

Going Virtual: Setting up a **Zoom** Account



During your time with 4-H in Arkansas, you may have been invited to “Zoom” with agents or staff from across the state. Arkansas 4-H has been using ZOOM for years due to its ease of use and versatility. Available both for mobile devices and computer, ZOOM will help keep your 4-H club moving.

Step 1: Set up a free account which will allow 40 minute meetings with basic features.

- With a computer download at: zoom.us/signup
- With a mobile device, download ZOOM Cloud Meetings (App Store or Google Play)

Step 2: Schedule a meeting. Select “Schedule Meeting” from options. Keep 4-H meetings at regular club times. Connectivity may be an issue for families, thus ZOOM meetings should not be mandatory. Things to remember include:

1. Allow both Telephone and Computer Audio
2. Require a password to join—you can change this to club name or easy to remember word
3. Enable a waiting room
4. Set a co-host as either county agent or another leader
5. Limit screen sharing to hosts/cohosts

A screenshot of the Zoom 'Schedule Meeting' interface. The title is 'Mark's Machines 4-H Club - DRONES'. The start time is 'Sun August 2, 2020' at '01:00 PM'. Duration is set to '1 hour' and '0 minute'. There are options for 'Recurring meeting' and 'Time Zone: Central Time (US and Canada)'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password 'Robot'. Under 'Video', 'Host' is 'On' and 'Participants' is 'On'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Outlook' is selected. Under 'Advanced Options', 'Enable Waiting Room' is checked. There are 'Schedule' and 'Cancel' buttons at the bottom right.

Step 3: Send out Invitation. Click “Copy Invitation” This will save the link to your computer clipboard that you can then share emails or text messages with club participants.

Things to Remember include:

1. Give at least one weeks notice of meeting.
2. Send a reminder the day before the event.
3. Participants do not need a zoom account to join meetings

A screenshot of a Zoom meeting invitation card. The title is 'Mark's Machines 4-H Club - DRONES'. The time is '1:00 PM - 2:00 PM'. The meeting ID is displayed. There are four buttons at the bottom: 'Start', 'Copy Invitation', 'Edit', and 'Delete'.

Adapted from [Ohio State University Zoom Account Meetings](#)

For More Information on Virtual Club Meetings check out Arkansas 4-H at:

<https://4h.uaex.edu/volunteers/club-resources.aspx>

Helping 4-H Members Join a Zoom Call



Connecting with a Computer

1. Click on the invitation link.
2. A pop-up window will appear in the browser.
3. Click “Open Zoom Meeting”
4. When Zoom window opens, adjust microphone and camera settings in the bottom left corner of Zoom Window– icon for microphone and video camera

Connecting with Phone/Tablet

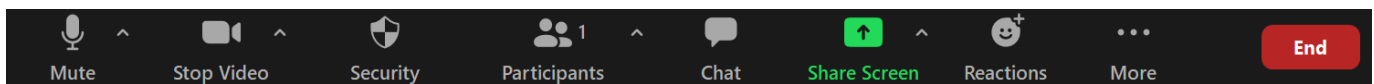
1. Download the Zoom Cloud Meetings App.
2. Click the invitation link.
3. The app will open and direct the member to the meeting.
4. The member will need to enter their name and allow Zoom microphone and camera access. It is not necessary to allow Zoom to send notifications. They need to call using internet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

Hosting your 4-H Meeting

Step 1. Start your Meeting: Log into Zoom and go to the Meetings Tab. At the bottom of the 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.

Step 2. Know your Controls:

- A. Microphone & Camera: Allows camera and microphone to be turned on/off.
- B. Invite: You can send an invite directly to people who have not signed in.
- C. Manage Participants: You can mute/unmute participants, turn off cameras, remove disruptive people from meeting.
- D. Share Screen: Allows you to share your desktop/device screen.
- E. Chat: Allows participants to communicate. **Disable private chat during meetings.**
- F. Record: We discourage recording of club meetings.
- G. Reactions: Allows for temporary emojis to be used for voting or interaction.



Step 3. Review Zoom with the Participants: Take time to introduce members to Zoom controls and etiquette when doing remote meetings. Ensure members can control video, audio, & reactions.

Step 4. Share Agenda. Use “Share Screen” to provide agenda for participants.

Step 5. Engage Audience ever 3-5 minutes: Ask questions, do an icebreaker, or share a activity.

***If you need assistance,
please contact your local county extension agent.***