

# Learn to Zoom!

Learn the basics of communicating with Zoom



The mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition.

*Changing Women's Lives...  
One Woman at a Time.*

For more information about our Chapter, please contact, our Membership Chair, at [www.abwa-greateroakland.org](http://www.abwa-greateroakland.org)

**GREATER OAKLAND CHARTER  
CHAPTER**

KEYNOTE: *Zoom Training*

**TUESDAY, APRIL 21, 2020**  
*Virtual Meeting*

NETWORKING AND INTRODUCTIONS: 6:00 pm

PROGRAM: 6:15 pm

BUSINESS MEETING: 7:00

Zoom is becoming a communication standard for:

- Individuals to network virtually with family and friends
- Employees to communicate with co-workers while working from home
- Organizations/companies to conduct business meetings and offer training

**Join us on April 21 to learn how to use this tool, including:**

- **Getting a Zoom account**
- **Basic profile and meeting settings**
- **Hosting a Zoom meeting**

**Our evening begins with a welcome / introduction of members and guests, followed by the program and a short business meeting.**

Event cost is free. You must register in advance for this meeting.

Please do so by Monday, April 20:

<https://zoom.us/meeting/register/vJEqCOqqrDwskAb1VsVBIKGcLaZRU-GRXQ>

After registering, you will receive a confirmation email containing information about joining the meeting.



**Greater Oakland Charter Chapter**