

# Zoom Training: The Most Comprehensive

## INTRODUCTION TO THE ZOOM TRAINING

### SETTINGS BEFORE A ZOOM MEETING

- Video
- Audio
- Waiting Room
- Scheduling
- Password

### BASIC SETTINGS DURING A ZOOM MEETING

- Data Encryption
- Chat
- Private Messaging
- Recording
- File Transfer
- Screen Sharing

### ADVANCED SETTINGS DURING A ZOOM MEETING

- Breakout Rooms
- Virtual Background
- Invitation Email

### ZOOM ADMINISTRATOR

- User Management
  - Users
  - Group Management
  - Role Management
- Room Management
  - Zoom Rooms
  - Calendar Integration
  - Digital Signage Content
- Account Management
  - Account Profile
  - Billing