

Using a Free Zoom Account for 4-H Club Meetings

Pro Tip: Set up a test meeting to practice using Zoom before conducting your 4-H Club Meeting. You can be in a meeting by yourself to try different features. Test each way your family's can connect: computer, mobile device and phone so you know how they work!

Preparing

- 1) Go to zoom.us/signup. Create a new account or sign in with your existing Google or Facebook account. With a free account, you can only host 40 minute group (time limit has been temporarily lifted) meetings and access basic features. If someone from your club has access to Pro, Business or Enterprise Zoom Accounts, they may be able to provide additional features.
- 2) Once you're logged into Zoom, go to the Settings tab. Take time to set details for all meetings. Specific features to look at:
 - A) Telephone/computer audio: Allow both.
 - B) Password Requirements: Do members need a password to join?
 - C) Join before host: You can allow members to join the meeting before you arrive.
 - D) Chat: You can decide whether you want to allow members to use the typed chat feature.
 - E) File Transfer: Hosts and participants can send files through the in-meeting chat.
 - F) Screen sharing: Decide who you want to be able to share their computer/device screen.
 - G) White Board: Participants can access the whiteboard to create together.
 - H) Breakout rooms: Assigning members to breakout rooms can be helpful for committee meetings.
 - I) Show a "Join from your browser" link.
- 3) Now go to the meetings tab and click "Schedule a New Meeting" and give it a name, set a date/time, set meeting options and add an alternative or co-host.
- 4) Once you save your meeting, you will see a summary page. Click "Copy the Invitation" and a small window will pop up and click "Copy Meeting Invitation" then paste the text into an email, message or Facebook event post. Make sure to give at least a week's notice and send a reminder the day before. Members do not need to register for an account to join.

PERSONAL

[Profile](#)[Meetings](#)[Webinars](#)[Recordings](#)[Settings](#)

Helping Members Join

Members can join Zoom in one of two ways: from their computer or from a phone/tablet.

Computer

- 1) Click the invitation link.
- 2) A pop-up window will appear in their browser.
- 3) Click "Open Zoom Meetings."
- 4) When the Zoom window opens, they will be able to adjust their microphone and camera settings in the bottom left corner.

Phone/Tablet

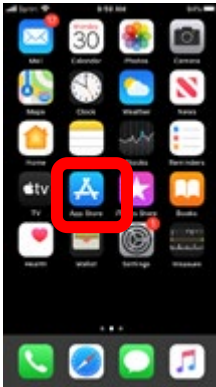
- 1) Download the Zoom Cloud Meetings app.
- 2) Click the invitation link.
- 3) The app will open and direct the member to the meeting.
- 4) The member will need to enter his/her name and grant Zoom microphone and camera access. It is not necessary to allow Zoom to send push notifications. They will need to call using internet audio.
- 5) If they tap on their screen, a panel will appear at the bottom where they can adjust microphone/video settings.

Hosting Your Meeting

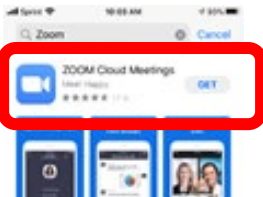
- 1) When your meeting is about to start, log back into Zoom and go to the Meetings tab. At the bottom of meeting information page, click "Start" and then "Open Zoom Meetings". You must log in to join the meeting in order to have access to the host features.
- 2) Your control bar is at the bottom of your screen.
 - A) Microphone & Camera: On the far left, you can turn your microphone and camera on/off.
 - B) Invite: You can send an invite directly to people who have not signed in to the meeting.
 - C) Manage participants: You can manage mute/unmute for all participants. They can also mute/unmute their own microphone in the bottom left of their screen. It can be helpful to quiet background noise during the meeting if non-speaking members are muted.
 - D) Share Screen: You can share your desktop/device screen.
 - E) Chat: If this feature is on, you and a designated person can monitor the chat feature.
 - F) Record: You can record the meeting to send to members who cannot attend.
 - G) Breakout Rooms: If this feature is on, you can create rooms and assign members.
- 3) As participants, they should have a "Reactions" button at the bottom of their screen to do non-verbal responses such as a raised hand, yes, no, etc.
- 4) For your first meeting, set aside time to introduce members to Zoom and ensure they are able to connect to audio and video. Discuss online etiquette and expectations of meetings just like You would in person.
- 5) Share an agenda or other documents by using the "Screen Sharing" feature.
- 6) Make sure you engage with your audience every 3-5 minutes. Examples: ask questions, do an activity, have members do a demonstration or lead an activity.

Steps to Download Zoom on a Mobile Device

1. Open **App Store** on Device (App Store/ Google Play)

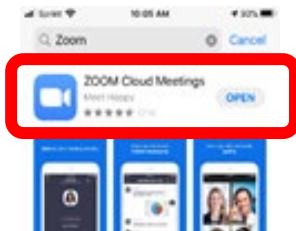


2. Search for **ZOOM Cloud Meetings**

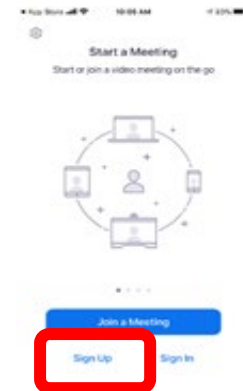


3. Download (It is a free app)

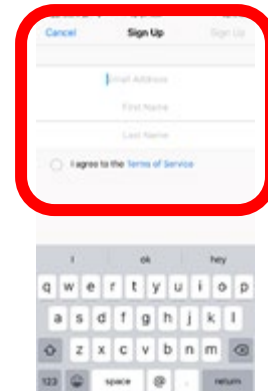
4. Open App



5. Select **Sign Up**



6. Enter Email Address, First Name, and Last Name



7. Confirmation Email will be sent to email.

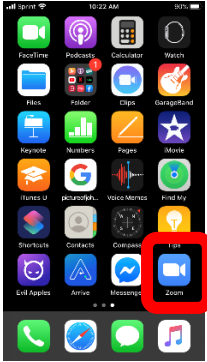
8. Verify Account by Following Prompts

9. Initial Setup Complete



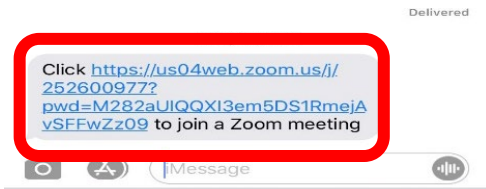
Steps to Attend a Zoom Meeting on a Mobile Device

1. Download and Select **Zoom App** on mobile device

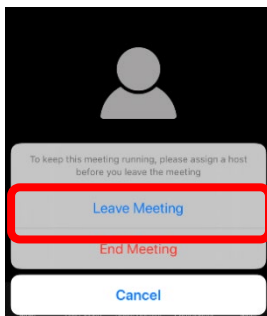


***If a host only shares the Meeting ID and Password, meeting can be accessed by accessing app and clicking on *Join Meeting*. Participants will be prompted to enter Meeting ID and Password.**

2. Click on Invitation Link sent by host via email or text message

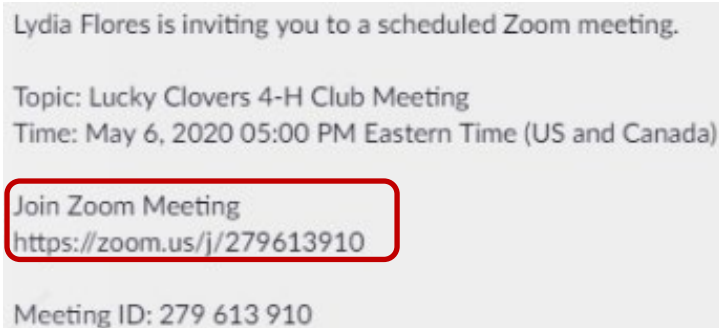


3. Enter Meeting ID and Password (if necessary)
4. Allow Access to Camera and Sound
5. Click on **Leave Meeting** when meeting has ended



Steps to Attend a Zoom Meeting on a Computer

1. Click on Invitation Link sent by host via email or text message



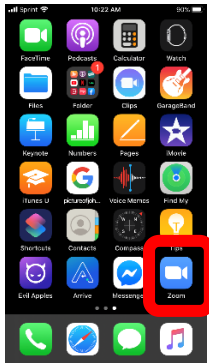
***If a host only shares the meeting ID and password, you can login to zoom and click *Join Meeting*. Participants will be prompted to enter Meeting ID and password.**

2. Enter Meeting ID and Password (if necessary)
3. Allow Access to Camera and Sound
4. Your controls are at the bottom
 - Microphone and camera on the bottom left
 - Chat to send messages to everyone
5. Click on ***Leave Meeting*** when meeting has ended



Steps to Host a Zoom Meeting on a Mobile Device

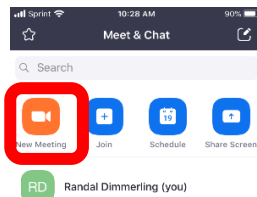
1. Select **Zoom App**



2. **Sign In** (Information can be saved; Log in Information will not be needed once saved)

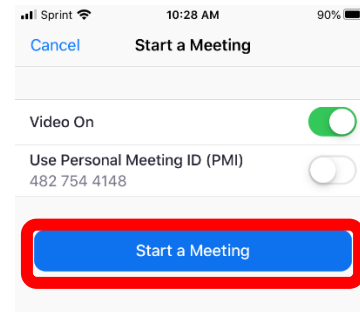


3. Select **New Meeting**



***Maybe send out agendas in advance so members and families can follow along**

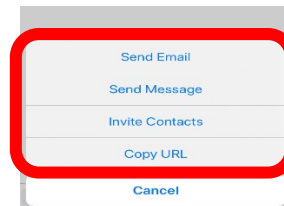
4. Select **Start a Meeting**



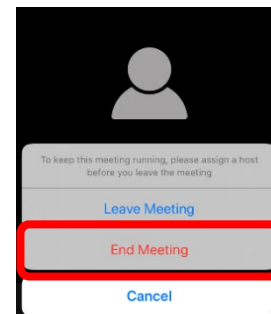
5. Allow Access to Camera and Sound

6. **Invite Participants**

- a. Participants can be invited by sharing the Meeting ID and password through text, email, remind, etc



7. **End Meeting**



Recorded meeting can be shared once meeting has been ended by host.

Steps to Host a Zoom Meeting on a Computer

1. Open a web browser and go to <https://zoom.us/>

2. **Sign In** (either the free account you set up, google account, or Facebook account)

Sign In

Email Address

Password

[Forgot password?](#)

Sign In

☒ Stay signed in

New to Zoom? [Sign Up Free](#)

or



Sign in with SSO



Sign in with Google



Sign in with Facebook

3. Select **Schedule a New Meeting** (also in top right corner)

Schedule a New Meeting

Give your meeting a name, set the date and time, decide on a password or not, enable join before host, and save the meeting.

4. Invite Participants

A summary of your meeting will appear. On the right side of the screen half-way down the page is

[Copy the invitation](#)

Click that link and this window appears. Now you can copy this text into an email, remind, or typed it into a text.

Copy Meeting Invitation

Meeting Invitation

Lydia Flores is inviting you to a scheduled Zoom meeting.

Topic: Lucky Clovers 4-H Club Meeting
Time: May 6, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/279613910>

Meeting ID: 279 613 910

Copy Meeting Invitation

Cancel

5. Select **Start** or if your meeting is later, click "Meetings" your start button will be all the way to the right of the meeting.

***Maybe send out agendas in advance so members and families can follow along**



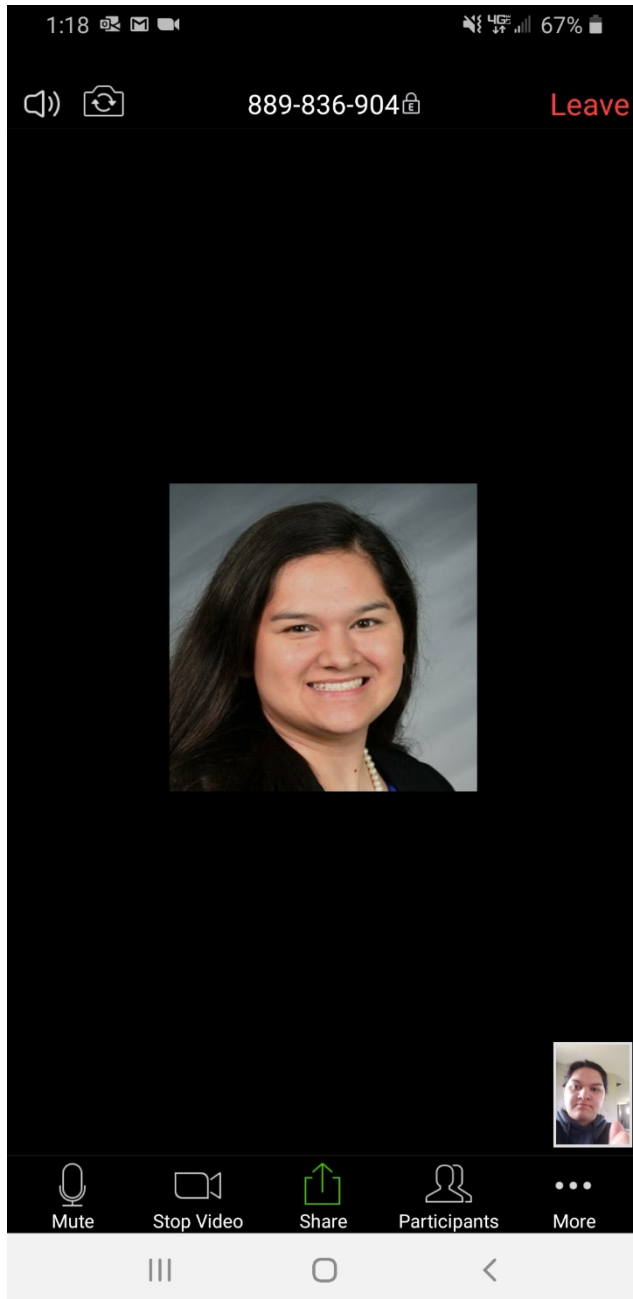
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Controls While Hosting a Meeting for Mobile

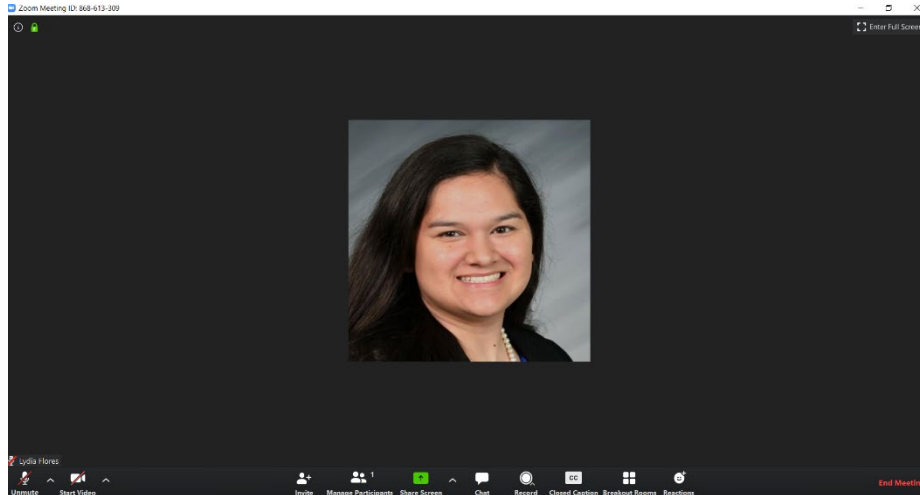


From the top – down and left to right

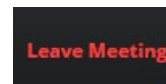
- Speaker with 2 lines icon = speaker phone mode and if you tap it = mute audio from others (won't be able to hear anyone but they can still hear you)
- Camera with 2 arrows icon = switch back and forth from front to back camera
- 889-836-904 with a lock icon = meeting ID
- Leave = leave the meeting
- Microphone icon with mute = your microphone (white = on and red = off – which means no one can hear you even if you hear them)
- Video camera icon with stop video = your camera (white = on and red = off – which means no one can see you even if you see them)
- Box with an arrow up icon with share = share screen
- People icon with participants = who is all in the zoom meeting (as a host, you can mute everyone's microphones/cameras in this section. There is also where the chat option is located)
- 3 horizontal dots with more = allows you to do reactions (hands clapping or thumbs up), record the meeting, or alter meeting settings



Controls While Hosting a Meeting for Computer



- Microphone icon = your microphone (No red line through it = on and red line through it = off – which means no one can hear you even if you hear them)
- Video camera icon = your camera (No red line through it = on and red line through it = off – which means no one can see you even if you see them)



- Person icon with invite = invite people to the meeting
- People icon with manage participants = who is all in the zoom meeting (as a host, you can mute everyone's microphones/cameras in this section)
- Box with an arrow up icon with share = share screen
- Bubble with 3 dots and chat = the chat for everyone to type in a message
- 3 horizontal dots with more = allows you to do more in the meeting – like record – but only if you changed the settings in zoom
- Leave = leave the meeting



Virtual Club Meetings – Best Practices

General Etiquette

- Be prompt – be on time and prepared
- Be flexible – be patient and flexible with changes
- Look presentable with appropriate clothing
- Reduce distractions – connect to zoom in a quiet, organized space
- Use your camera to show you're actively engaged
- Avoid backlight – use front face lighting
- Use a headset or headphones for the best audio quality
- Self-mute – when you're not actively speaking, mute yourself to avoid background noise

Adapted from Learning and Organizational Development team handout

General Organization

- Meeting Chair – someone who maintains control of the meeting from a technology standpoint. Duties include: managing speaking privileges by muting/unmuting participants if they are causing disruptions and monitoring the chat box to help address comments or questions.
- Roll Call Options
 - The secretary calls off individual names or family names and the members unmute themselves to say present/here
 - Have members or families type their names into the chat box
- Voting
 - Smaller group meetings may still use traditional verbal response, raising of hands, or roll call
 - Larger group meetings may still use these options, but they also use a thumbs up/down or ask for only nay votes to speak up
- Recreation Activity
 - Have the recreational officer lead yoga or a dance
 - The activity could also be a simple, mind-building game

