Learner Activity Sheet: Video Conferencing Basics

ACTIVITY #1: Creating an Account

1. Log on to the internet and go to https://zoom.us.
2. Click on the orange button that says “Sign Up” on the upper right.
3. Follow the prompts to verify your age.
4. Enter your email address and click on the “Sign Up” button.
5. Go to your email account, open the email sent from Zoom, and click on the confirmation link.
6. Enter your name and create a password for your account.
   a. My email address is: ________________________________
   b. My password is: ________________________________
7. Click on “Continue” to finish the registration process.

**Note:** Take this sheet home and store it in a safe place in case you forget your information.

ACTIVITY #2: Exploring Zoom Features

1. Locate the Mute/Unmute icon. Click on the caret next to the button. Click on “Test Speaker and Microphone” and go through the steps.
2. Locate the Video icon. Click on the caret next to the button. Click on “Video Settings.” Write down two features you can adjust in the Video Settings.
   Feature 1 __________________________________________
   Feature 2 __________________________________________
3. Click on the Chat icon. **Type a message in chat** and send it. Bonus: add an emoji to your chat message.
4. Click on the Reactions icon. Practice a) raising and lowering your hand and b) find and click your favorite animal emoji.
5. Click on the Participants icon. Roll over your name and click on “More.” Select “Rename” and make a change to the way your name displays.
ACTIVITY #3: Scheduling a Meeting

Please follow along with the Instructor Demo as you complete this activity.

1. Go to your account at https://zoom.us. Log in if you aren’t already logged in.
2. Go to My Account.
3. Click on Schedule a Meeting.
4. Complete the meeting form to schedule a meeting:
   - Topic: “Work Meeting” or “School Meeting” (or whatever else you would like).
   - When: Next Friday at 11:00 am for 30 minutes.
5. Scroll down and click on Save.
6. Go to Meetings in the right-hand sidebar. Roll over the meeting you just scheduled, and click on Start to start the meeting.
7. Once you’ve opened the meeting, click on the caret next to the Participants icon, then click on Invite.
8. In the pop-up, click on “Copy Invitation.”
9. Log in to your email, create a new message, and paste the invitation into the body of the email.
10. Send the invitation to the instructor at the email address they give you.
ACTIVITY #4: Practice

Complete the Practice lesson for Basics of Video Conferencing. You can either open a web browser and complete the activity on your own or follow along with the instructor.

To complete the activity on your own:

1. In the address bar of the web browser, enter digitallearn.org.
2. Click on Basics of Video Conferencing.
3. Click on the Practice lesson.