4-H Meetings Using Zoom

Thank you, 4-H families and volunteers for your motivation and willingness to try something new and different as we temporarily move our 4-H meetings to a digital format.

Recommendations:

- Use a laptop/Chromebook/tablet since it has a larger screen, but your cell phone will work as well
- To feel connected as a 4-H club we recommend that 4-H’ers utilize a device with a camera and headphones, if possible, to reduce background noise
- Allow the club President to manage the meeting. Keep yourself on mute unless your President calls on you.
- Take role call using the “chat” feature.
- Raise your hand on camera if you want to make or second a motion and wait for the President to call on you.

Laptop/Chromebook

1. Click on the link sent to you by your leader and allow the application to open.
   
   Example: Join Zoom Meeting
   https://ksu.zoom.us/j/xxxxxxxxxx
   Meeting ID: xxx xxx xxxx

2. Follow the prompt and provide your full name.

3. Click “Join with Computer Audio.” If that doesn’t work, you can try calling in using a phone.

   ![Try “joining with Computer Audio” first.](image)

   If you are having trouble joining with Computer Audio, you might need to call in using a cell phone.

Tablet, Smartphone, or iPad:

1. Click on the link sent to you by your leader and allow the software to open.

   Example: Join Zoom Meeting
   https://ksu.zoom.us/j/xxxxxxxxxx
   Meeting ID: xxx xxx xxxx

2. Download and install the “Zoom for Cloud Meetings” software.

3. Open the application and click “Join a Meeting”
4. Join the meeting by filling out the meeting ID and name.

**Join a Meeting**

Enter the meeting ID provided by your leader and enter your full name.

We recommend unchecking both these boxes.

Click “Join” after adding all the details.

**Tips and Tricks:**

We recommend keeping participants muted and having one person serve as a leader who organizes the group, especially for larger groups. The leader should encourage specific individuals to speak, so you are not speaking over one another.

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**More Questions?** Access the Zoom Help Center: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

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