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 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:

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

   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.

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.