

Zoom- 14 basic skills

This is not a test of what you know, but a way to capture the things you don't know, so we can show you how to join us on Zoom

* Required

1. Please give your name *

2. What is your organisation/community group? *

3. Do you know how to join a Zoom meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

4. Can you set up your sound (in Zoom) so people can hear you?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

5. Can you switch on your video so people can see you?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

6. Can you use the Zoommeeting controls tool bar?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

7. Do you know how to share your screen with the group?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

8. Do you know how to stop sharing your screen?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

9. Do you know what Zoom chat is and how to use it?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

10. Can you share a link to a good website in chat?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

11. Do you know what Zoom breakout rooms are?

- ☐ Yes
- ☐ No

12. Do you know that you can leave a breakout room, if you don't like the conversation or the people in the room?

- ☐ Yes
- ☐ No

13. Do you know if people can still see you if you have left the meeting?

- ☐ Yes
- ☐ No

14. Do you know what to do if you have to answer the door or to take an important call when you are on Zoom?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some reminding

15. Do you know how to use the Zoom Whiteboard?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

16. Do you know how to leave a Zoom meeting?

- ☐ Yes
- ☐ No
- ☐ Yes, although I might need some prompting

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms