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-Hers 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 roll 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.

![Join with Computer Audio](image)

   Try “joining with Computer Audio” first.

   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.

Remember to mute your microphone unless you are speaking to the group.

We highly recommend using video if you can.

Keep chat professional and respectful.

Click here at the end of the meeting to close the application.

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