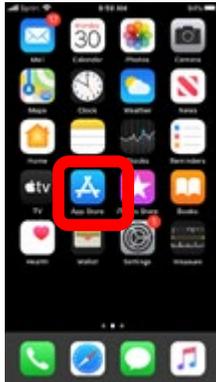


## Steps to Download Zoom on a Mobile Device

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

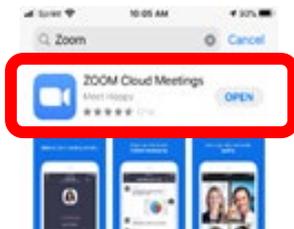


2. Search for **ZOOM Cloud Meetings**

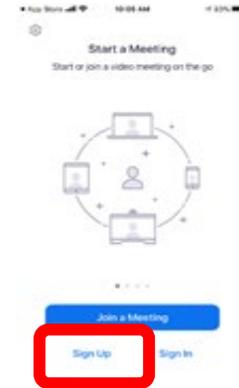


3. Download (It is a free app)

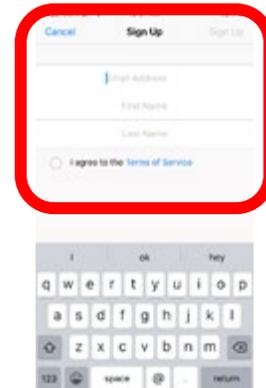
4. Open App



5. Select **Sign Up**



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



7. Confirmation Email will be sent to email.

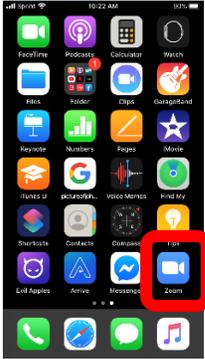
8. Verify Account by Following Prompts

9. Initial Setup Complete



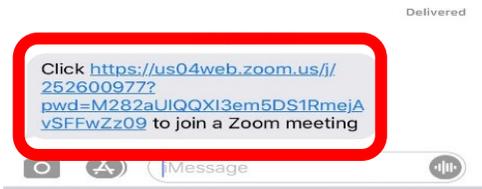
### Steps to Attend a Zoom Meeting on a Mobile Device

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

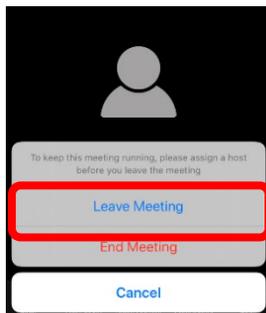


**\*If a host only shares the Meeting ID and Password, meeting can be accessed by accessing app and clicking on *Join Meeting*. Participants will be prompted to enter Meeting ID and Password.**

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

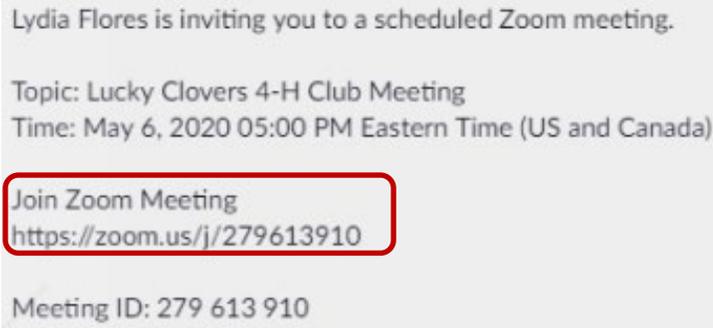


3. Enter Meeting ID and Password (if necessary)
4. Allow Access to Camera and Sound
5. Click on **Leave Meeting** when meeting has ended



## 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

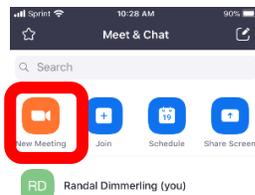
1. Select **Zoom App**



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

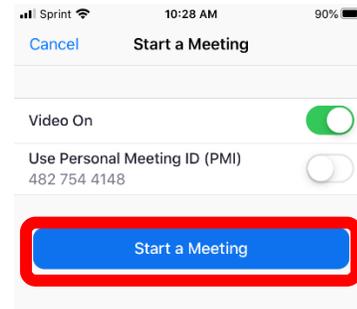


3. Select **New Meeting**



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

4. Select **Start a Meeting**



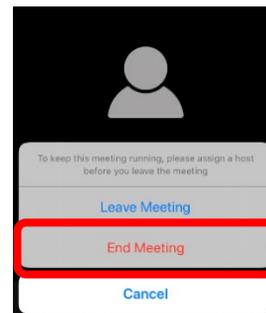
5. Allow Access to Camera and Sound

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**



## Controls While Hosting a Meeting for Mobile

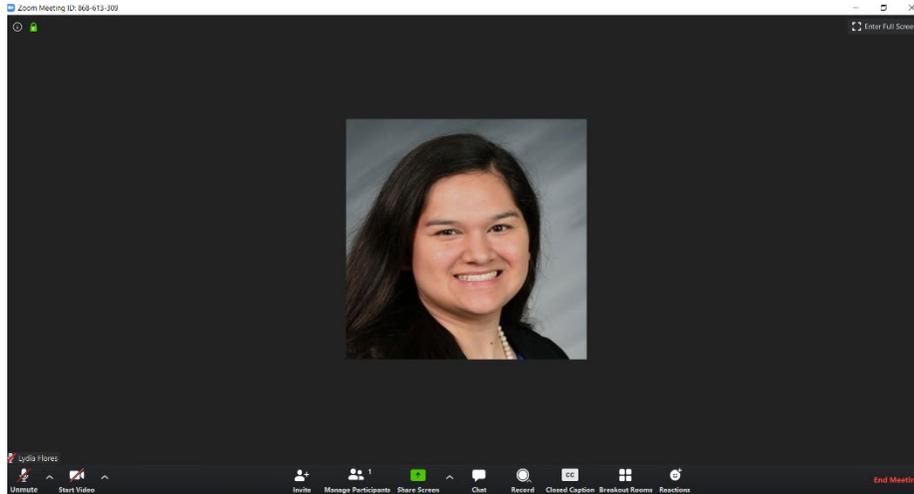


### From the top – down and left to right

- 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

