

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:

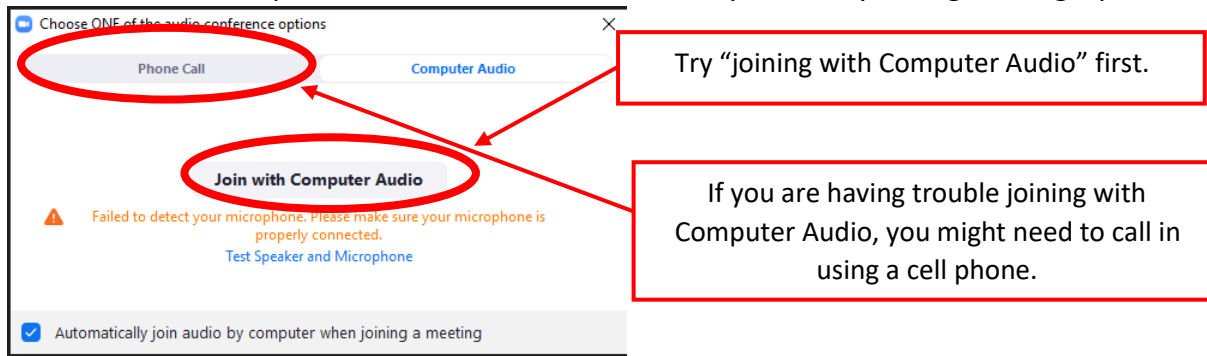
- Use a laptop/Chromebook/tablet since it has a larger screen, but your cell phone will work as well
- To feel connected as a 4-H club we recommend that 4-Hers utilize a device with a camera and headphones, if possible, to reduce background noise
- Allow the club President to manage the meeting. Keep 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.



Tablet, Smartphone, or iPad:

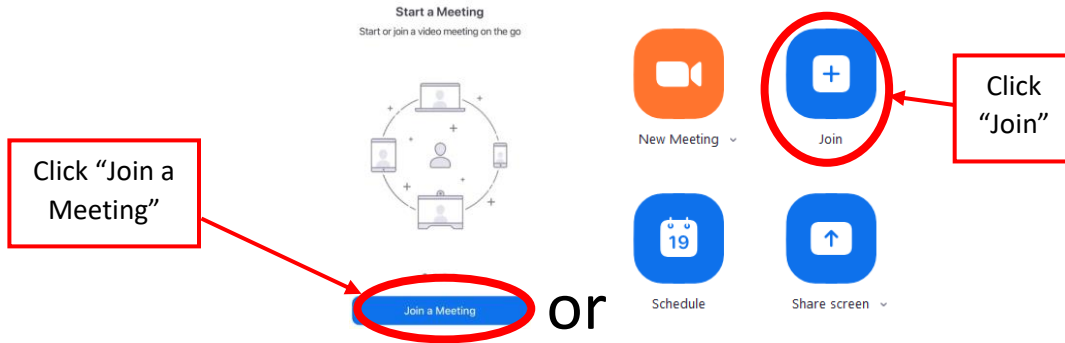
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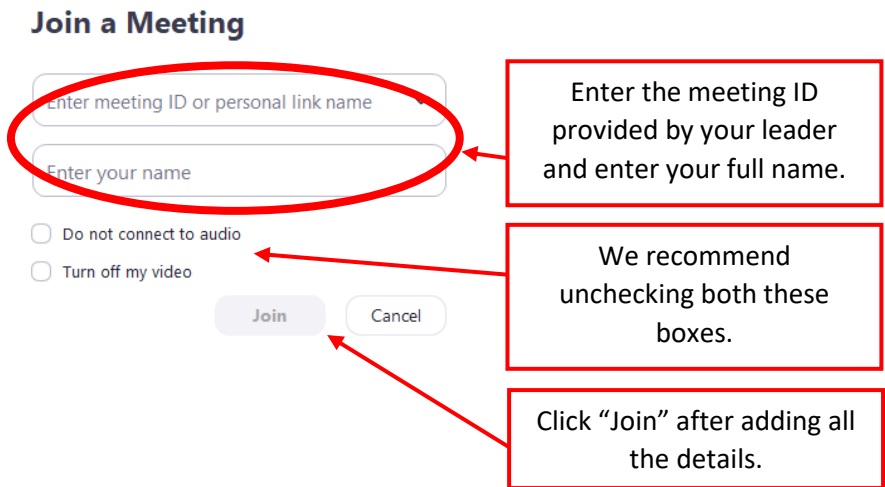
2. Download and install the “Zoom for Cloud Meetings” software.



3. Open the application and click “Join a Meeting”

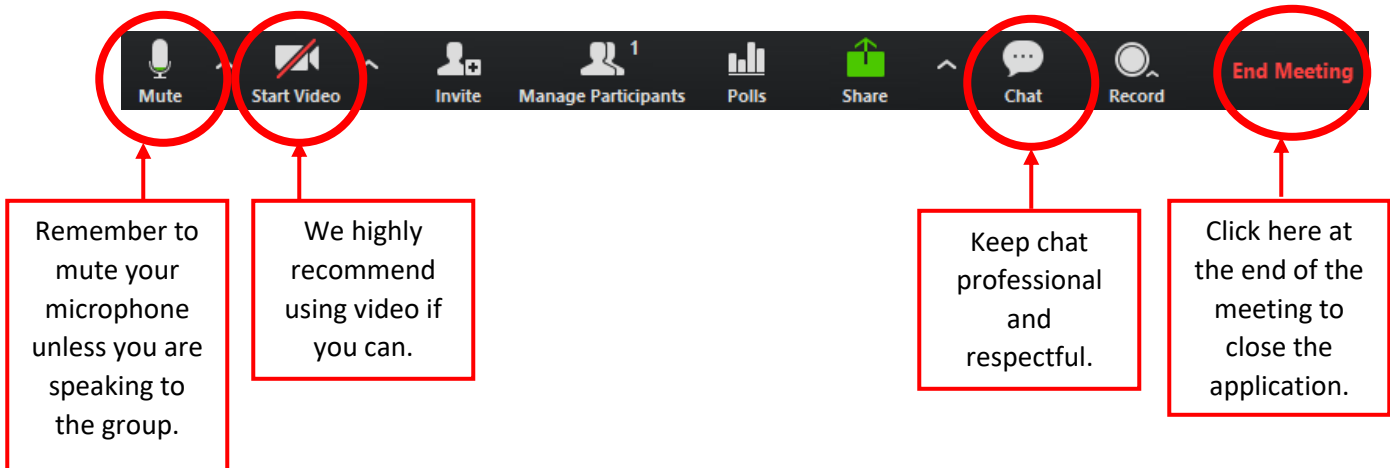


4. Join the meeting by filling out the meeting ID and name.



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.



More Questions? Access the Zoom Help Center: <https://support.zoom.us/hc/en-us>



Dickinson County

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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