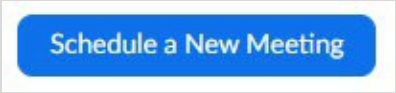
Setting up a Virtual 4-H Meeting with Zoom

First things first, get an account! – In order to host meetings, you need an account. To create a free Zoom account, open a web browser, go to https://zoom.us/ , and then click "Sign up, Its Free" in the top right corner. You will then be prompted to enter an email and password- it's very quick and easy.
If your County 4-H program has a Zoom account and has shared that information with you, you will just need to log in via the "Sign In" button, also located on the top right of the page.

Setting up a meeting- To set up a Zoom Meeting, click "Schedule a Meeting" at the top of the Zoom home screen.
This will open a page where you will select all your meeting settings. Key settings for 4-H meetings:



Duration- Always give yourself more time for the meeting than you think you will need. If your time expires, you will be kicked out of the meeting. You can always end the meeting at any time.
Topic and description of meeting- Let your participants know what they are being invited to. The description is useful for letting participants know relevant information about what you will be doing, such as if you want them to bring something or come prepared for a discussion.
Waiting Room- enabling a waiting room enables participants to go ahead and "enter" a waiting area before the meeting. Then, you will admit them when you are ready. This is helpful if you aren't quite ready for attendees to join, or you want to monitor who attends.
Audio and Video- You can choose whether participants can share their audio and video automatically when your meeting begins. You can change this at any time during the meeting. Make sure to select "Both" for Audio so your participants can call in by phone, or use their computer audio.
Record Meeting Automatically- This is useful for historical purposes, or training videos. You can set your meeting to automatically record as soon as you start it. You can start and stop recording at any time during the meeting.

Inviting people to your meeting- To invite members to your meeting, you will copy and paste the meeting invitation by clicking the "Copy the Invitation" button. Then you can paste this directly into an email to send to your participants. Meeting participants can join the meeting by clicking the link in the invitation. This the easiest way to join a meeting. 4-H members do not need to create a Zoom account to join meetings, so participating in a meeting is as easy as clicking the link. A good idea when you send out your meeting invitation is to include brief instructions for those who have never used Zoom before. Specifically, I like to give a brief explanation of how a virtual meeting works, how they will log on to the meeting, and make sure they understand that they can call in via phone (see below) in case they have connection to audio or internet issues. If you are comfortable sharing your phone number, you can include that so that members can call if they need help.

Hello,
Carly Holland is inviting you to a scheduled Zoom meeting.
Topic: My Meeting
Time: May 1, 2020 03:00 PM Eastern Tim d Canada)
Join from PC, Mac, Linux, iOS or And
https://purdueextension.zoom
Or iPhone one-tap :
US: +13017158592,97 66799,97247973444#
Or Telephone:
Dial(for higher qua er based on your current location):
US: +1 301 715 859 626 6799 or +1 646 876 9923 or +1 253 215 8782 or +1 3 48 7799 or +1 669 900 6833
Meeting ID: 972 4797 3444

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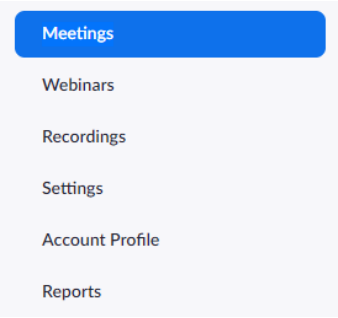
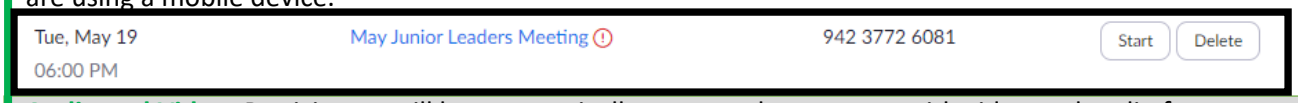
Meeting Prep- This is an easy but important step to a successful meeting! Familiarize yourself with meeting controls and make sure your audio and video are working prior to joining or hosting a meeting. A great way to do this is by doing a test meeting. You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone, camera, and speakers. Visit zoom.us/test and click *Join*. You can also reference the Indiana 4-H *Zoom Controls- Managing your Meeting* help sheet, which gives an easy to understand breakdown of the most important controls you will need for a 4-H meeting.

Pro Tip- Utilize the Help Page: https://support.zoom.us/hc/en-us/categories/200101697
This page contains help for tons of topics including specific operating systems like mac, android, etc., and trouble-shooting for a wide variety of problems. If you have questions or run into issues as you do your practice meeting, the answer to any issue can probably be found here.

Starting your meeting- As the meeting host, there are several ways you can start your meeting, but the easiest way is to go to the Meetings tab on the left of your homepage, and then click Start by the meeting.
Keep in mind that your participants may have never used Zoom before, and dedicate a few minutes at the beginning of the meeting to explaining what they are looking at, where the controls are, how to use chat, and troubleshooting any audio/video issues. This is a good time to ask members to mute their microphones when they are not speaking, and go over the call-in feature. Keep in mind that controls for participants will be located at the top for participants who are using a mobile device.

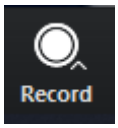
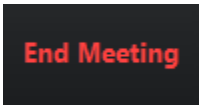




Audio and Video- Participants will be automatically prompted to connect with video and audio from their computer or phone after joining the meeting. They can also join by clicking *Join Audio* in the meeting controls at the bottom of their screen.
Troubleshooting Audio and Video Issues: Participants, especially youth, are usually able to connect to the meeting audio/video without any issue, but occasionally someone needs extra help.
If participants do not have audio and video capabilities on their computer, they can still participate by calling into the meeting at any of the four numbers below:

If participants have slow internet speed, their sound and video may be distorted, or not work at all. Ask them to turn off their video and disconnect any other devices from the internet. This often solves the issue, but if it doesn't work, they can always use the call-in feature.
When participants call in, they will need to enter the meeting ID on the meeting invitation. Posting the call-in numbers, instructions, and the meeting ID in the Chat area before you start the meeting can help members quickly solve their own connection troubles.

Recording your meeting: If you want to record your meeting, you can set it to start recording automatically when you schedule the meeting, or choose to manually start your recording with the button at the bottom of the screen when you are ready. Manually starting the recording eliminates any awkward time at the beginning of your recording while you prepare and get things started. You can start and stop recording at any time by using the record button at the bottom of your screen.



Ending the meeting: You can end your meeting simply by clicking the End Meeting button in the lower right of your screen. When you end your meeting, you will be asked if you want to end the meeting for all participants. Make sure you click Yes unless you want your participants to be able to continue interacting without you. If you recorded the meeting, you will also be prompted to choose whether you want to save your recording in the cloud or on your device. You will then be able to share your recording with others later.