Capacity Building Training

How to navigate online resources: Zoom

BY

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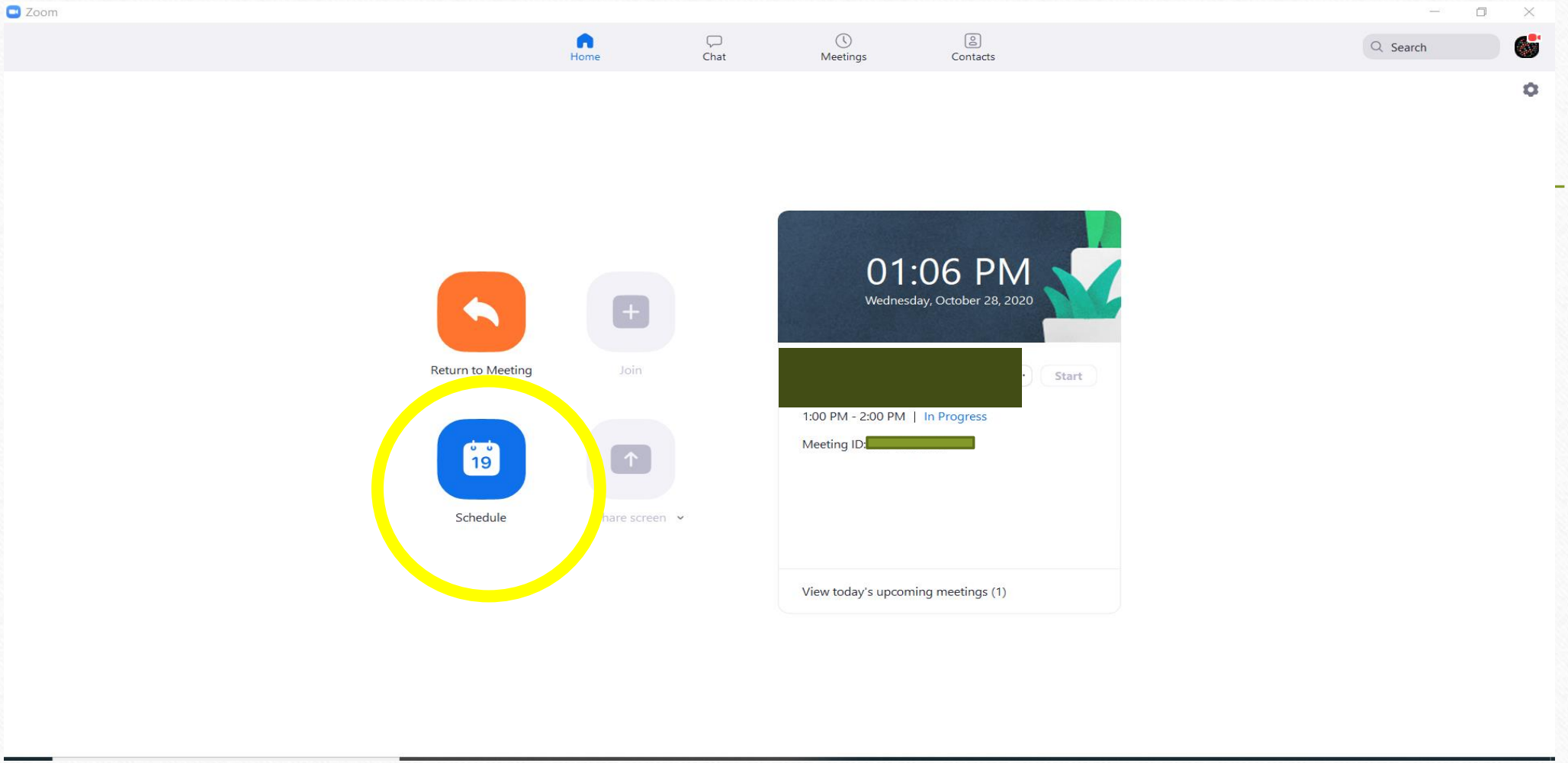
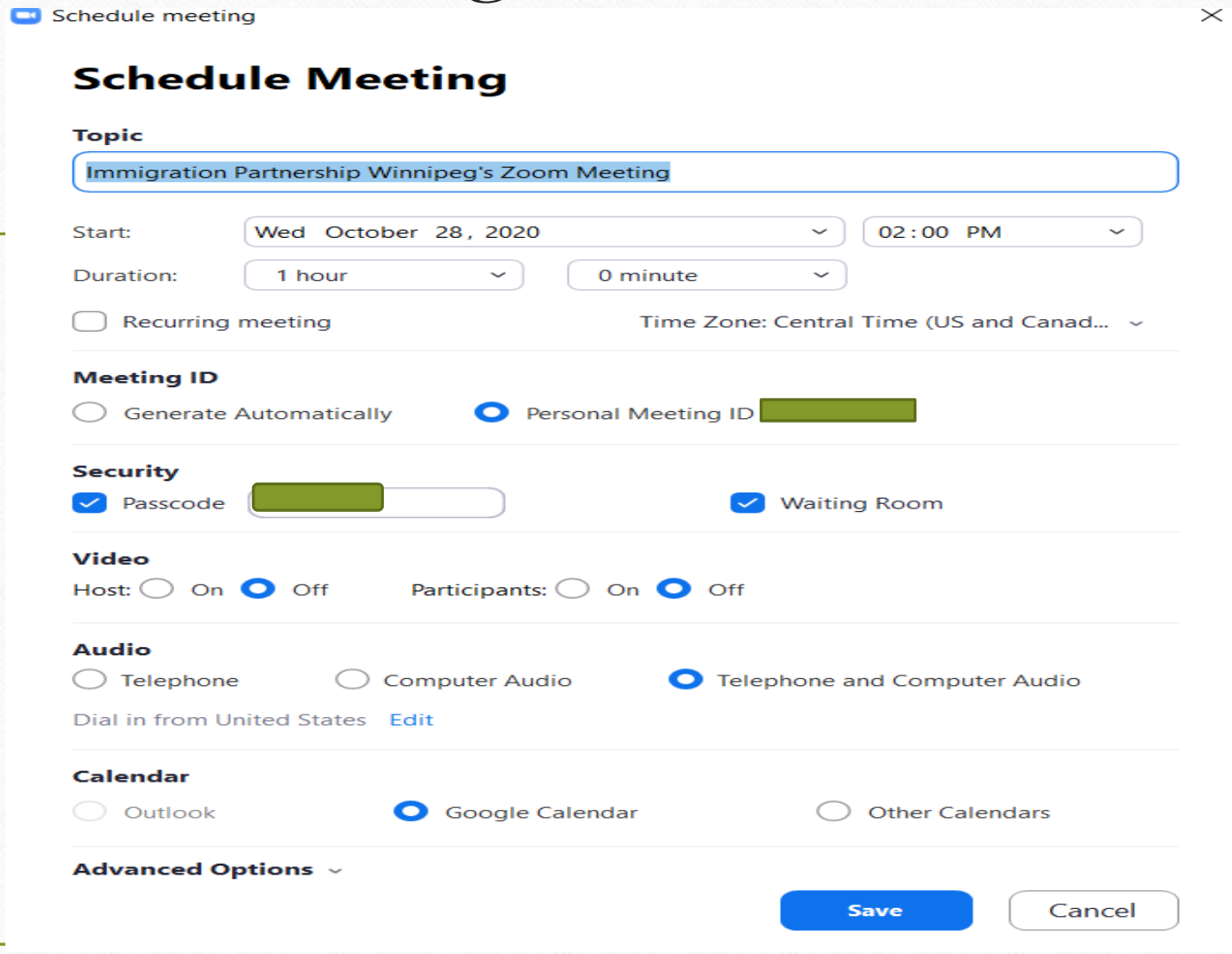
How to schedule Zoom meetings

- Open Zoom app or visit https://www.zoom.us/
- Go to home page on the app
- Click schedule a meeting option on the task bar

How to schedule Zoom meetings



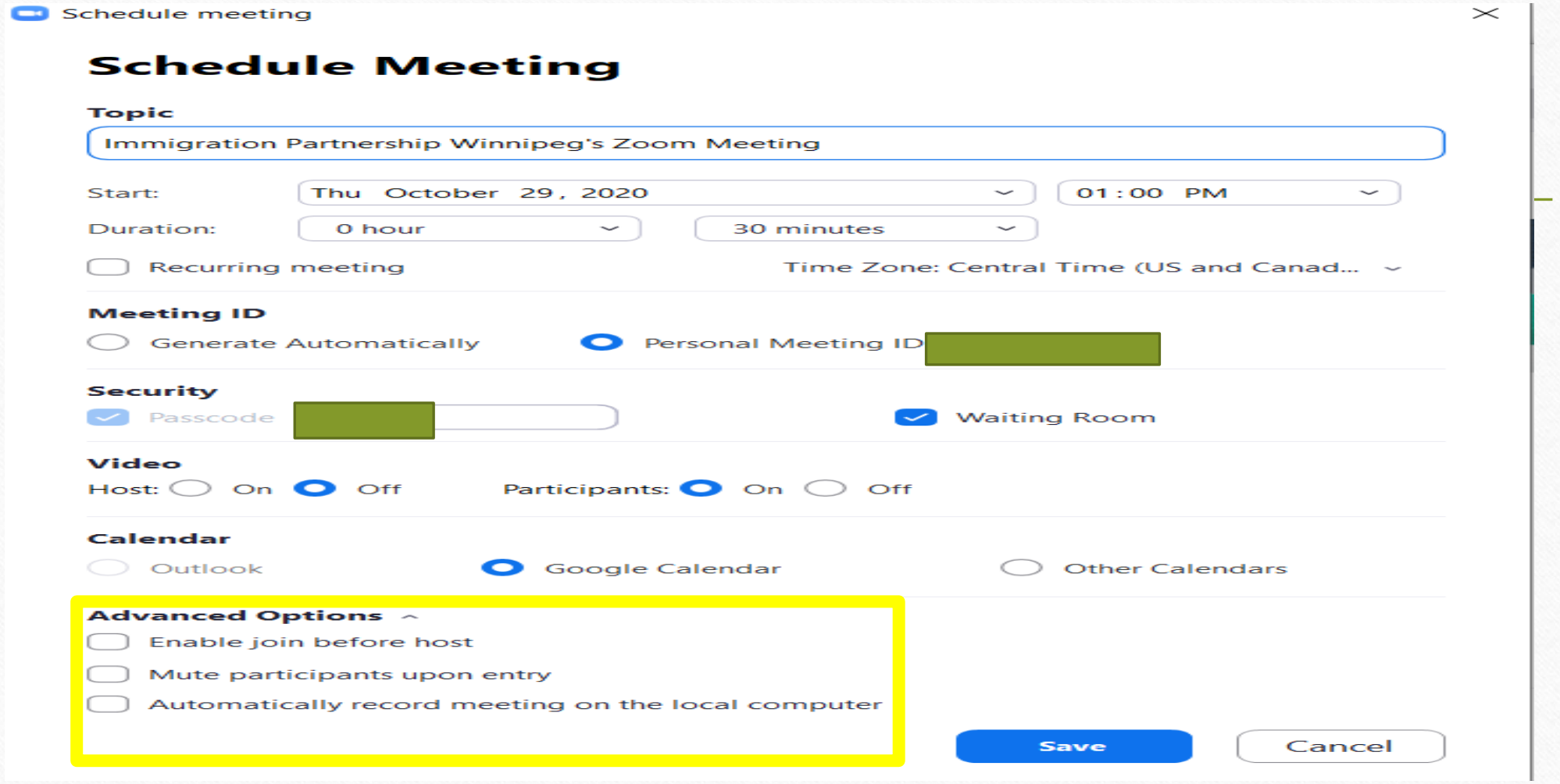
How to navigate Zoom for meetings



How to schedule Zoom meetings

- Type in Topic of your choice, choose start date, time of meeting and duration of meeting
- Recurring meetings option for meeting that happen at a particular time over a period of time
- Click time zone to select the right one
- If waiting room option is enabled, you cannot enable join meeting before host option

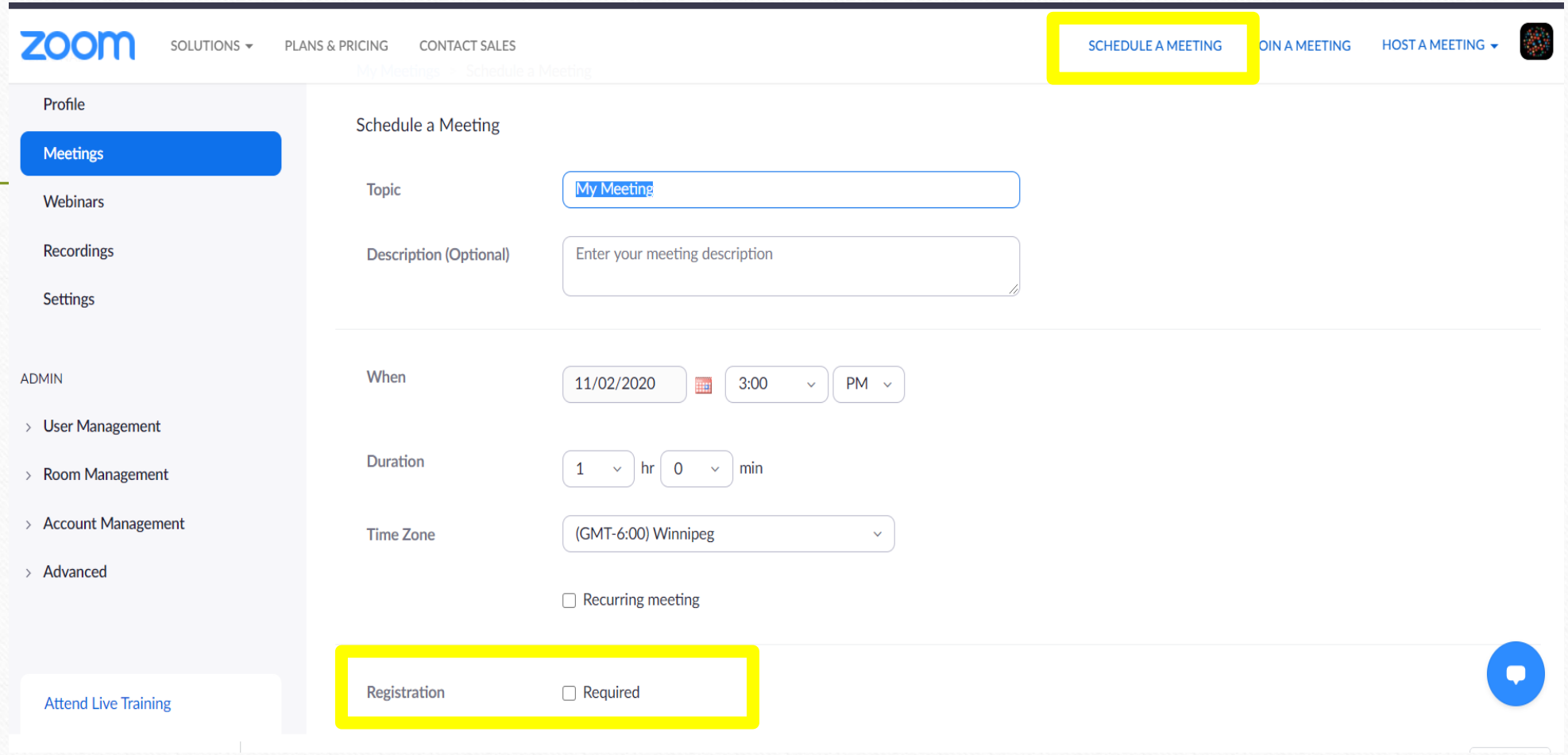
How to schedule Zoom meetings



Setting up registration for a meeting

- Search https://www.zoom.us/
- Sign in to your zoom account
- On the right top corner, select schedule a meeting
- Schedule a meeting just as on the app and don't forget to tick the option "required" beside registration
- Click Save

Setting up registration for a meeting



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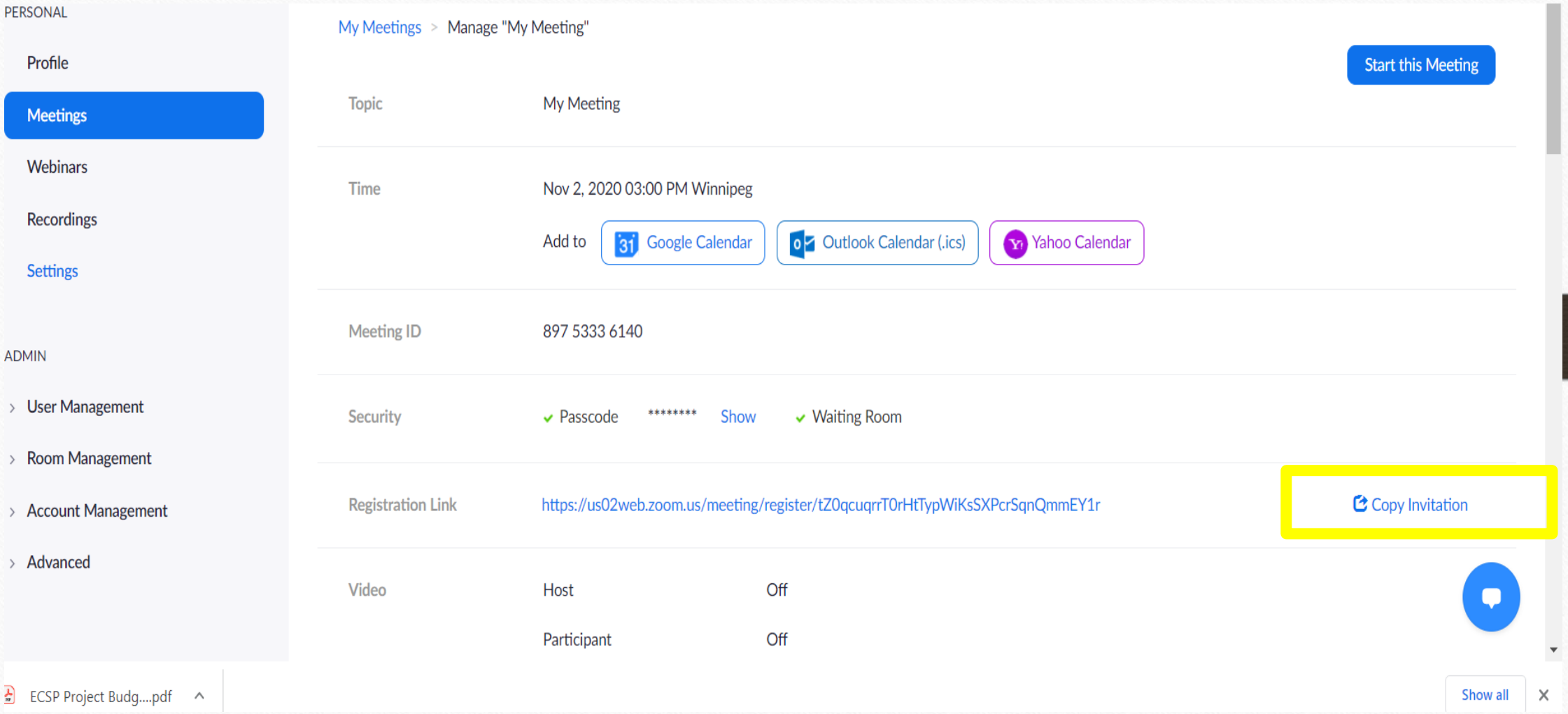

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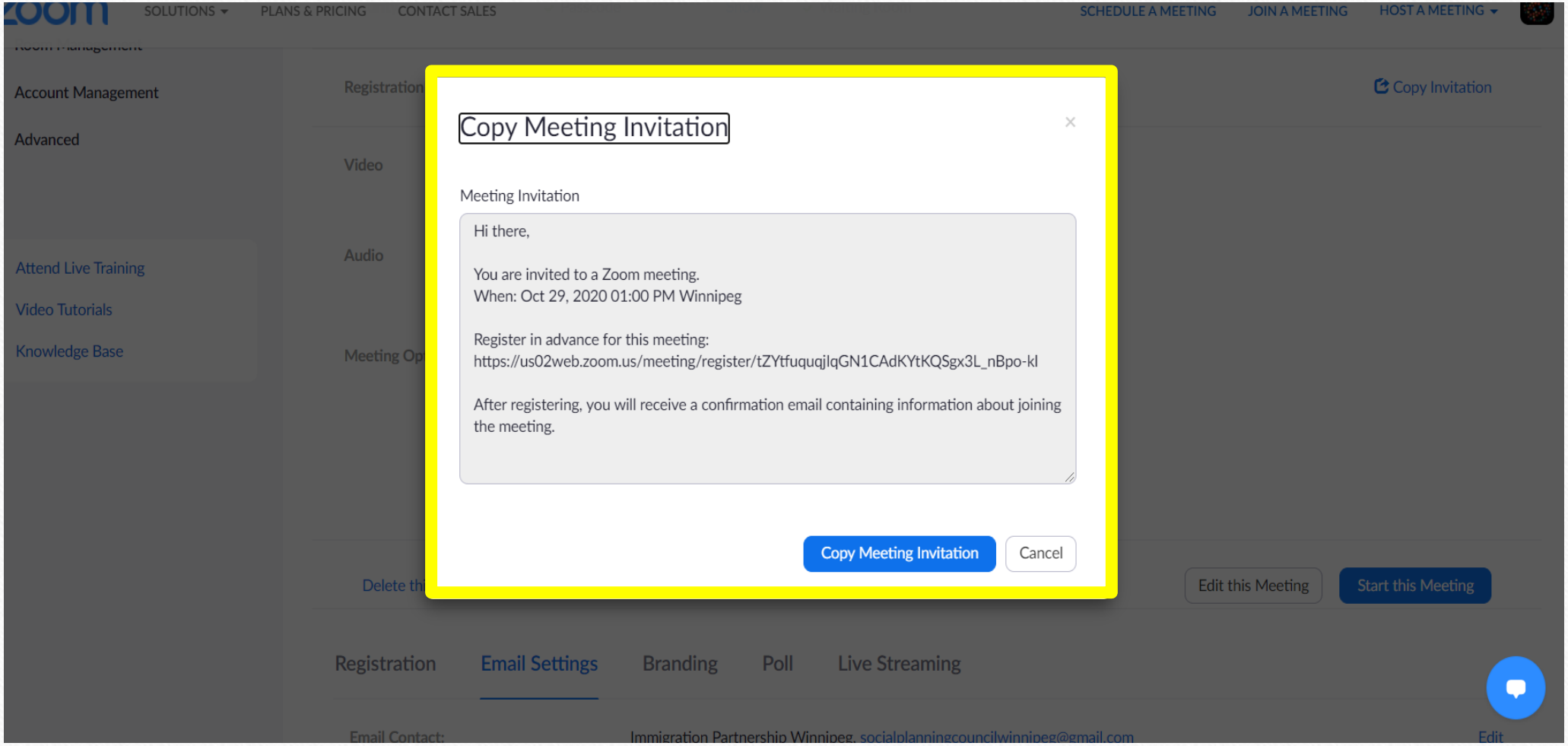

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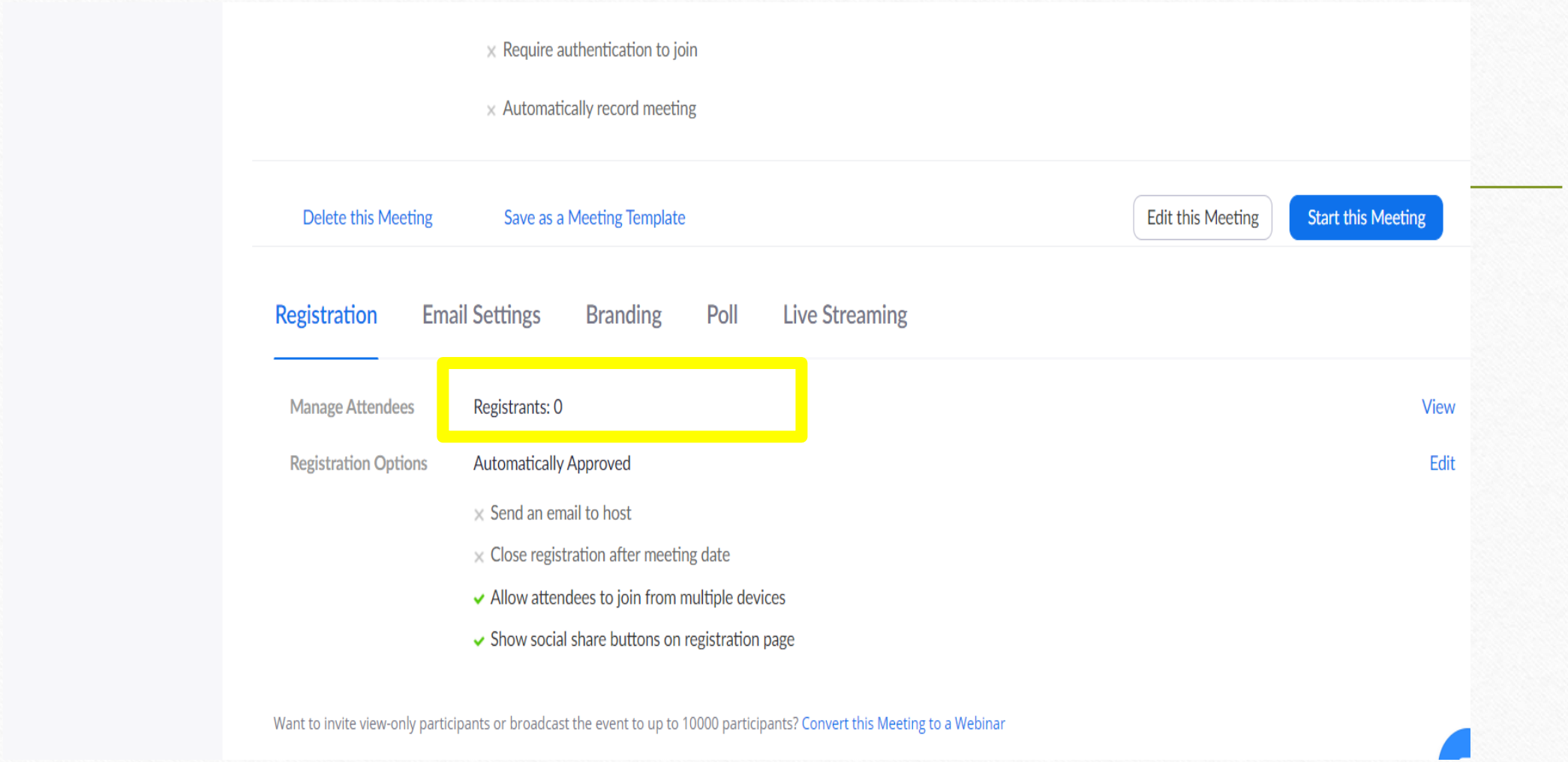

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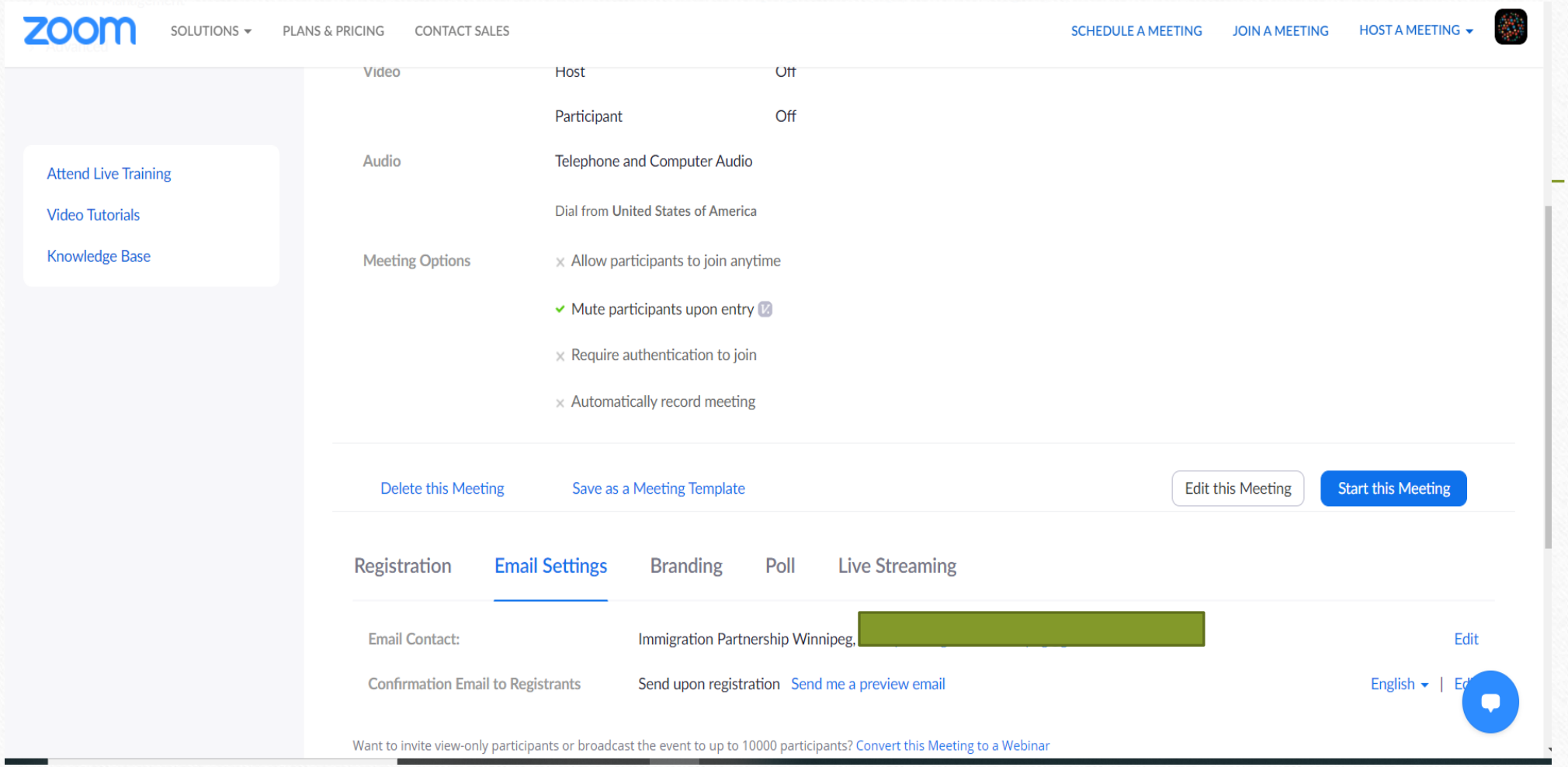

How to go live from zoom

- Sign in to zoom at https://www.zoom.us/
- Go to settings
- Select In meeting (Advance) & scroll down to Allow live streaming meetings
- Enable Allow live streaming meetings option
- After zoom meeting has started, hover over the task bar at the button of the meeting screen to select the option “more” with the three horizontal dots
- Select live to any of the social media platforms ie. Live on Facebook, Live on Workplace by Facebook, Live on YouTube

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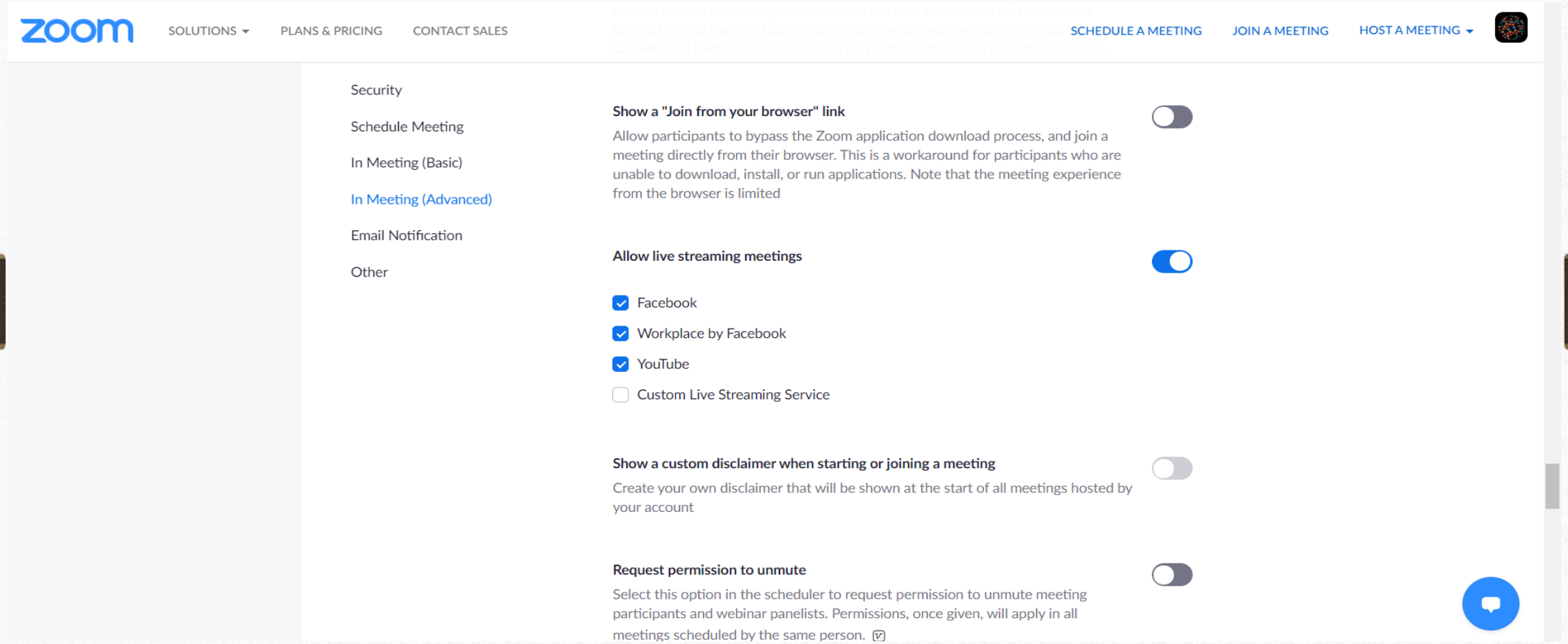

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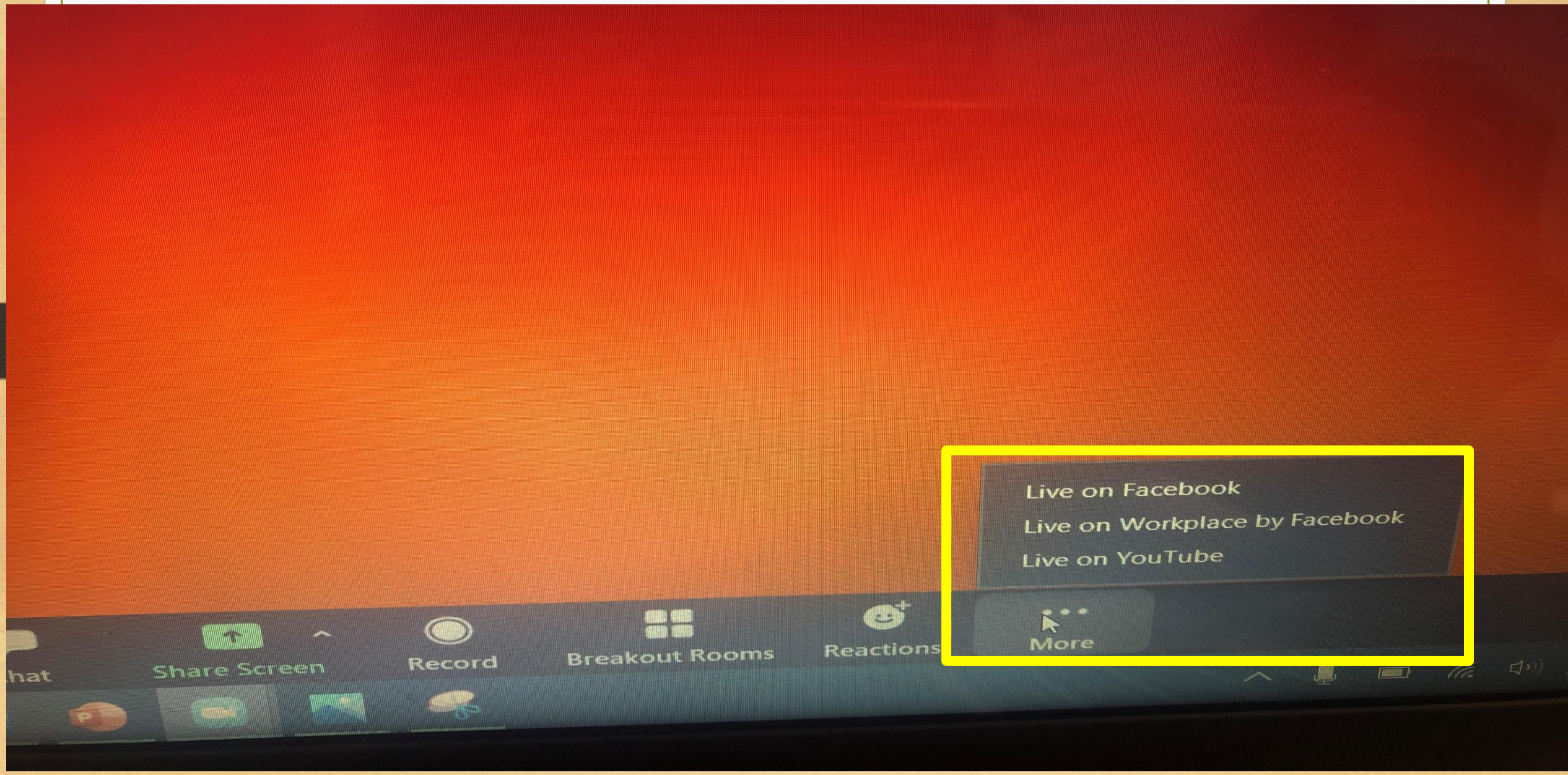

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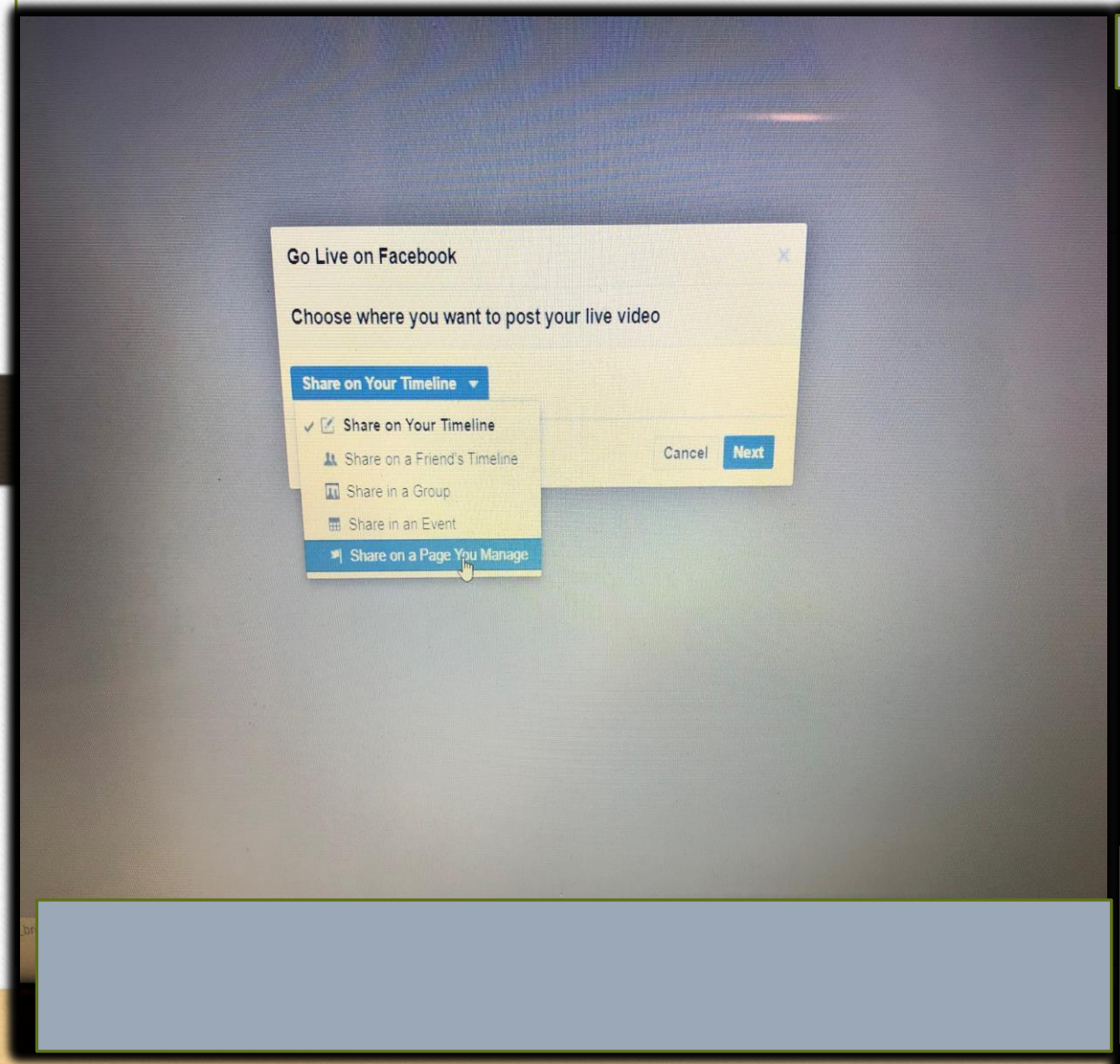

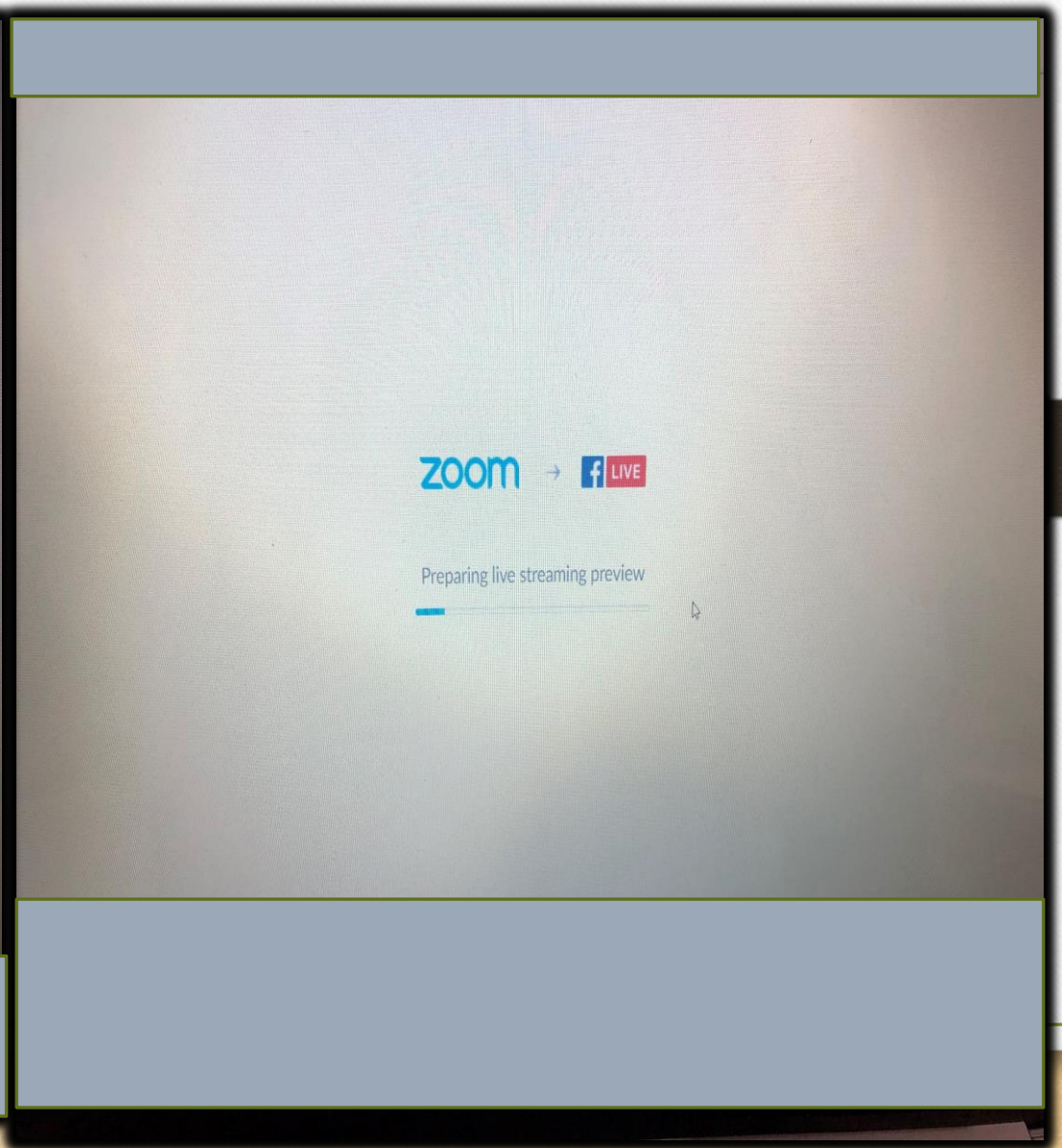

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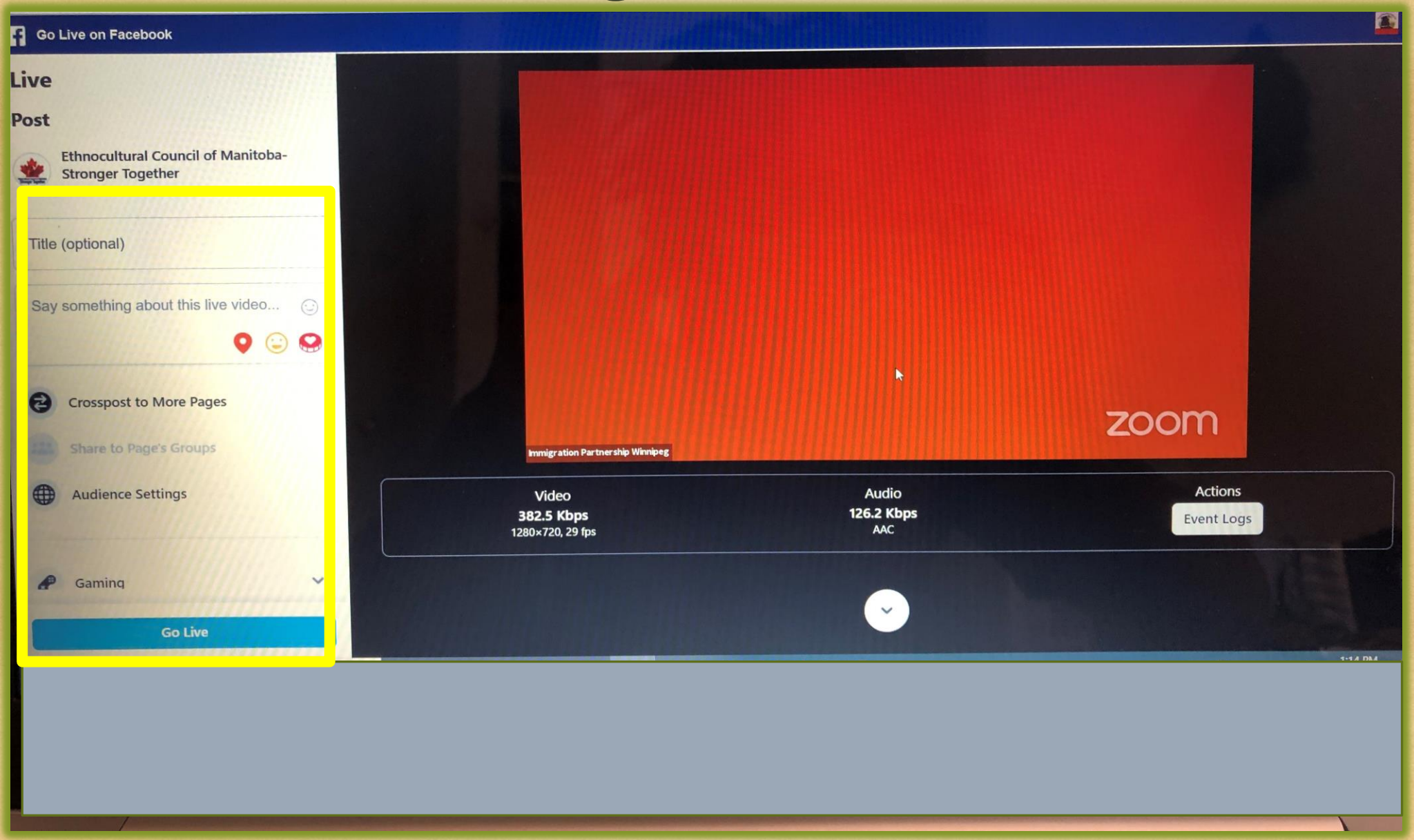
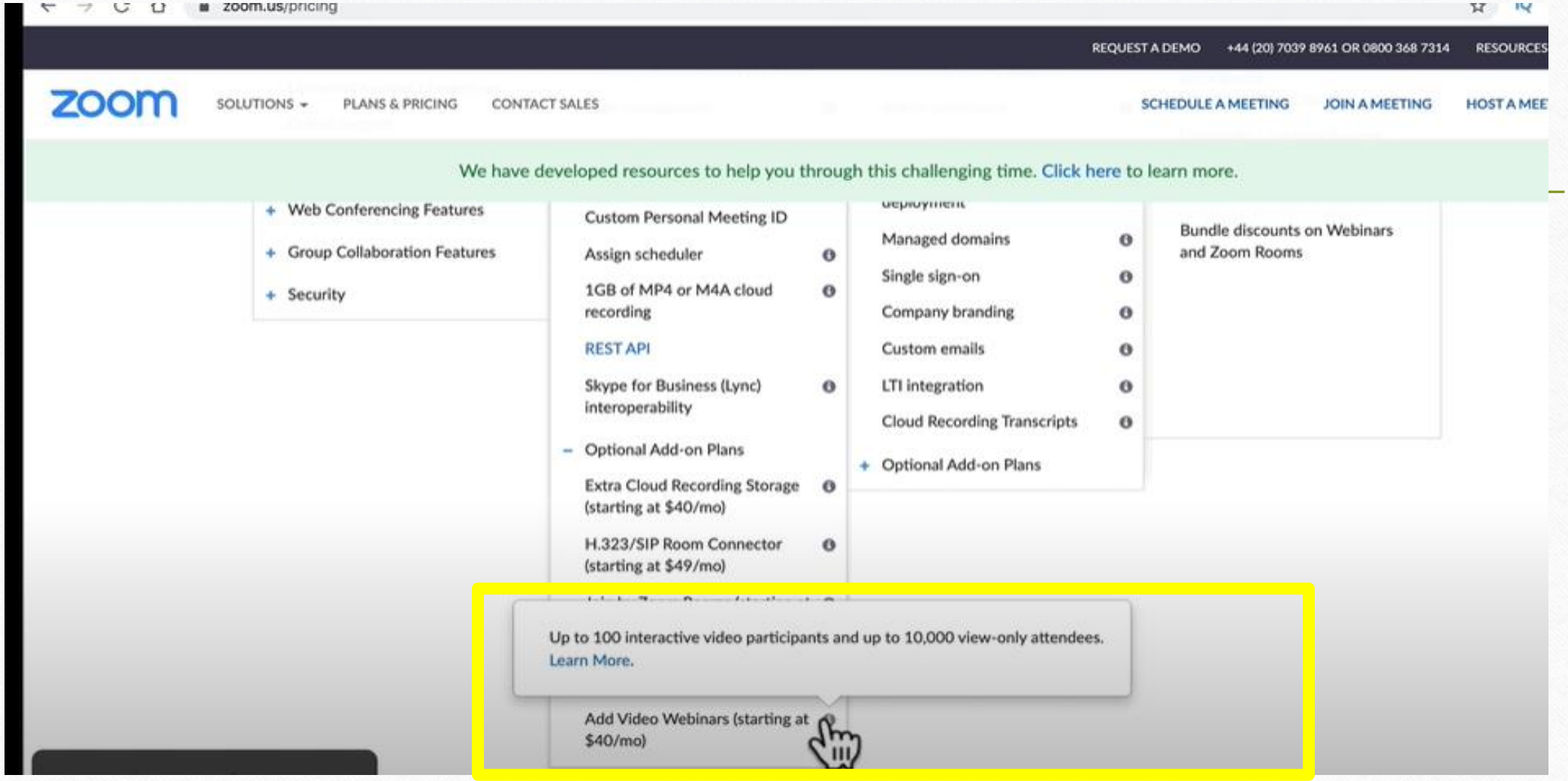


How to schedule a webinar

- What is Webinar? Zoom Video Webinars allow you to easily conduct large online events with video, audio and screen sharing for up to 100 video participants and 10,000 attendees
- The features in Webinar are tailored for managing large audiences with branding, registration, host controls, polls, question & answer, raise hand, chat, recording and reporting
- How is Webinar enabled? Webinar can be added to any paid plans such as Pro, Business or Edu
- How do I start? On the User Management page, admin can enable Webinars for certain users with Edit User

How to schedule a webinar



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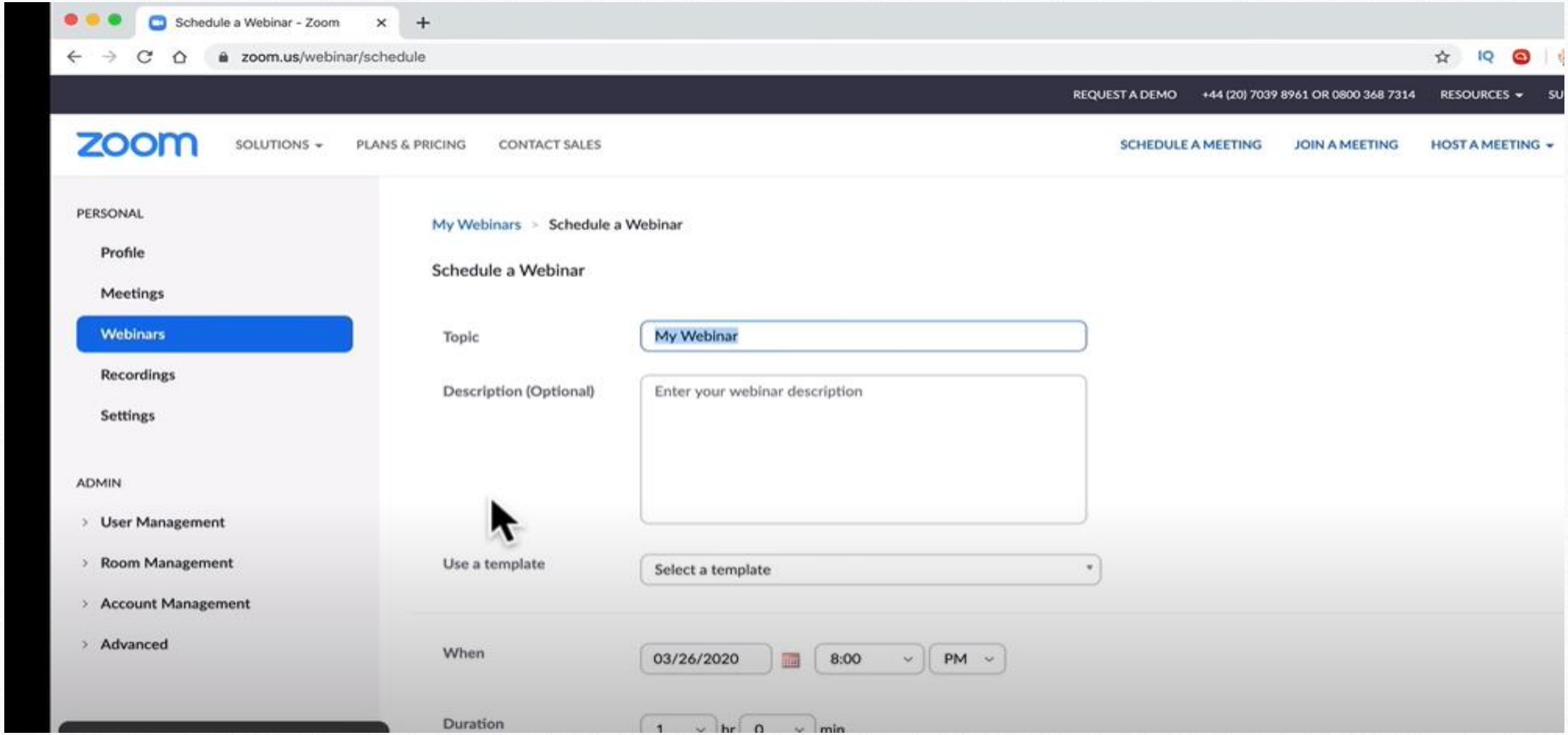

How to create breakout rooms on zoom

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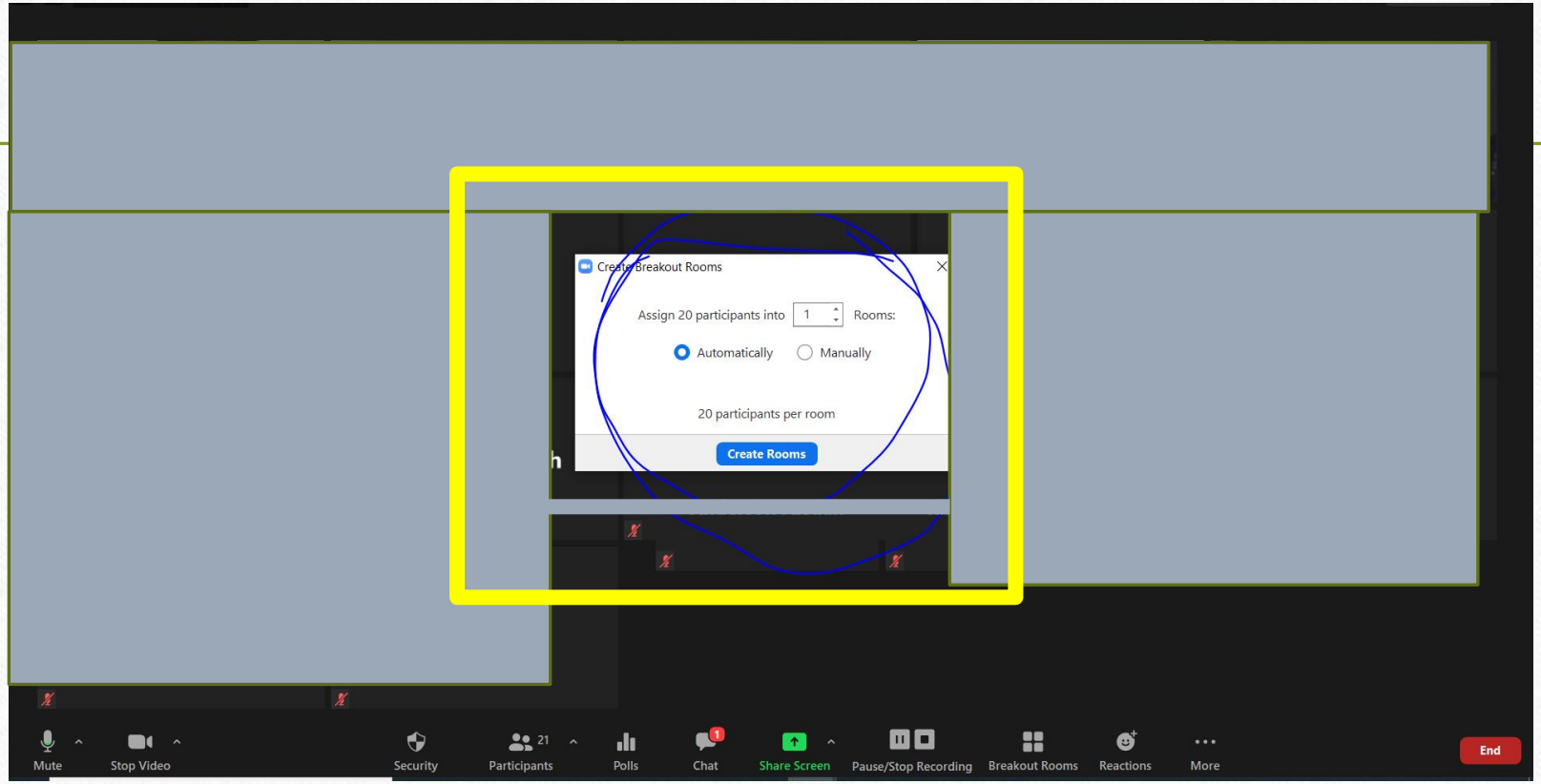

QUESTIONS?