



# Virtual Meeting Basics for Beginners

**Interested in participating in a virtual presentation, but not sure how?  
This class is for YOU!**

Technology is a wonderful thing— it allows us to connect and learn in ways we never thought possible. But to new users, sometimes technology can seem overwhelming and difficult to navigate. This one-on-one introductory session will focus on helping beginners to join and participate in virtual meetings. Tailored to meet each individual's needs, this class offers instruction on a variety of topics, including:

*Joining/ leaving a virtual meeting*

*Navigating basic meeting controls— mute/unmute, chat box, webcam, etc.*

*Discussion of most common virtual platforms*

*Virtual meeting do's and don'ts*

*Finding & connecting to virtual opportunities online*

Registration for this one-on-one virtual class is on-demand. For more information or to register, please call:

**309-793-6800**

*Living & Learning classes are free and available to all adults, aged 60 and older!*