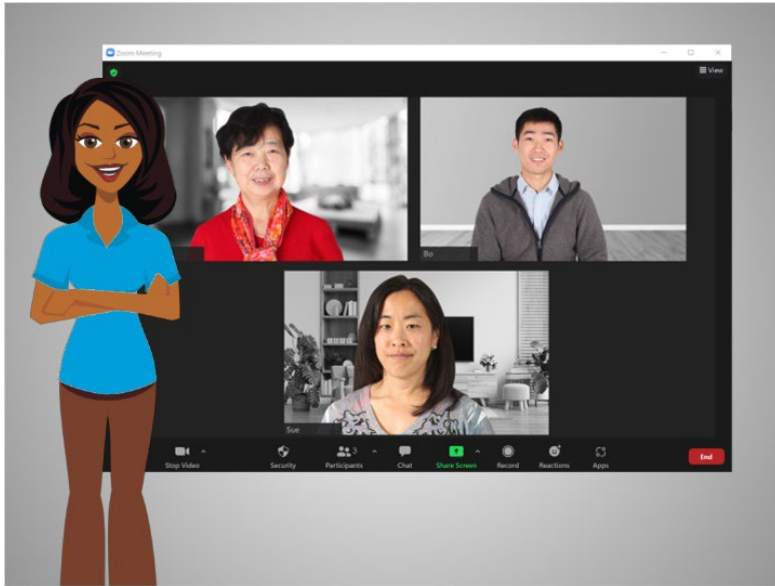


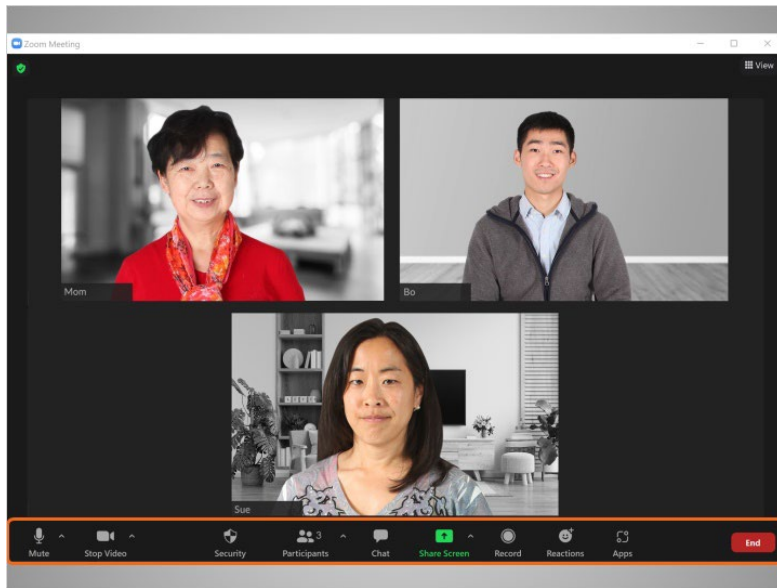
Basics of Video Conferencing

Tips to Host an Online Meeting



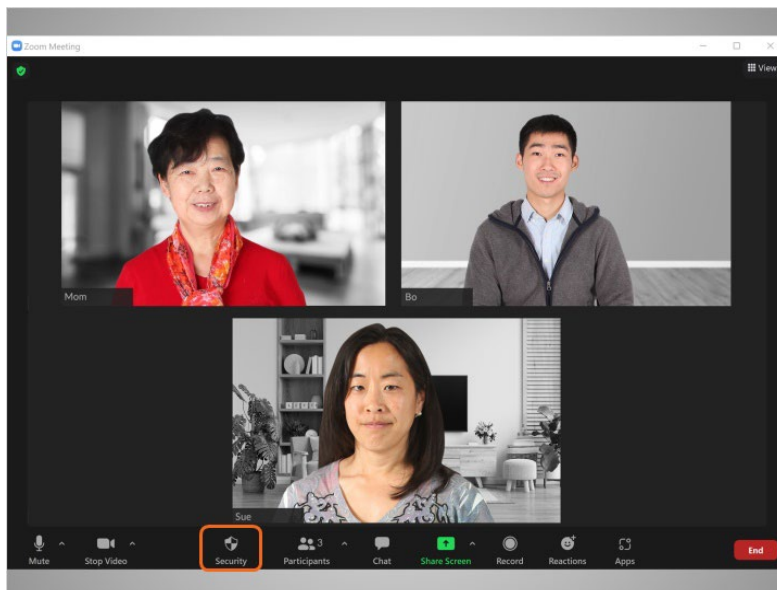
In the previous lesson, Bo learned two ways to host an online meeting. In this lesson Bo will learn about special features he can use to host an online meeting. In today's example Bo is using Zoom on a Windows 10 computer.

Depending on which device you use some options may be located in a different location on your screen.

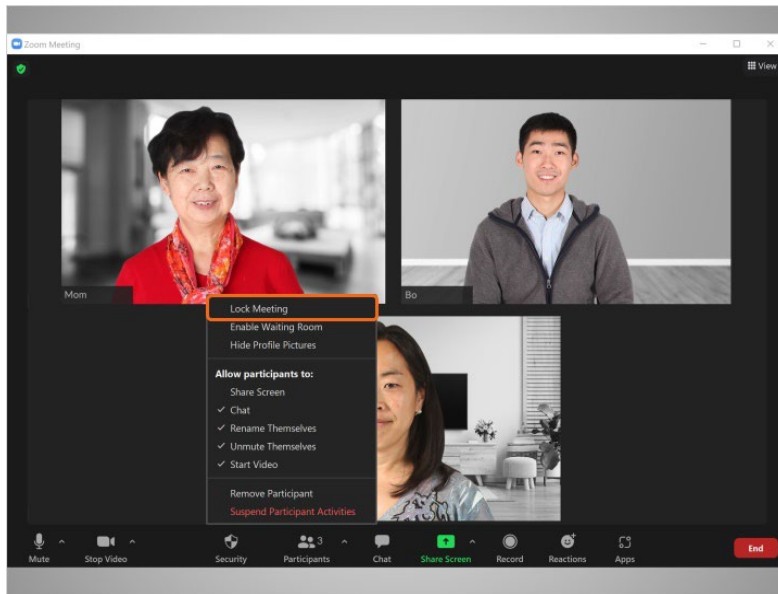


Bo is in a meeting with his mother and sister. As the meeting host Bo sees additional features that did not show up when he was a participant. Some host features may vary depending on the video conferencing platform.

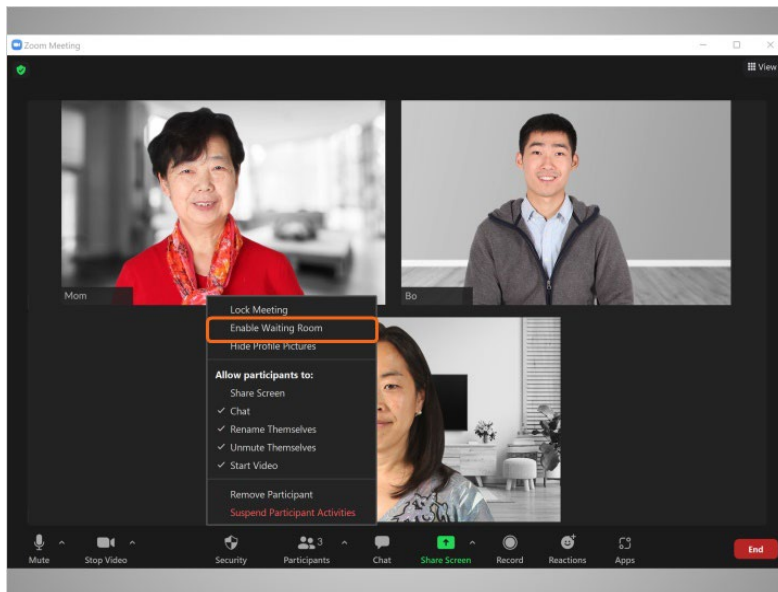
The Meeting host features can be found in the menu at the bottom of the screen.



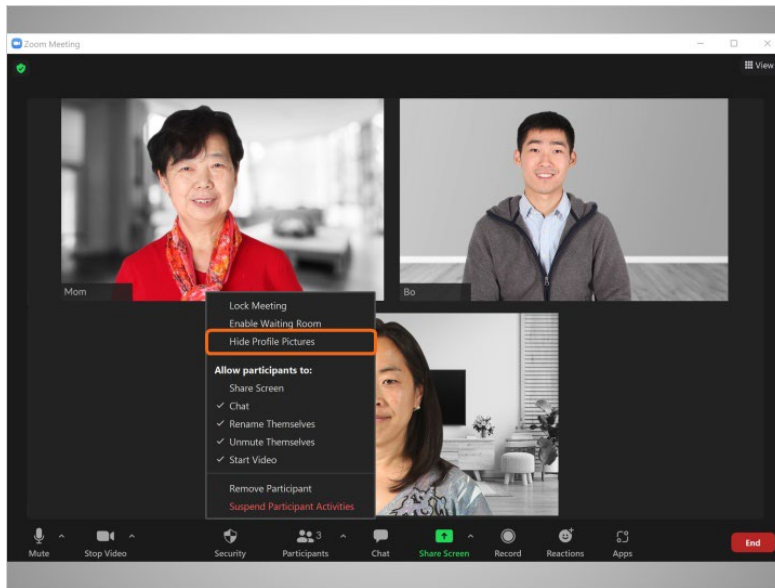
The “Security” menu allows Bo to



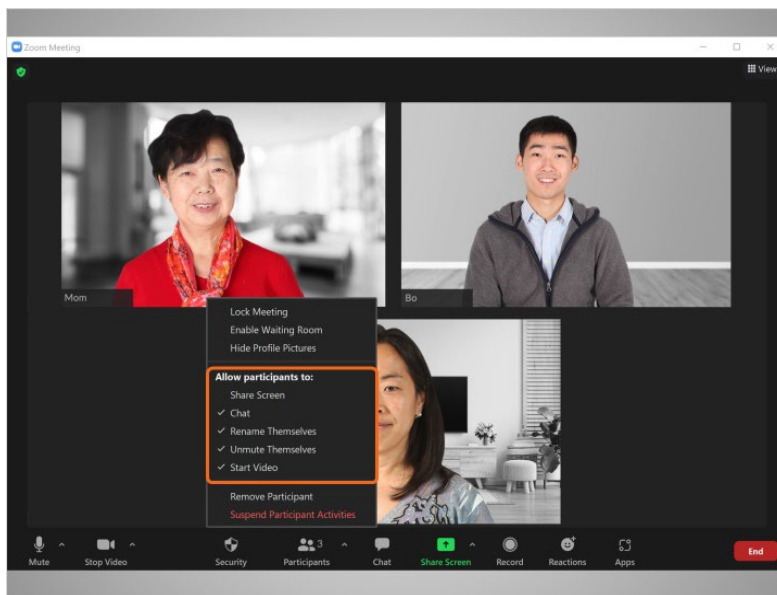
lock a meeting which limits how many people can attend.



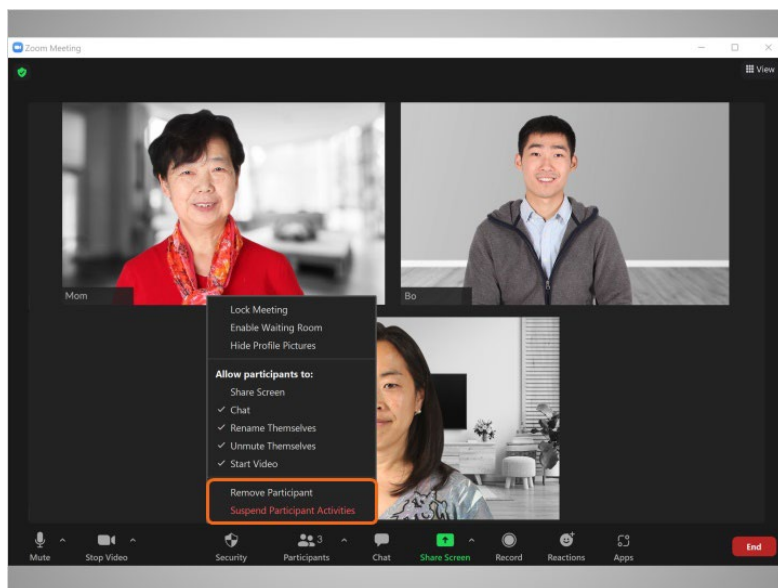
He can “Enable Waiting Room” which creates a space where anyone who hasn’t joined the meeting will have to wait before they can be admitted by the host.



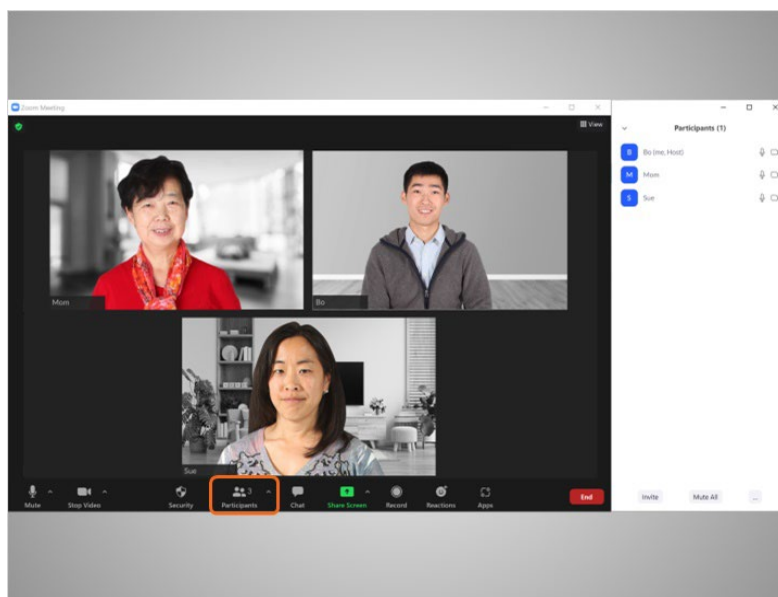
He can “Hide Profile Pictures”, which removes pictures from participant profiles, and displays the username instead.



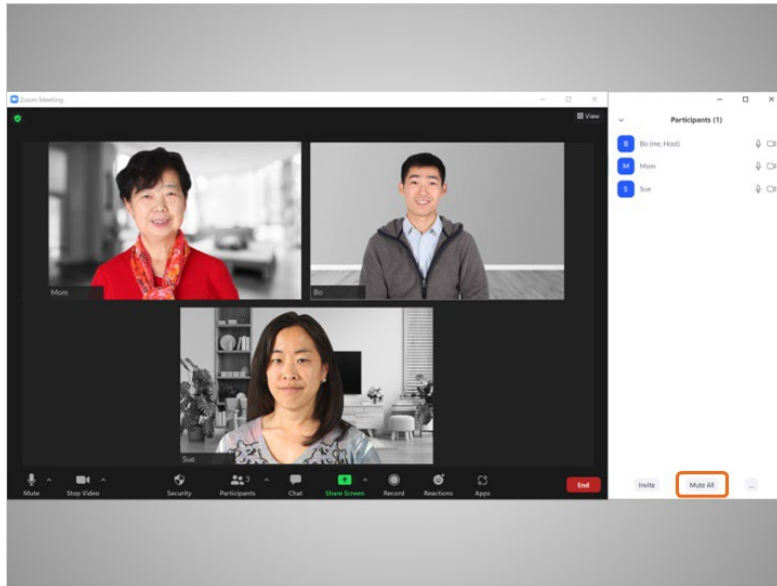
As a meeting host Bo can also choose what participants are able to do during the meeting by checking and unchecking various options. As a host he can allow people to share their screens with the group, allow participants to chat and rename themselves, mute or unmute participants and more.



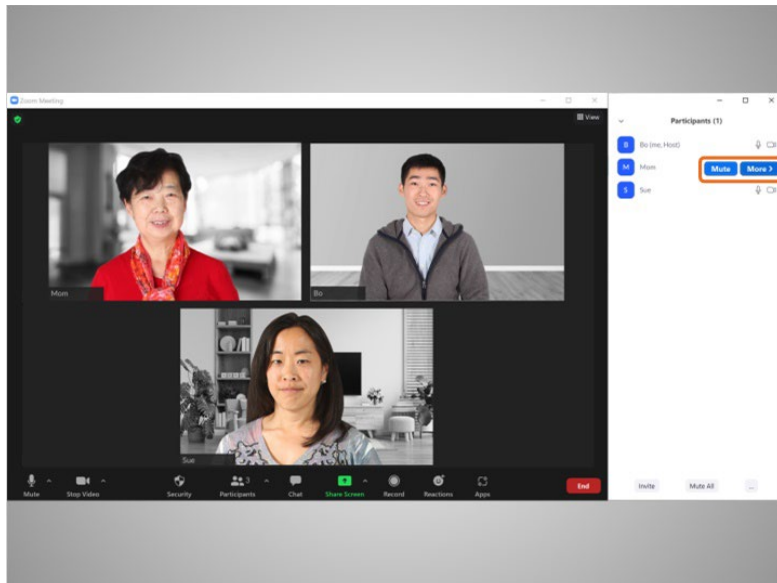
The “Remove Participant” feature allows Bo to remove someone from the meeting. That person cannot rejoin the meeting until Bo allows it.



As the host, Bo can mute and unmute attendees in the Participants tab.



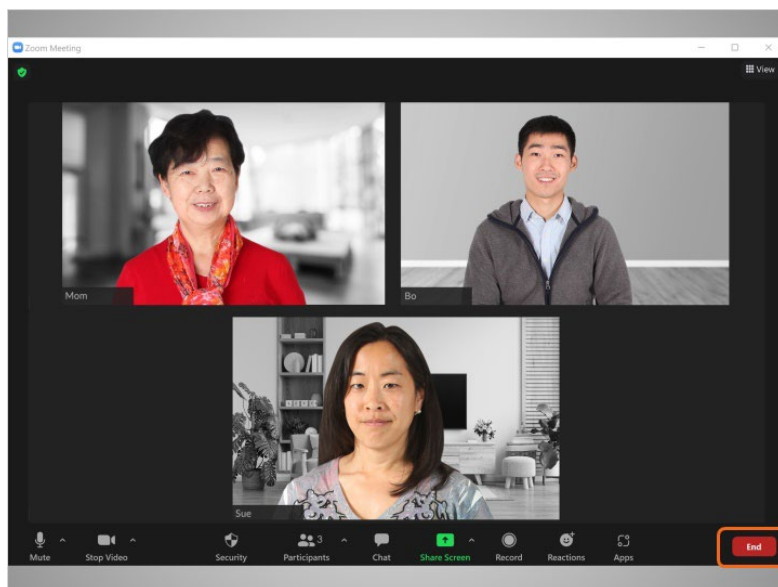
He can mute everyone by clicking the Mute All button.



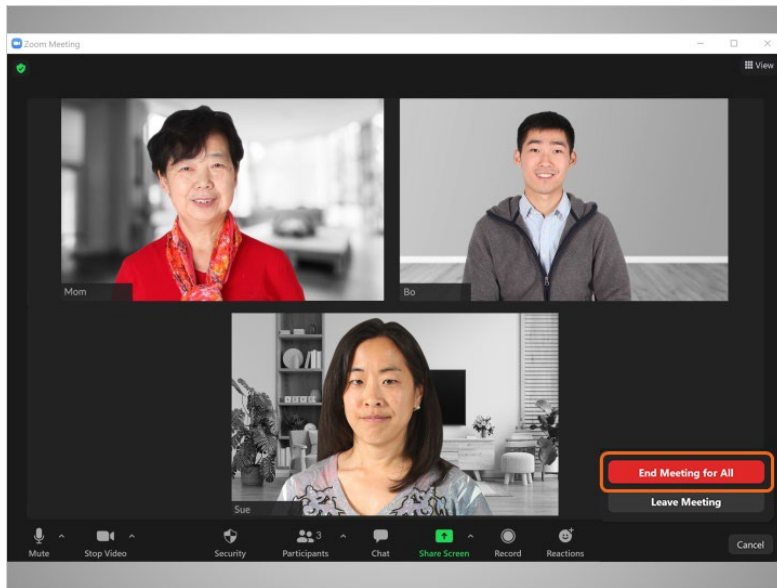
He can also mute an individual by clicking the Mute button next to a person's name.



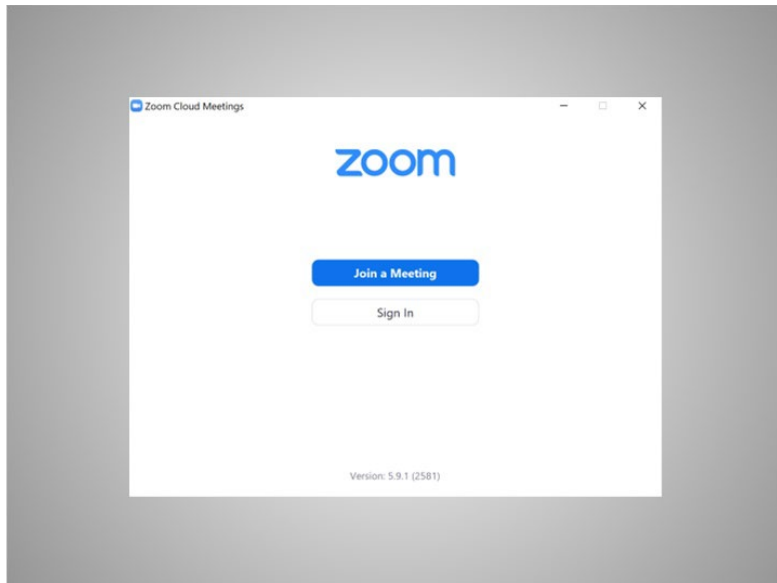
Bo can record the meeting and save it to his computer or to his online Zoom account. It's always recommended that you let people know when you plan to record a meeting.



When Bo is ready to end the meeting, he clicks End,



then End Meeting for All.



This ends the meeting for all participants.



In this course, we followed along as Bo learned how to use videoconferencing tools. We learned how to join an online meeting from an invitation; common features for meeting participants including muting, chatting, and using the camera; how to create an account; how to schedule and host a meeting; and common hosting features, including inviting participants, locking a meeting, and muting all participants.

In the practice section, you can join Bo to practice what he learned.