For many of us virtual meeting platforms have become an integral part of our workflows as we continue working remotely. Conducting these virtual meetings require preparation as they are considered one of the most effective conduits used to ensure business continuity. Here is a list of resources, which will help you keep your meetings productive and professional.

**County Resource**
*Technology Services and Solutions*
- Virtual Meeting Solutions
- Microsoft Teams Support

**sccLearn Resources**
*Contributing as a Virtual Team Member* (WBT- 17 min)
*Mastering Virtual Teams: Strategies, Tools, and Techniques That Succeed*, (Book)
*Microsoft Teams Bundle* (multiple books, videos)
*Microsoft 365 Fundamentals: Office 365 & Collaboration* (WBT- 41 min)
*Virtual Teams: A Pocketful of Tips & Tools on Leading A Successful, Motivated Team of People Who Mostly Work Apart* (Book)
*Zoom* (multiple videos)

**Additional Resources Online**
*Zoom Exhaustion is Real. Here Are Six Ways to Find Balance and Stay Connected* (Article- mindful.org)
*Virtual Meeting Design: The Mantra is Preparation* (Article- ideou.org)
*Zoom Video Tutorials* (Online ZOOM Help Center)

* Review the Access sccLearn as a County Employee Quick Reference Guide for instructions on how to access sccLearn remotely.

**Disclaimer:** Our web pages contain links to websites of organizations outside the County. While we offer these links for your convenience in accessing additional resources about specific topics, please be aware that the policies that apply to our website may not be the same as the terms of use for other websites outside the County. For more information, please go to the County of Santa Clara Links Policy.