A close up of a logo

Description automatically generated

# 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 |  |