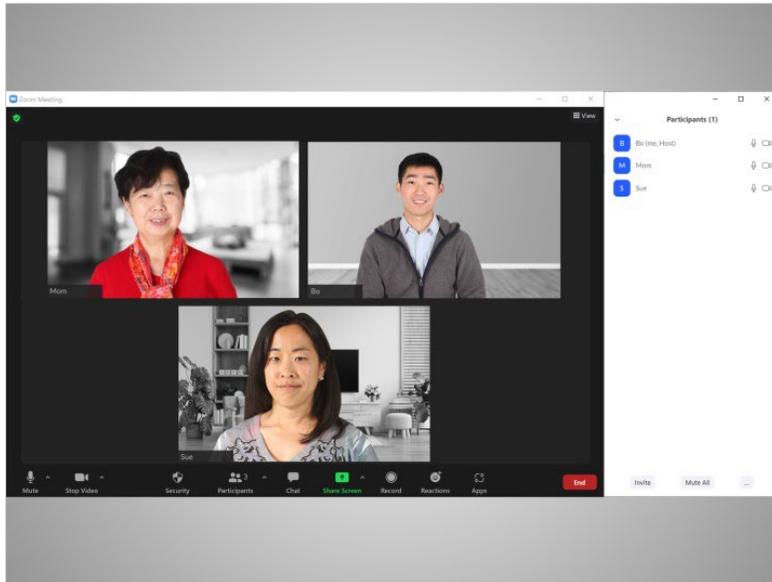
Now Bo can invite his mother and sister to the meeting.



Bo goes to “Participants” and clicks on the upward arrow

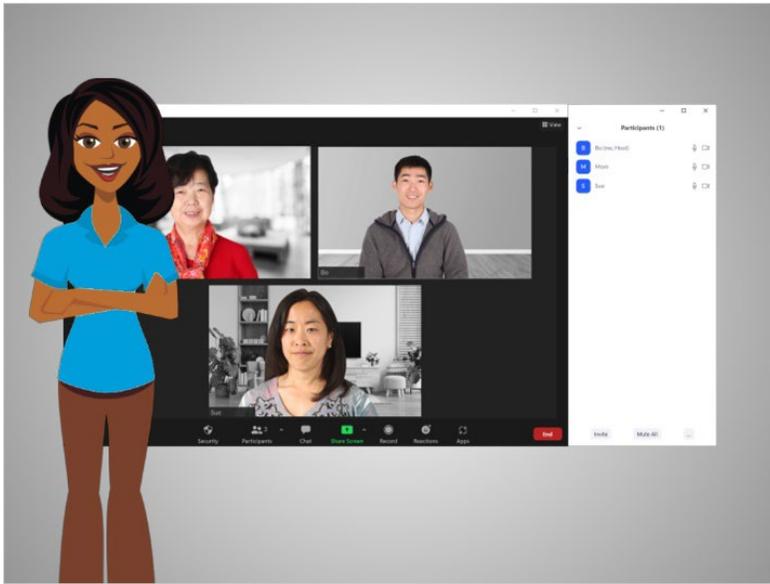


to select “Invite.” He can send an invitation via email or copy the meeting information and paste it into another communication tool like chat or a text message.



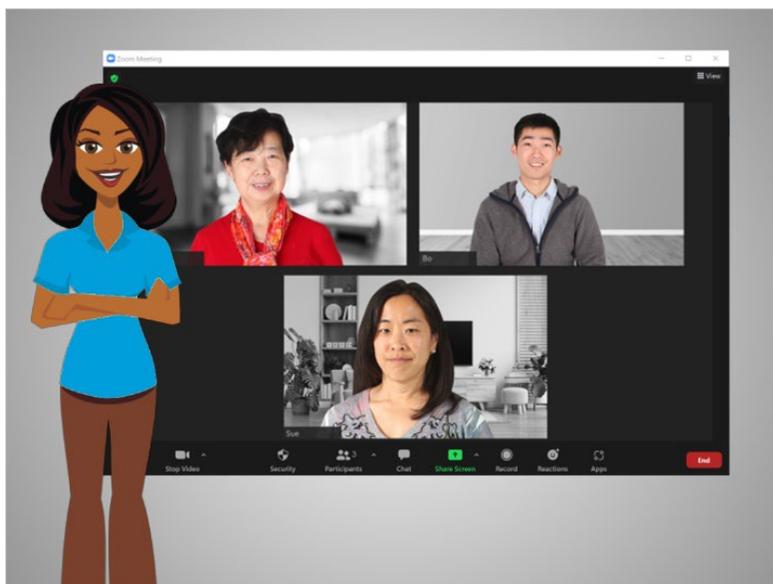
Now that Bo has successfully invited his mother and sister, they show up in the “Participants” tab on the screen.

While it’s easy to host an unscheduled meeting, it may be a good idea to invite people to an online meeting in advance, so you can be sure they are available ahead of time.



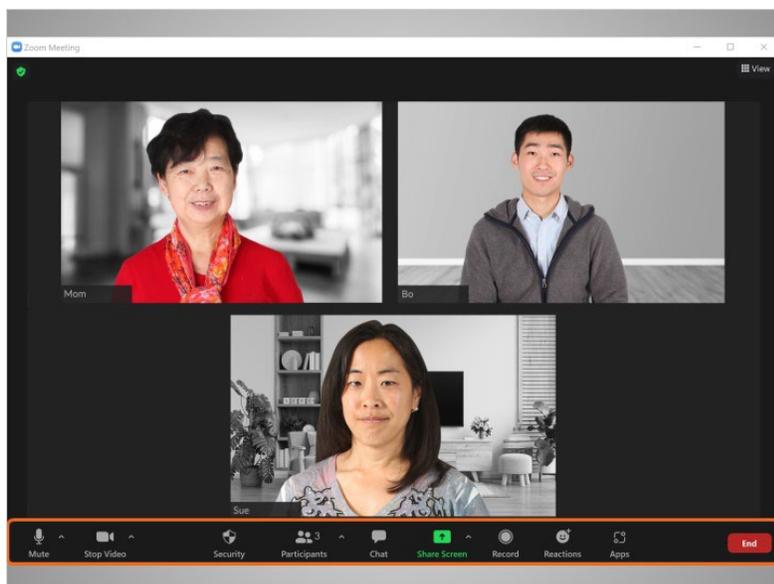
In this lesson Bo started and hosted two meetings. In the next lesson Bo will learn about special features to host an online meeting.

## Tips to Host an Online Meeting



In the previous lesson, Bo learned two ways to host an online meeting. In this lesson Bo will learn about special features he can use to host an online meeting. In today's example Bo is using Zoom on a Windows 10 computer.

Depending on which device you use some options may be located in a different location on your screen.

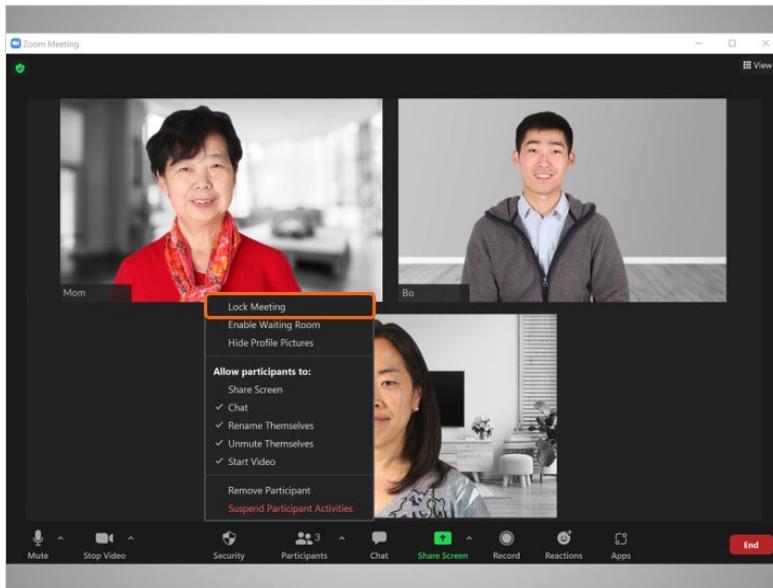


Bo is in a meeting with his mother and sister. As the meeting host Bo sees additional features that did not show up when he was a participant. Some host features may vary depending on the video conferencing platform.

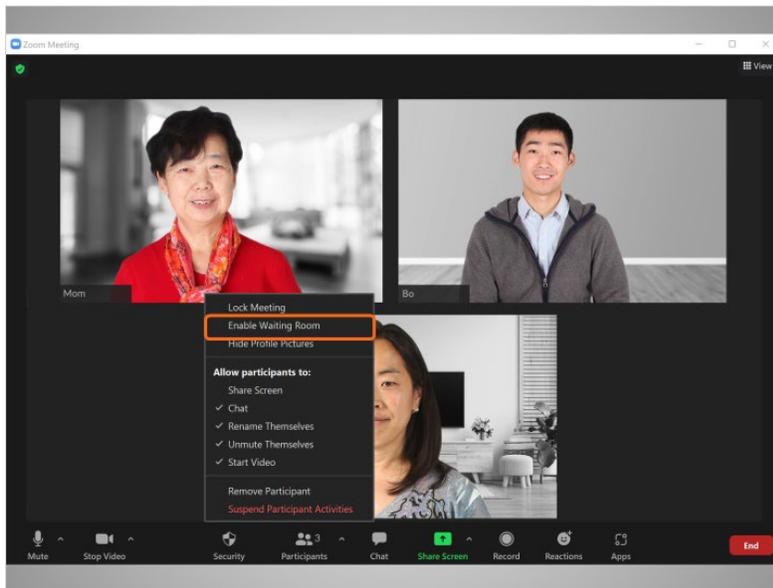
The Meeting host features can be found in the menu at the bottom of the screen.



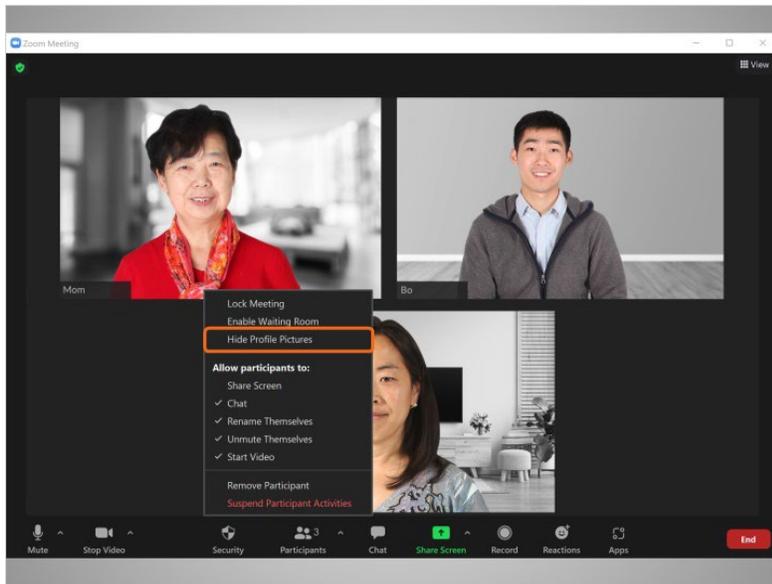
The “Security” menu allows Bo to



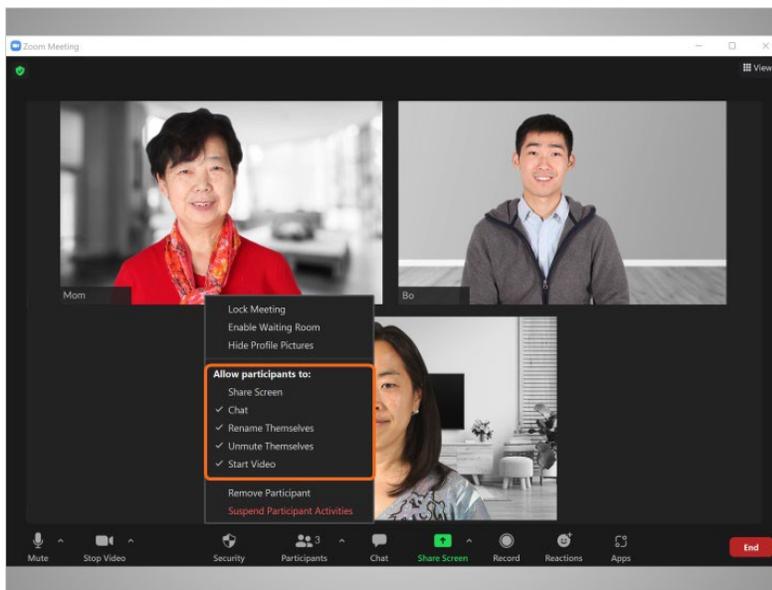
lock a meeting which limits how many people can attend.



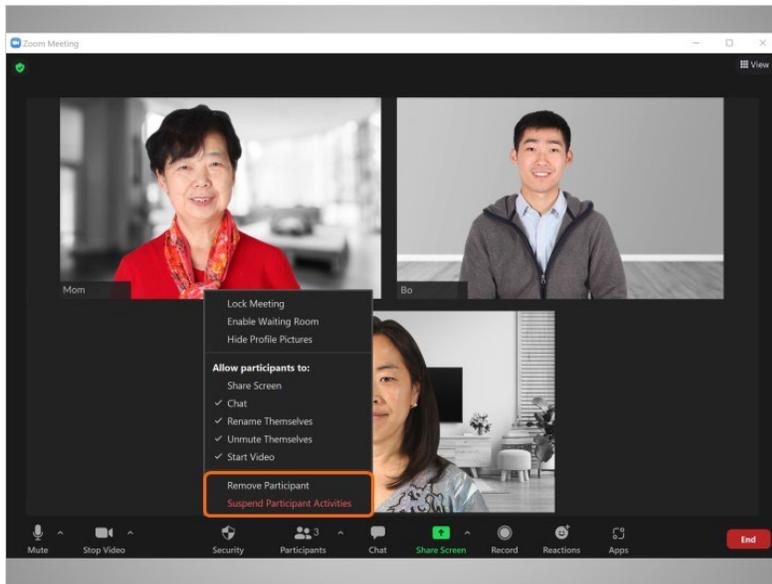
He can “Enable Waiting Room” which creates a space where anyone who hasn’t joined the meeting will have to wait before they can be admitted by the host.



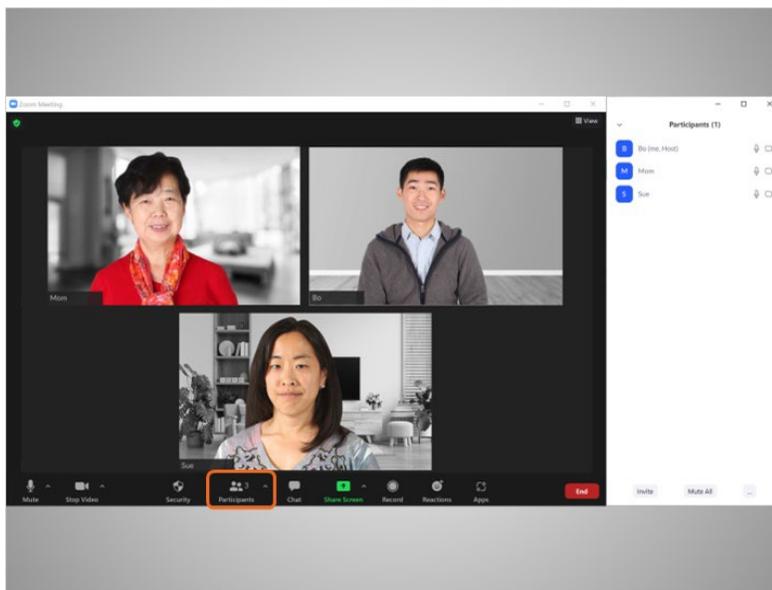
He can “Hide Profile Pictures”, which removes pictures from participant profiles, and displays the username instead.



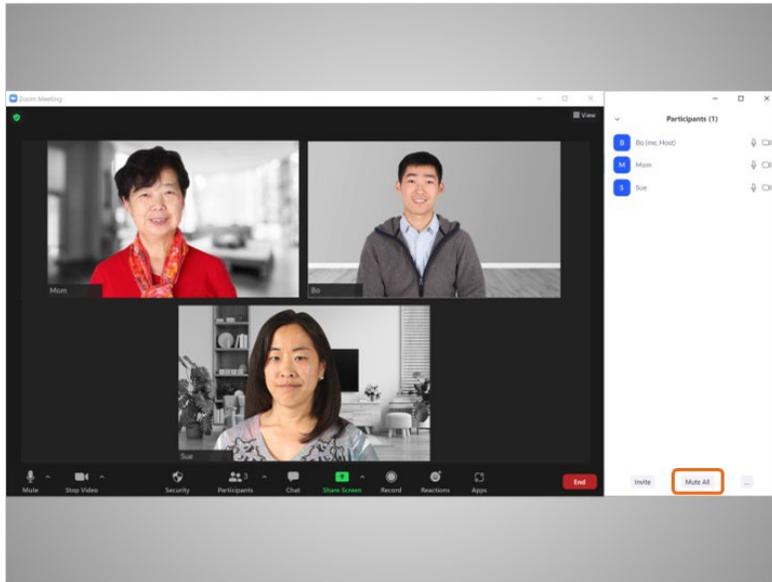
As a meeting host Bo can also choose what participants are able to do during the meeting by checking and unchecking various options. As a host he can allow people to share their screens with the group, allow participants to chat and rename themselves, mute or unmute participants and more.



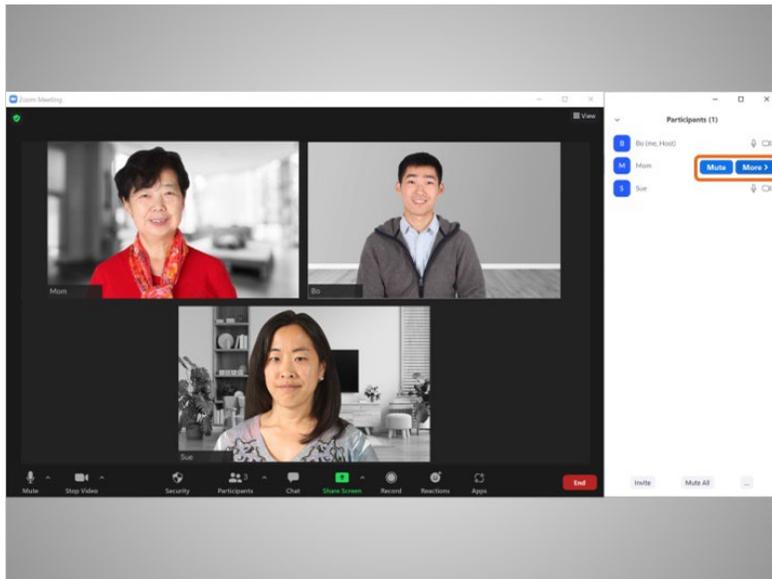
The “Remove Participant” feature allows Bo to remove someone from the meeting. That person cannot rejoin the meeting until Bo allows it.



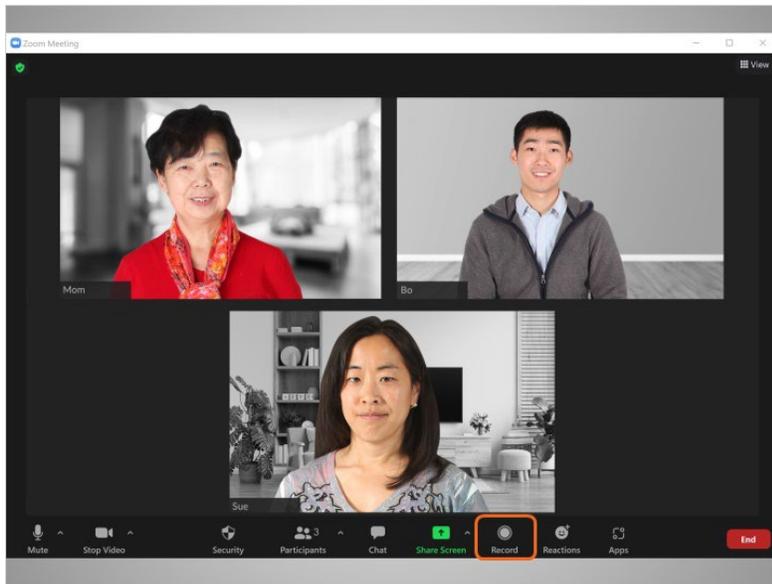
As the host, Bo can mute and unmute attendees in the Participants tab.



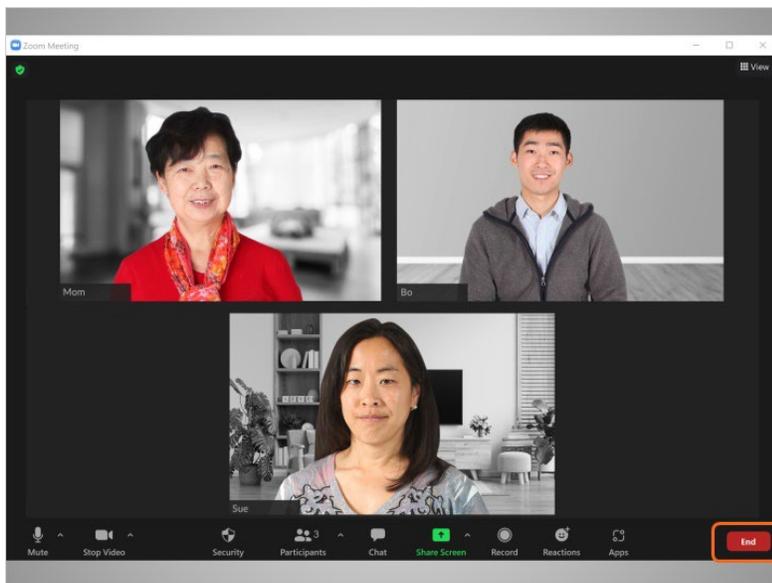
He can mute everyone by clicking the Mute All button.



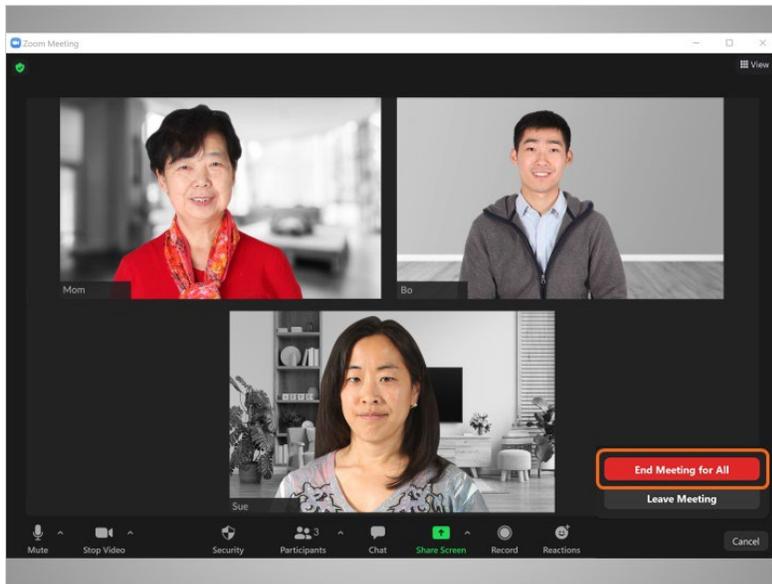
He can also mute an individual by clicking the Mute button next to a person's name.



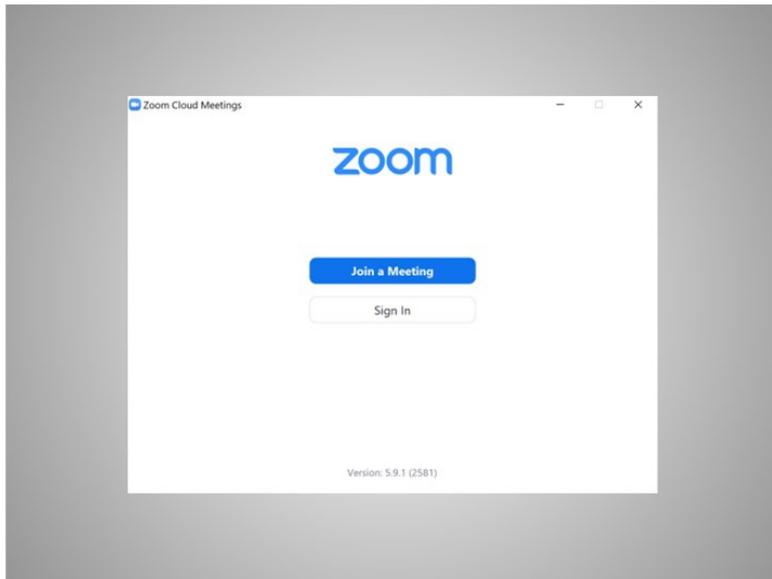
Bo can record the meeting and save it to his computer or to his online Zoom account. It's always recommended that you let people know when you plan to record a meeting.



When Bo is ready to end the meeting, he clicks End,



then End Meeting for All.



This ends the meeting for all participants.



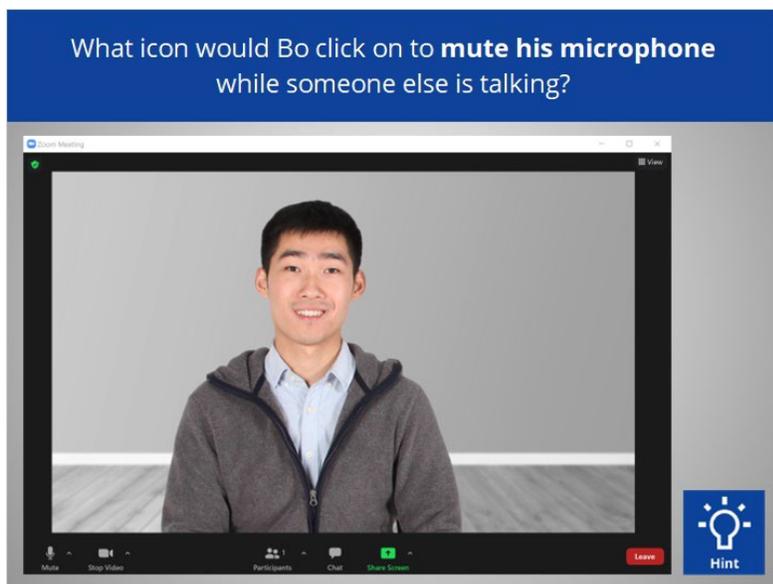
In this course, we followed along as Bo learned how to use videoconferencing tools. We learned how to join an online meeting from an invitation; common features for meeting participants including muting, chatting, and using the camera; how to create an account; how to schedule and host a meeting; and common hosting features, including inviting participants, locking a meeting, and muting all participants.

In the practice section, you can join Bo to practice what he learned.

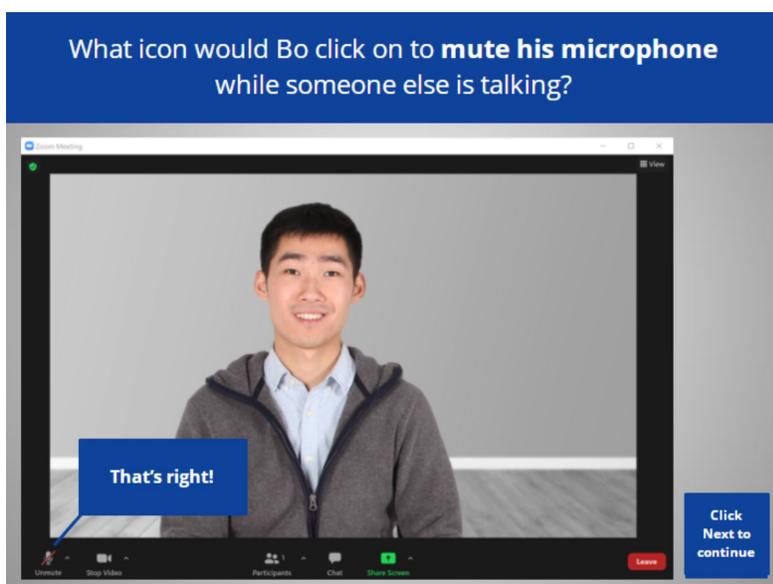
## Practice



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.

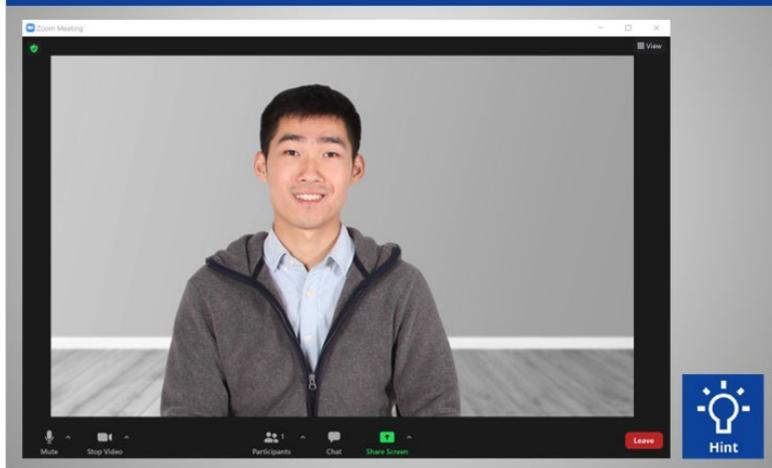


What icon would Bo click on to mute his microphone while someone else is talking? Click on it now. If you need help, click on the Hint button.



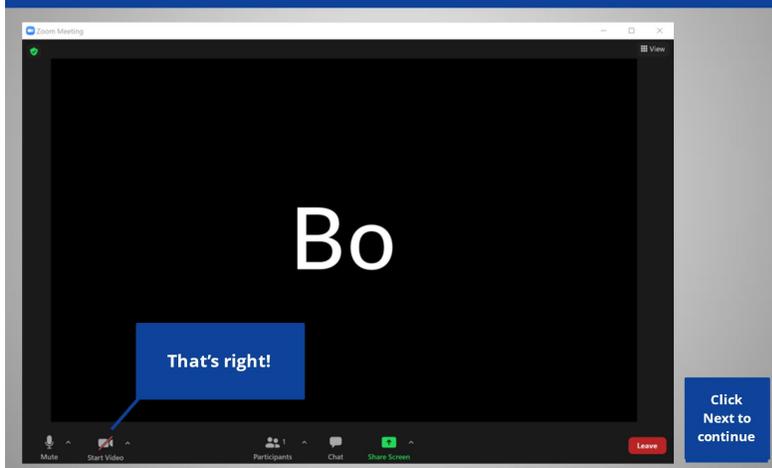
That's right! Bo would click the microphone to mute himself. Click Next to continue.

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



What icon would Bo click to turn off his web camera during the meeting? Click on it now. If you need help click on the Hint button.

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



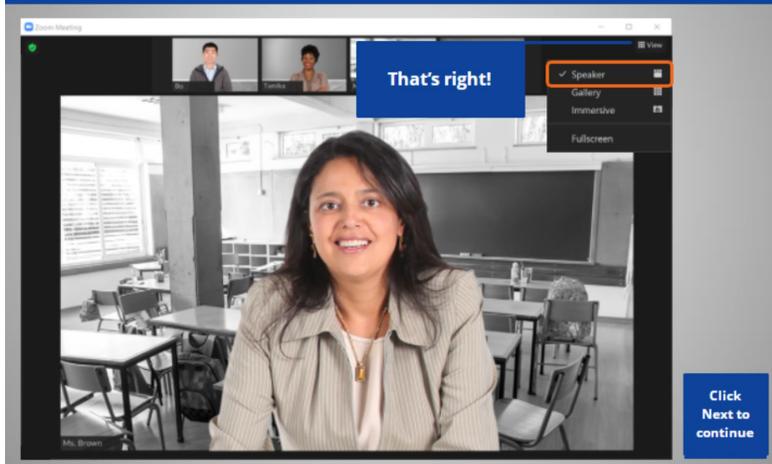
That's right! Bo would click the Camera icon to turn off his camera. Click Next to continue.

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

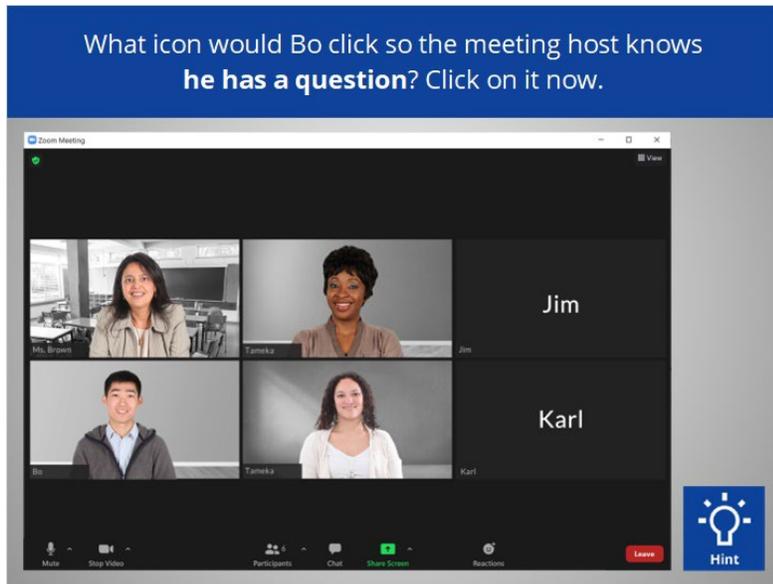


Bo wants to change the view so the speaker, Ms. Brown, shows in the middle of the screen. What would he click to do that? Click on it now. Click on the Hint button if you need help.

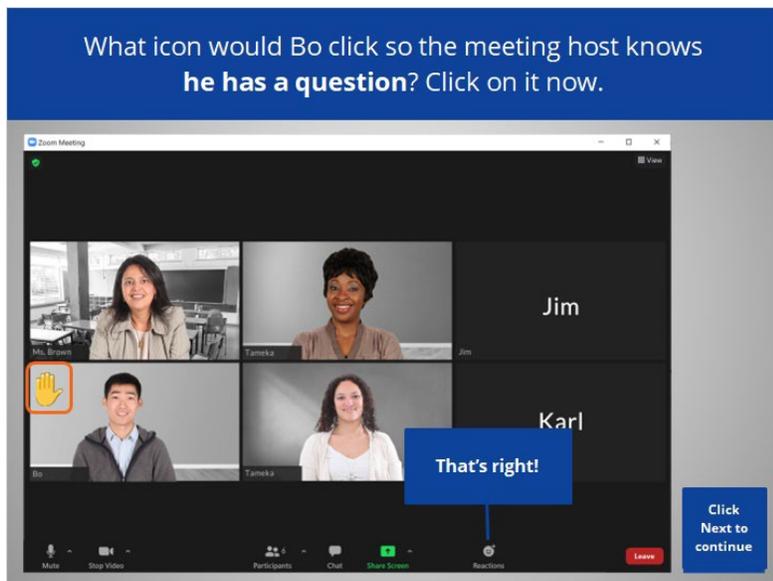
Bo wants to **change the view** so the speaker shows in the middle of the screen. What would he click to do that?



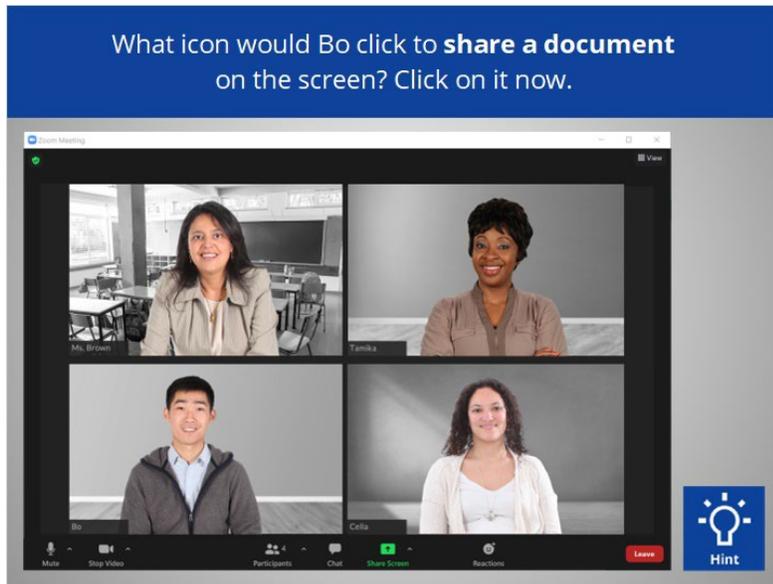
That's right! View allows you to change how you see participants on the screen. Click Next to continue.



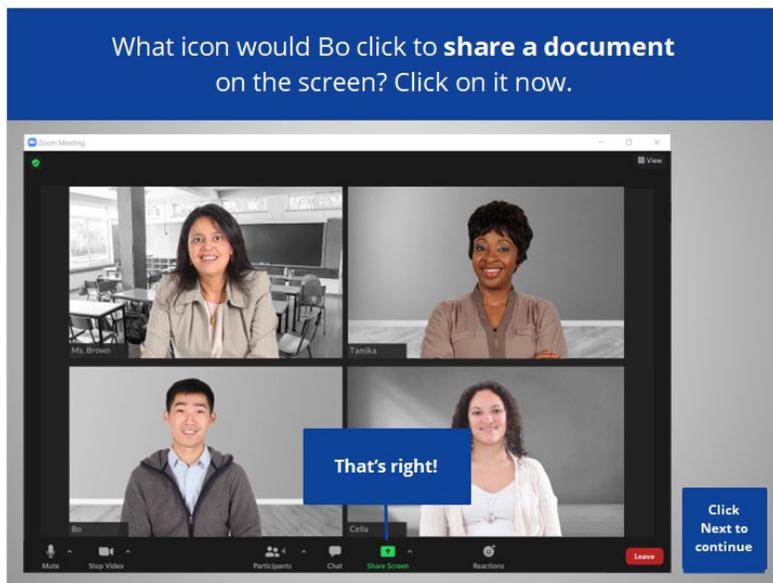
Bo is in a web meeting with 6 people and wants to ask a question. What icon would Bo click on so the meeting host knows he has a question? Click on it now. If you need help click on the Hint button.



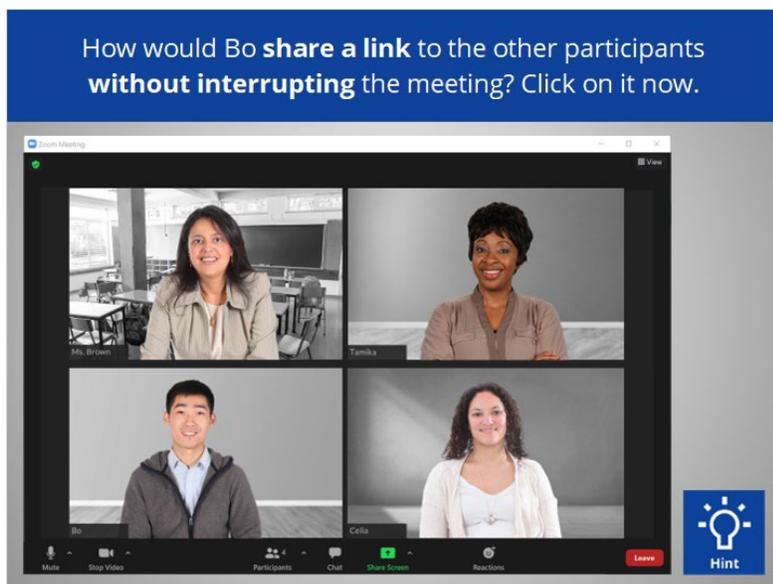
That's right! Bo would click the Reactions icon to select Raise Hand. Click Next to continue.



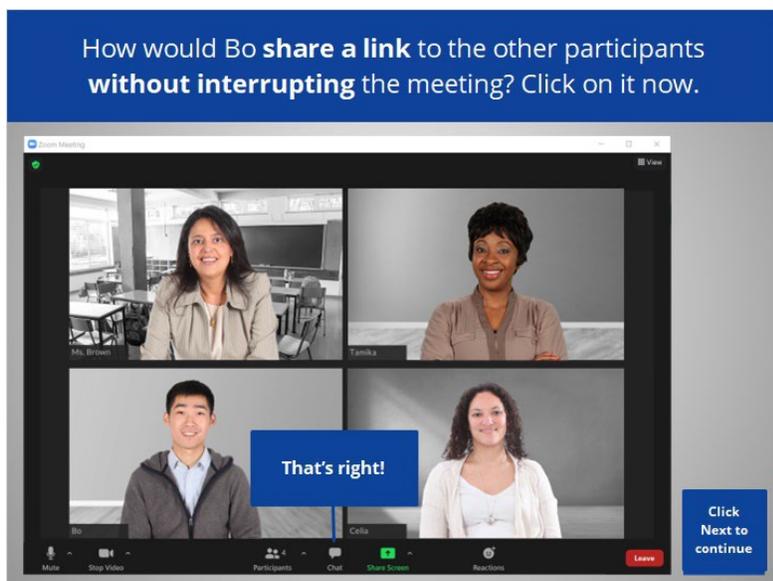
What icon would Bo click to share a document on the screen with the other participants? Click on it now. If you need help click on the Hint button.



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.

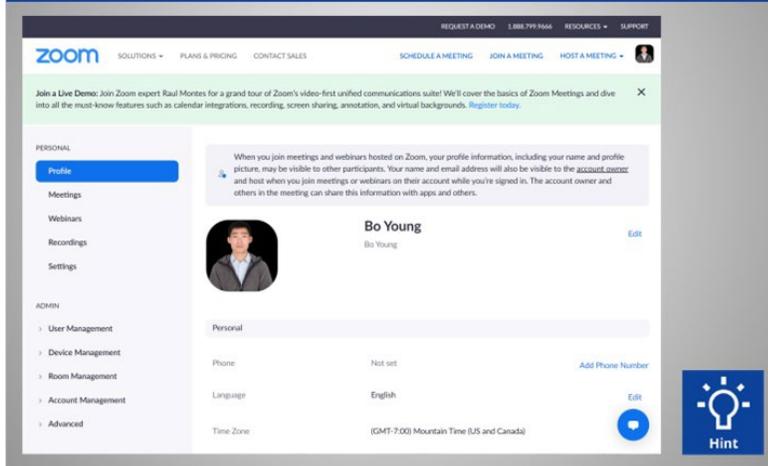


Bo wants to share a link to the other participants without interrupting the meeting. How should Bo share this link? Click on it now. If you need help click on the Hint button.



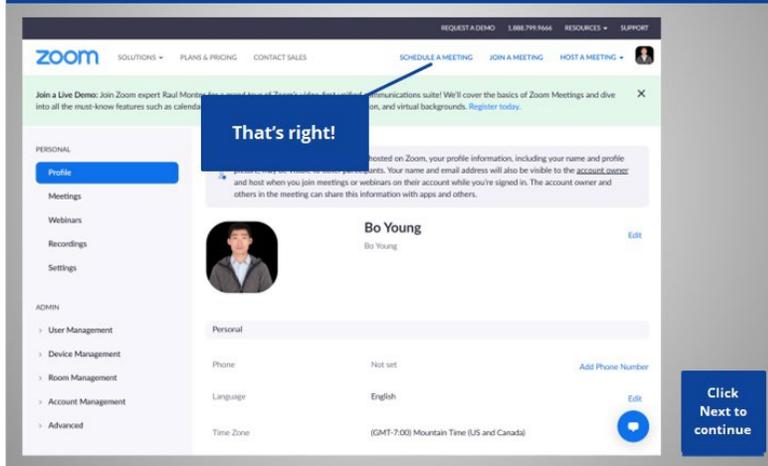
That's right! Bo would use the Chat feature to share a link with everyone. Click Next to continue.

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



Bo wants to schedule a meeting for next week. What button would he click to schedule the meeting? Click on it now. If you need help click on the Hint button.

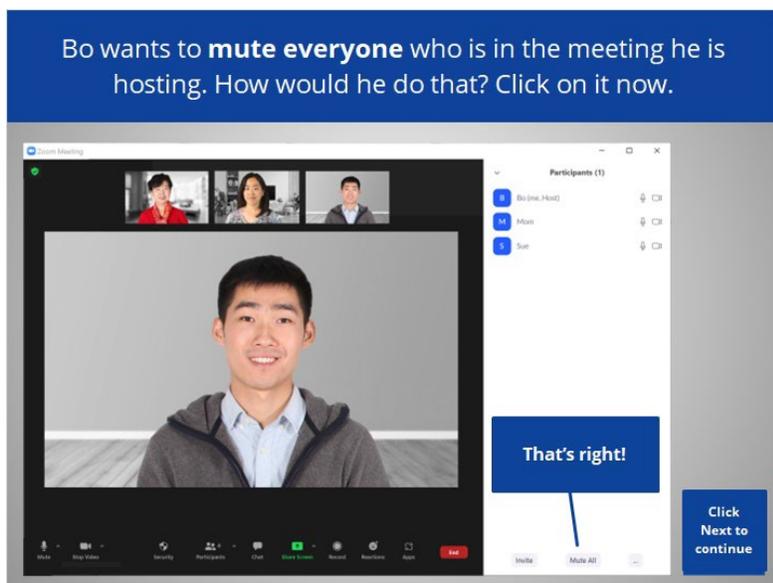
Bo wants to **schedule a meeting for next week**. What button would he click to schedule the meeting?



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

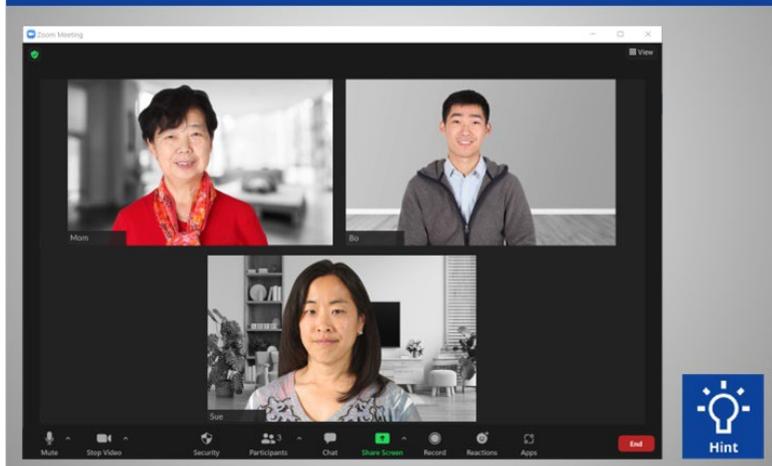


Bo wants to mute everyone who is in the meeting he is hosting. How would he do that? Click on it now. If you need help click on the Hint button.



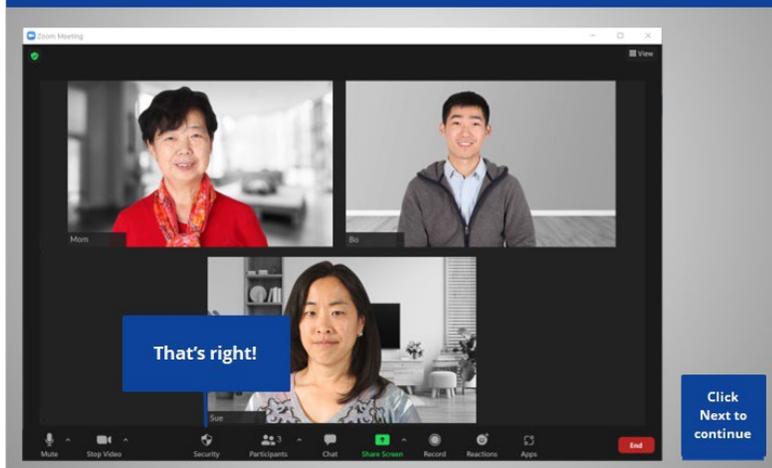
That's right! Bo would click Mute All. Click next to continue.

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

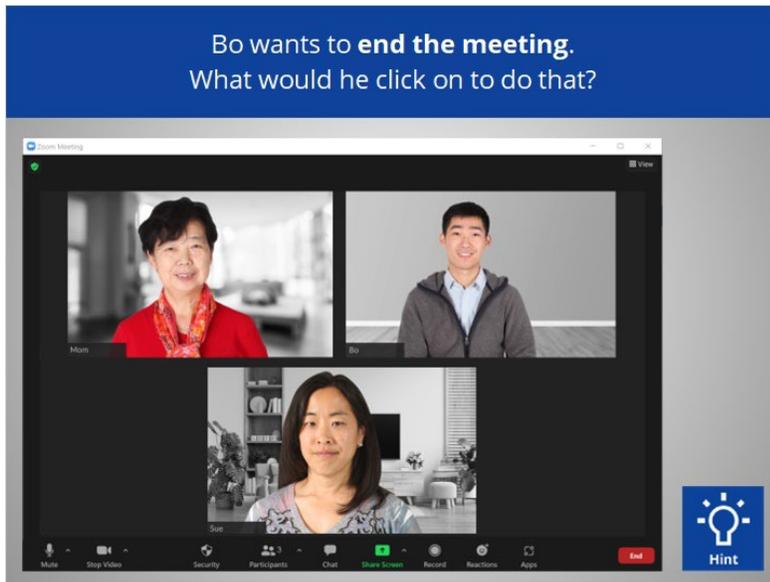


As the host, Bo wants to allow participants to rename themselves. What does he click on to do this? Click on it now. Click on the Hint button if you need help.

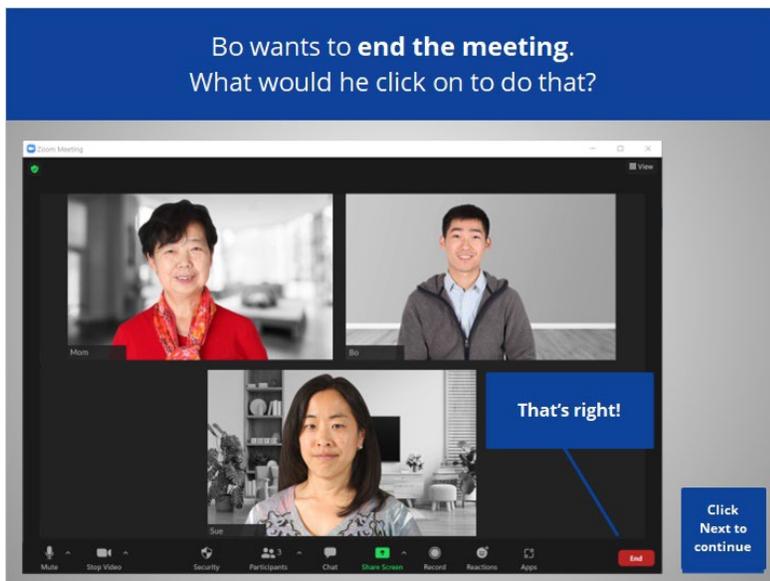
Bo wants to **allow participants to rename themselves**. What does he click on to do this? Click on it now.



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



As the host, 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!