Topic: Using Zoom

When I am done this lesson, I will know:

- What Zoom is and what it does
- Three ways to join a Zoom meeting
- Some Zoom features

Pre and Post Self-Assessment

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know what Zoom is and what it does				
I know three different ways to join a Zoom meeting				

New Words and Terms

cloud-based

Review	The word "app" is a short form for "application." Some apps come pre-installed on your device. Other apps can be downloaded and installed yourself. Apps usually run on your device, but can also run through a web browser. An app is usually a program designed to help people perform a specific activity. Depending on what the app was designed for it can use text, numbers, audio, graphics, and a combination of these elements. Applications also have icons. The icons look similar on different types of devices.

Zoom is a cloud-based video communications app. Zoom lets you do:

- Video meetings
- Audio meetings
- Webinars
- Live chats
- Screen sharing

You don't need to have an account to attend a meeting in Zoom. When you open a Zoom meeting link the first time, the application will download automatically. You can also download it here:
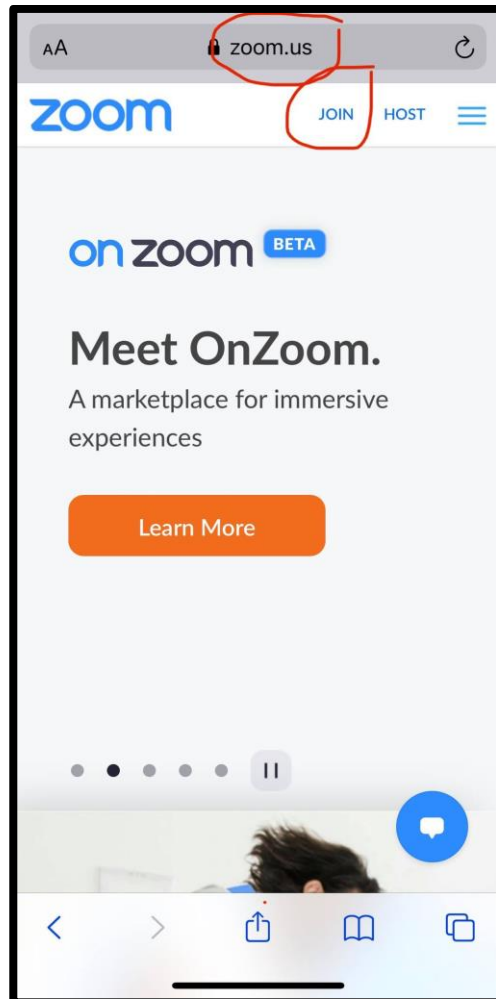
https://zoom.us/download

If you want to set up your own Zoom meetings, you will have to set up a Zoom account.
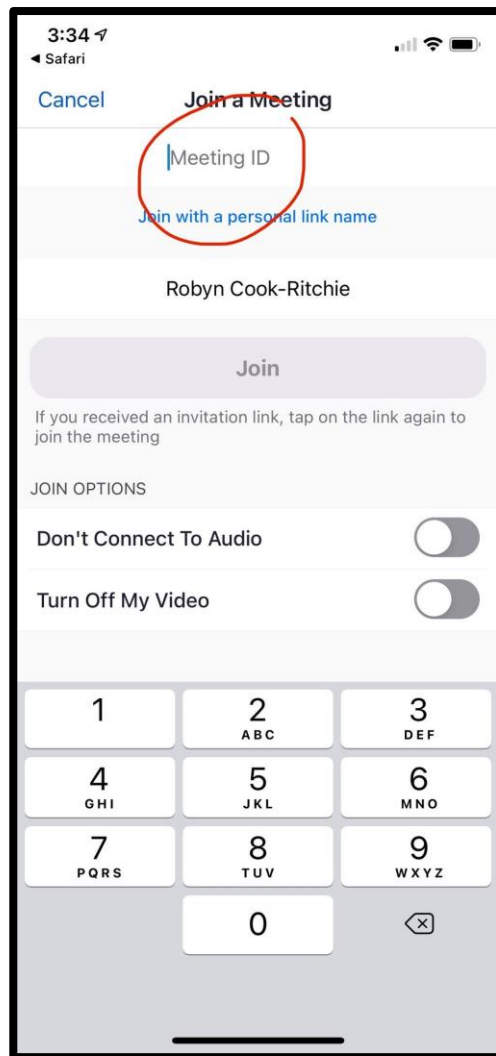
How to Join a Zoom Meeting

There are three main ways to join a Zoom meeting:

1. The Zoom host sends you a meeting link. When you click on the link, you will go into the meeting

2. The link that the host sends you also has a Meeting ID code. You can use this code to join a meeting from Zoom's homepage.

You have to type the code in manually and click "join".

3. If you don't have a device or computer, you can dial into a Zoom meeting with a phone.

Zoom features

1. One-on-one video meetings: You can have unlimited one-on-one meetings even with the free plan.

2. Group video meetings: The free plan allows you to have video meetings for up to 40 minutes with 3-100 participants. Paid plans allow you to have longer meetings and more participants.

3. Screen sharing: You can share your screen during meetings.

4. Recording: You can record your meetings and save the recording to your device.

5. Chat: There is a chat feature that allows you to chat with other participants during a meeting. You can send a private message to a specific participant or you can send a message to everyone in the meeting.

6. Break-out rooms: You can split people into different groups

	Watch this video to learn how to join a zoom meeting Source: zoom.us	https://youtu.be/hIkCmbvAHQQ

Learn more here: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting

Discussion Questions

1. How can you use zoom in a work setting?
2. Brainstorm ways you could use zoom in your private life.

Check Your Knowledge

1. How long can a meeting be with a free zoom account?

2. What are two things you can do in the chat feature?

Try this/Practice

Have your instructor set up a zoom meeting and send you a link. Practice joining the meeting.

Set up your own zoom account.

Set up a meeting and invite your instructor.

ⓘ Optional: I Want to Learn More

▶	Watch this video to learn how to use zoom video controls Source: zoom.us	https://www.youtube.com/watch?v=ygZ96J_z4AY

🗐 Bridge Adult Literacy Curriculum Framework Connection	
Competency	**Task Group(s)**
Find and Use Information	• Read Continuous Text (L2-Involves on text, may include unfamiliar elements) • Interpret Documents (L2 - performs limited searches using one or two search criteria, extracts information from tables/forms) • Extract Information from Films, Broadcasts, and Presentations

Communicate Ideas and Information	● Interact with Others (L2 -discuss) ● Writes Continuous Text (L1-Conveys simple ideas and factual information)
Use Digital Technology	● Join an online meeting

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