

# College of Engineering Training Checklist

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| **Task** | **Completed** |
| Schedule a meeting |[ ]
| Schedule a recurring meeting, every Tuesday at 9:00am with 5 occurrences |[ ]
| Add someone as an alternative host |[ ]
| Enable a waiting room on a meeting |[ ]
| Move someone from the waiting room into the active meeting |[ ]
| Invite a participant to an active meeting using the in-meeting host controls |[ ]
| Send a group chat |[ ]
| Send a personal chat |[ ]
| Share your screen |[ ]
| Share the audio from your screen |[ ]
| Start a cloud recording |[ ]
| Pause a cloud recording |[ ]
| Stop a cloud recording (without ending the meeting) |[ ]
| Share a link to a cloud recording |[ ]
| Promote another meeting participant to co-host |[ ]
| Leave a meeting (as a host) without ending the meeting |[ ]