



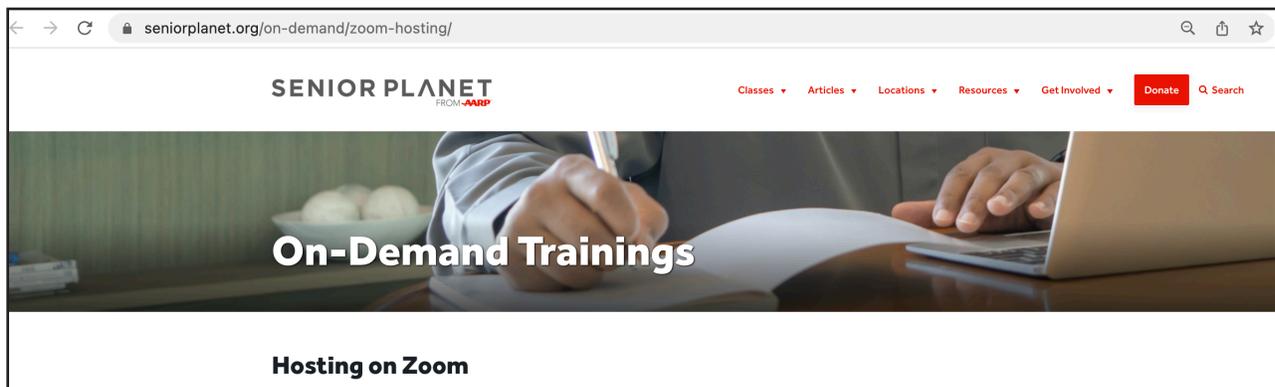
# On-demand Training for Hosting on Zoom

Senior Planet offers an on-demand, interactive training for how to host a Zoom meeting. During the training, you'll practice some of the most common Zoom skills used by meeting hosts. You can find a complete list on the last page of this document.

The training takes about 15-20 minutes to complete, but you can start and stop it as you wish. You can also take the training any time, as long as you're connected to the internet! For the best experience, we recommend taking the training on a desktop or laptop computer, or a tablet with a larger screen.

## Getting Started

- 1 Type "[seniorplanet.org/on-demand/zoom-hosting/](https://seniorplanet.org/on-demand/zoom-hosting/)" in the address bar of your web browser and hit **Enter** on your keyboard.
- 2 On this web page, you'll find the link to access the training, this PDF with information on how to use the training, and a link to a survey. After you've completed the training, don't forget to take the survey!



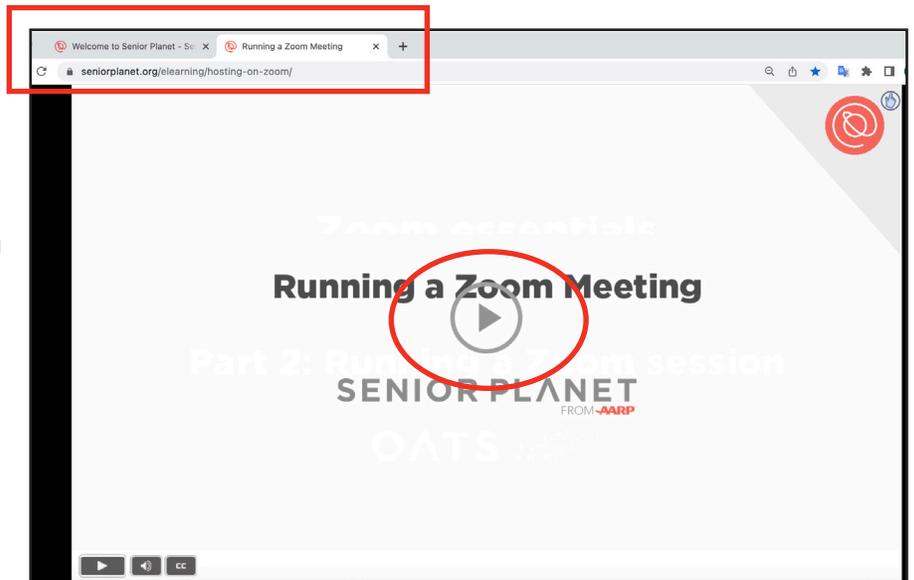


## Getting Started, Cont'd.

- 3 To access the training, you must fill out your name and email address. This information helps Senior Planet understand who's using the training. Click **Submit** once you've entered the required information.



- 4 The training will automatically open in a new tab.



- 5 Click the **Play button** in the middle of the screen.

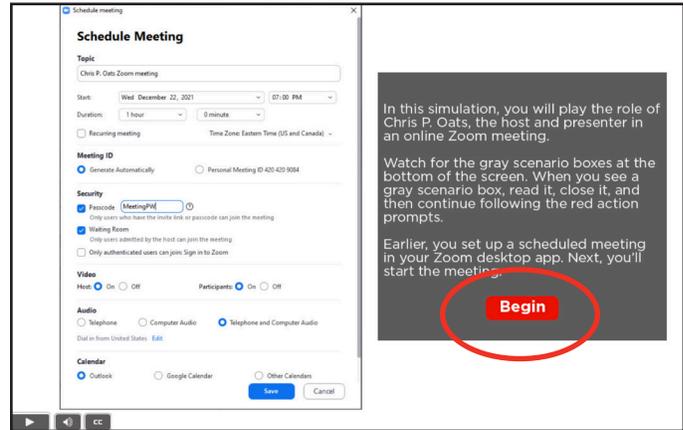
- 6 On the next screen, you can click the **red question mark** to see an explanation of the onscreen icons. When you're ready to start, click the red **Start** button.



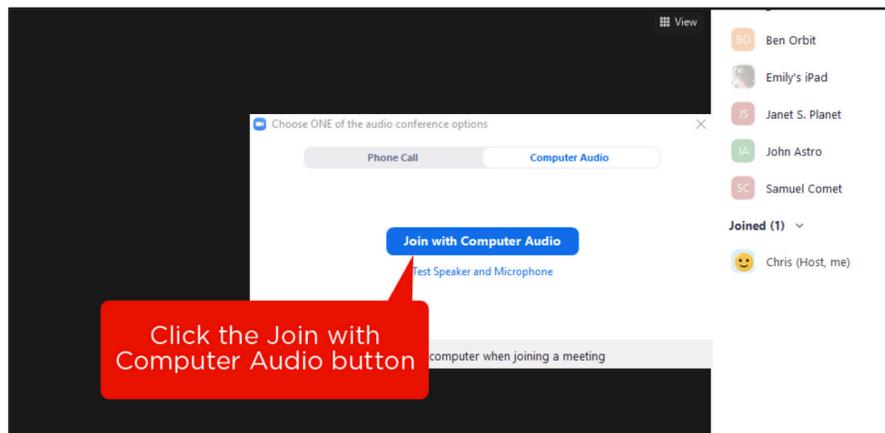


# Practicing Zoom with the Module

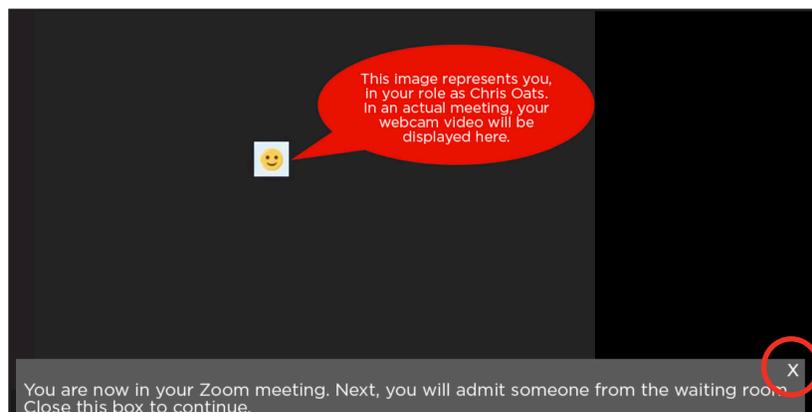
- 1 Read the instructions in the gray box, then click **Begin**.



- 2 Red boxes will appear with instructions. Follow the instructions to practice the skills needed to run a Zoom meeting.



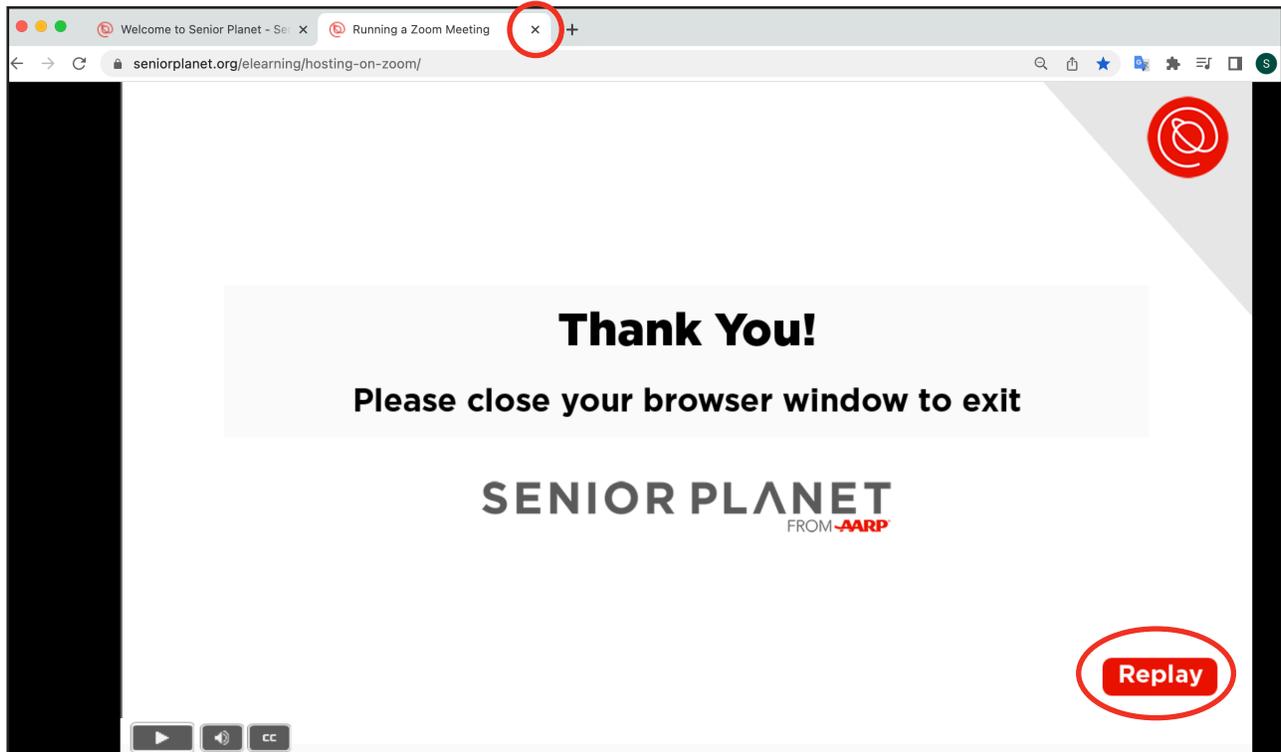
- 3 Read the information in the gray boxes. Click the **X** to close the box and proceed with the training.





## Practicing Zoom with the Module, Cont'd.

- 4 When you've finished the module, you can choose to take it again by clicking **Replay**. Or you can click the **X** in the tab you are viewing to close the module.



- 5 We would appreciate your feedback! After you've closed the training, please click the **Survey** button to take a short survey about your experience. It will take about 5 minutes to complete.

**Post-Training Survey**



You can go back to this learning module and practice as many times as you like! Simply use your web browser's address bar to navigate to [seniorplanet.org/on-demand/zoom-hosting](https://seniorplanet.org/on-demand/zoom-hosting) anytime you'd like to practice again.



# Common Zoom Features

## Waiting Room

- Allows host to determine when the meeting starts.

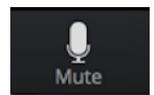
## Video

- Turning your video on makes for a better experience for everyone.



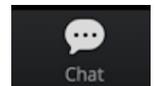
## Audio

- It's a best practice for everyone but the speaker to be muted. This reduces distracting background noises.



## Chat

- Provides a non-verbal way to communicate. Allows you to share links, comments, and other information.



## Screensharing

- Used for presentations or sharing information in a meeting. The host determines who can share their screen.



## Designate a co-host

- Colleagues can access the same features as the host.

## Rename

- A helpful tool to make sure everyone's correct name is shown.

## Breakout Room

- Allows smaller groups to work together.



## Polls

- Voting; quick feedback from attendees.

