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Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

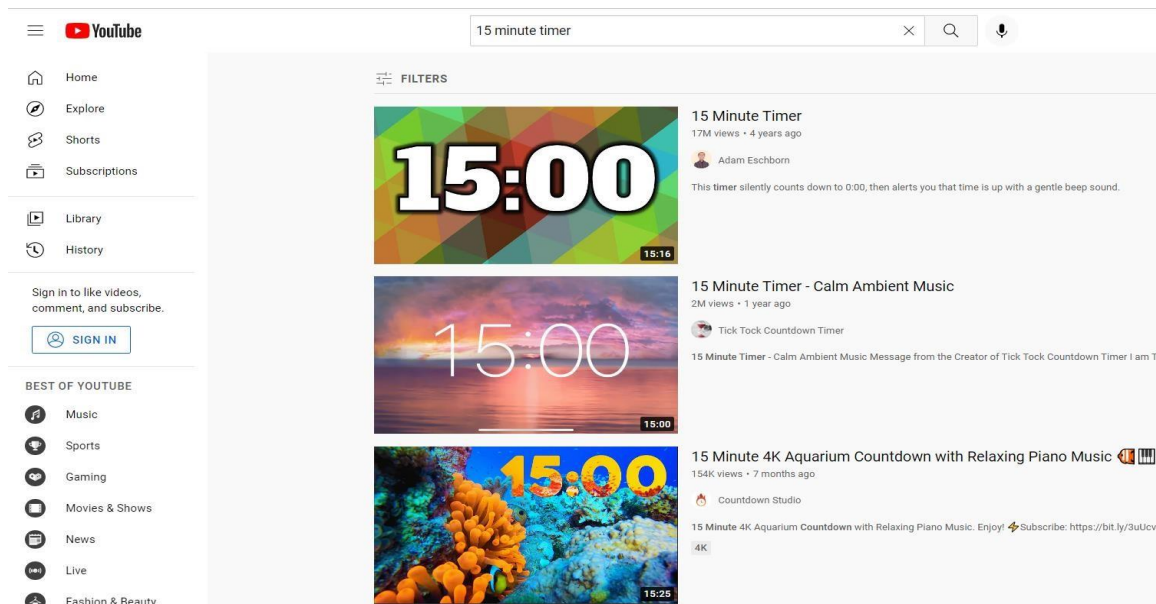
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Launch Tip of the Month September 2022

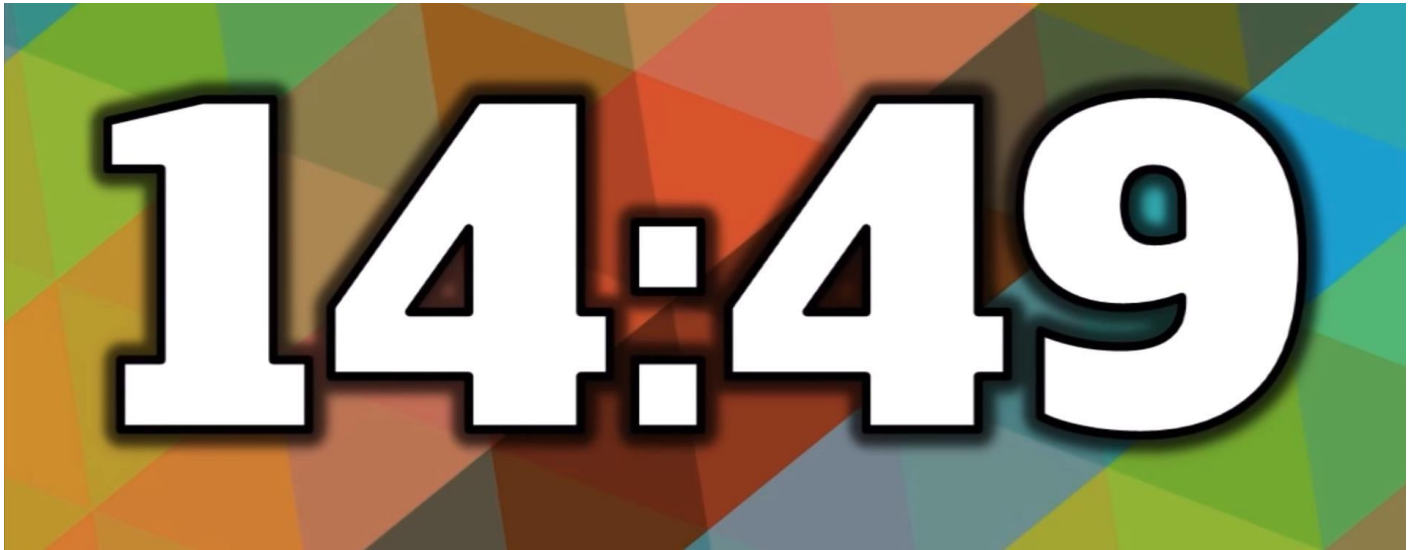
Web conferencing meetings have become the norm. Programs like Zoom, Teams, GoToMeeting and WebEx have sophisticated tools to make your meetings successful. But how do you increase the chances of getting your audience members back in their seats on time after a break?

Another computer teacher shared an amazing tip with me that I'm happy to pass on to you.

1. Open a browser and go to YouTube at <https://www.youtube.com/>.
2. Use the search bar to search for "15 minute timer", for example.
3. Numerous videos appear.



4. Select your favorite and let the countdown begin!



I have found much better compliance with getting the participants back in their seats on time. Also, we do not punish the timely participants by making them wait for the tardy participants.

Featured Course: Microsoft Edge: Surfing and Searching the Internet

3 Hours

- How Does the Internet Work?
- Important Dates in the History of the Internet
- Fun Facts
- Understanding Email Addresses
- Understanding URLs
- Changing the Appearance of the Interface
- Viewing Full Screen
- Getting Help
- Navigating to Websites
- Going Back or Forward a Page
- Refreshing a Page or Website
- Stopping a Page from Loading
- Finding Content on the Page
- Changing the Default Search Provider
- Home Pages
 - Setting a Home Page
 - Moving from the Current Page to Your Home Page
 - Page or Pages to Open to On Startup
- Zooming In and Out of Webpages

- Working with Tabs
 - Opening Webpages in Separate Tabs
 - Navigating between Tabs
 - Moving Tabs into Their Own Windows and Docking and Tiling Them
 - Creating New Tabs
 - Closing Tabs
 - Duplicating Tabs
 - Reopening Closed Tabs
 - Muting a Tab
 - Tab Groups
- Reopening the Last Browsing Session
- Favorites
 - Show or Hide the Favorites Bar
 - Managing Favorites
 - Adding Pages to Your List of Favorites
 - Adding Current Open Tabs to Favorites
 - Displaying Your Favorites List
 - Displaying the Favorites Bar
 - Sorting Favorites
 - Adding a Website to Your Taskbar
- Collections
- RSS Feeds
- History
 - Viewing History
 - Managing History
 - Clearing Browsing History
- Read Aloud
- Security
 - Identifying Whether a Site is Encrypted
 - Viewing Which Site a Link Will Bring You To
 - InPrivate Browsing
- My Favorite Shortcuts
- Google Searches
 - Effective search techniques
 - Google search operators (+ - ~ ...)
 - Advanced searches
 - Accessing Google Search Help
 - Image searches
- Cool Websites

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