Zoom: Basic In-Meeting Navigation

eslvideo.com Quiz by: delaneym

1. What can you find by clicking the small shield icon?

○ a.) Meeting Information

○ b.) Participant List

○ c.) Chat History

2. What does the Microphone icon allow you to do?

○ a.) Share your screen

○ b.) Mute and unmute

○ c.) Start video

3. What can you adjust by clicking View in the upper right corner?

○ a.) Meeting settings

○ b.) How you see people and things on screen

○ c.) Audio options

4. What does the Security icon provide for hosts?

○ a.) Meeting invitations

○ b.) Controls to safeguard meetings

○ c.) Video enhancements

5. What can participants do in the Chat window?

○ a.) Share their screen

○ b.) Type messages and send files

○ c.) Record the meeting

6. What can hosts do with the Share Screen feature?

○ a.) Only share audio

○ b.) Share their desktop and applications

○ c.) Only share video

7. What can hosts launch to engage their audience?

○ a.) Breakout Rooms

○ b.) Polls

○ c.) Reactions

8. What does the Record icon do?

○ a.) Ends the meeting

○ b.) Records the meeting

○ c.) Starts a poll

9. What can hosts set up for small group conversations?

○ a.) Breakout Rooms

○ b.) Chat windows

○ c.) Polls

10. What can participants use to communicate non-verbally?

○ a.) Chat window

○ b.) Reactions menu

○ c.) Screen sharing

Transcript

Let’s tour a Zoom Meeting! Some options may depend on your account type
or settings and whether you’re a host or participant. Click the small shield icon in the top left
corner to see Meeting Information. Here you can quickly find invitation details,
among other things. Click the Microphone icon in the bottom left
corner to mute and unmute. Or, expand the menu to reveal additional audio
options. Click the Camera icon to start and stop video. Expand the menu to see more options, including
virtual backgrounds and video enhancements. Click View in the upper right corner to adjust
how you see people and things on screen. Back on the main toolbar, hosts will see the Security icon. The security menu gives hosts many controls
to help safeguard their meetings, so be sure to explore the options found here. Click the Participants icon to identify who
is speaking and on video, indicated by the icons next to their names. Hosts have a range of other options here to
help manage participant audio, video, and interaction capabilities. If enabled, use the Chat window to type messages,
react with emojis, and send files to one or more participants. Some chat discussions can be reopened after
the meeting ends in an automatically-generated group chat within the Zoom desktop client
Team Chat menu. If Share Screen is enabled, the host and participants
can share their desktop, web application, mobile device, audio or video, and more. Once shared, you can annotate or add information
to the screen or even assign control of certain slide applications to another participant. Find more about screen sharing in another
Learning Center video. Hosts on some account plans may launch Polls
to engage their audience and gather opinions or feedback. Click the Record icon to record the meeting
locally to your computer, or on some account plans, to the cloud. Hosts can enable free, automatic Closed Captioning
for all participants. Some account plan types also include access
to translated captioning options. Hosts may set up Breakout Rooms where small

groups of participants can have a separate conversation and then return to the main meeting. There are a variety of setup and grouping
options. Participants can also access their assigned
rooms from this menu. If enabled, the Reactions menu allows participants
to communicate non-verbally. Choose an emoji to convey a feeling, like
a happy face. Or, choose an emoji to communicate a need,
like slow down, or coffee break. Add Zoom Apps to enable the use of your favorite tools during the meeting. Ideate and collaborate with Whiteboards, which
you can also access and share before or after the meeting. Click the End button to leave the meeting,
or for hosts, end the meeting for all. Time to end this one. Thanks for watching and meet happy!