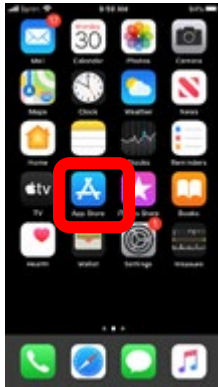
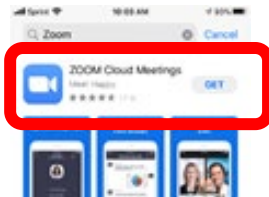


Steps to Download Zoom on a Mobile Device

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

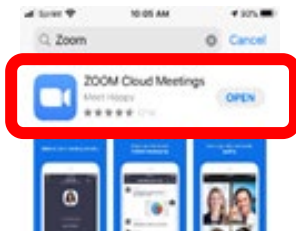


2. Search for **ZOOM Cloud Meetings**

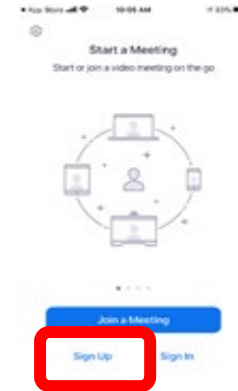


3. Download (It is a free app)

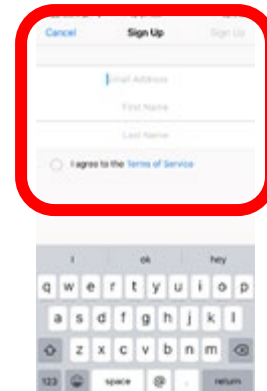
4. Open App



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



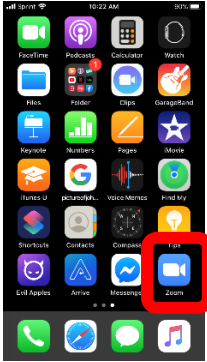
Ohio4h.org

Resources developed by 4-H Educators
Lydia Flores, Audrey Dimmerling & Katherine Feldhues

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.

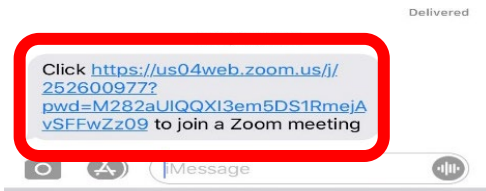
Steps to Attend a Zoom Meeting on a Mobile Device

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

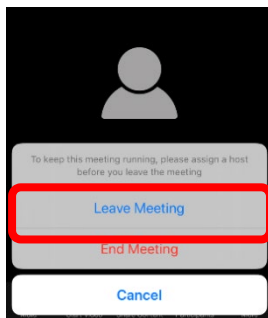


***If a host only shares the Meeting ID and Password, meeting can be accessed by accessing app and clicking on *Join Meeting*. Participants will be prompted to enter Meeting ID and Password.**

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

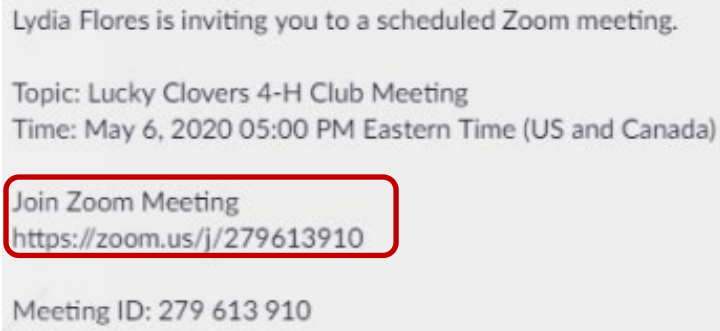


3. Enter Meeting ID and Password (if necessary)
4. Allow Access to Camera and Sound
5. Click on **Leave Meeting** when meeting has ended



Steps to Attend a Zoom Meeting on a Computer

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



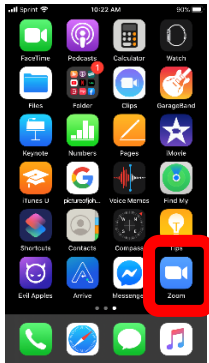
***If a host only shares the meeting ID and password, you can login to zoom and click *Join Meeting*. Participants will be prompted to enter Meeting ID and password.**

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

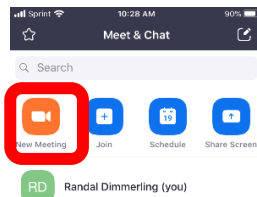
1. Select **Zoom App**



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

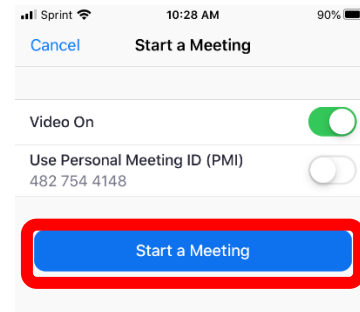


3. Select **New Meeting**



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

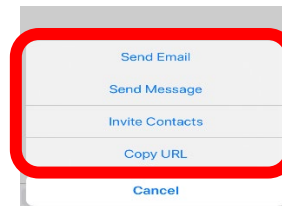
4. Select **Start a Meeting**



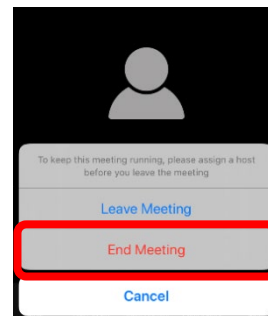
5. Allow Access to Camera and Sound

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

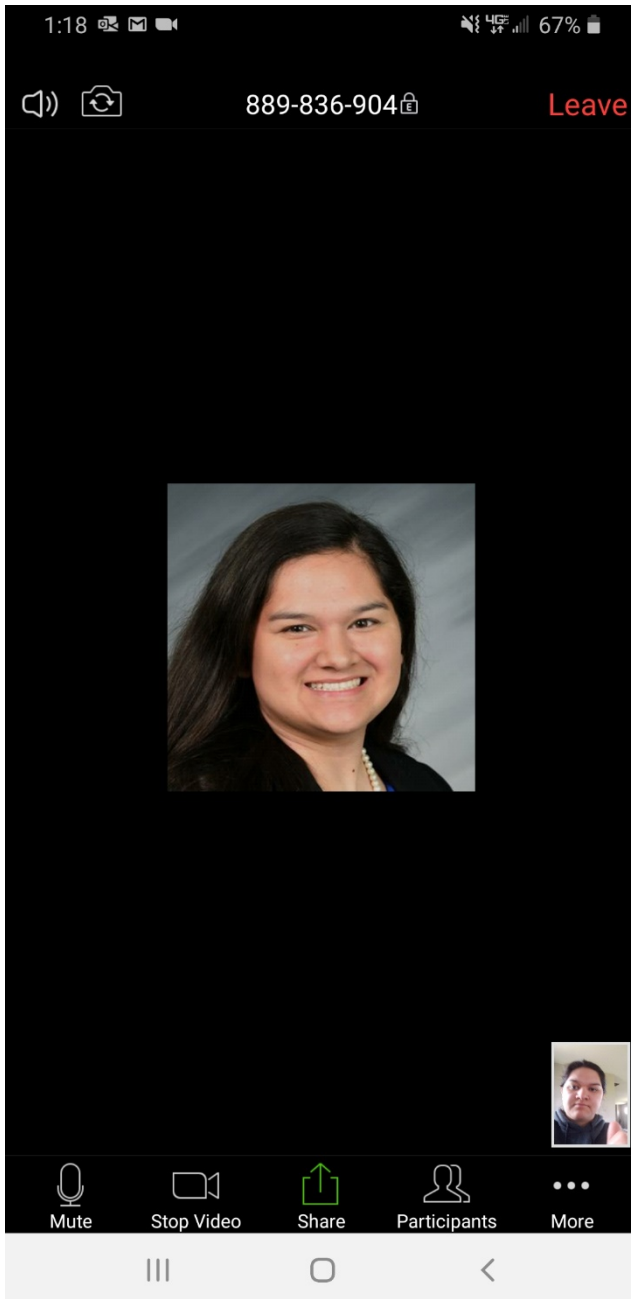
Copy Meeting Invitation

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**



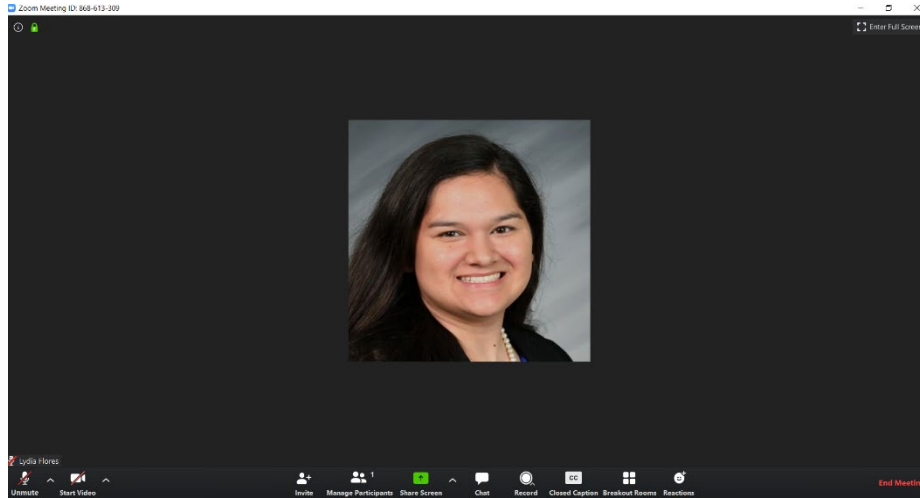
Controls While Hosting a Meeting for Mobile



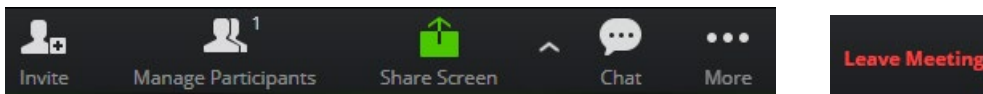
From the top – down and left to right

- 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

