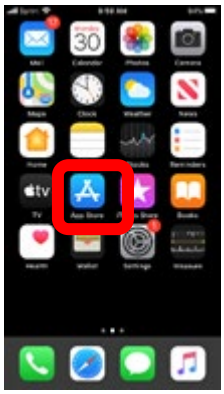
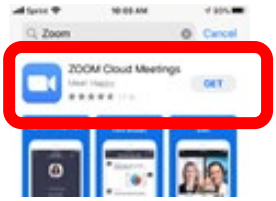
Steps to Download Zoom on a Mobile Device

1. Open ***App Store*** on Device (App Store/ Google Play)

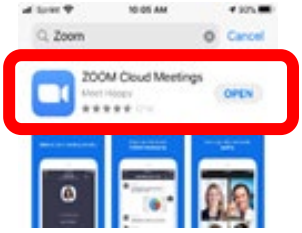


2. Search for ***ZOOM Cloud Meetings***



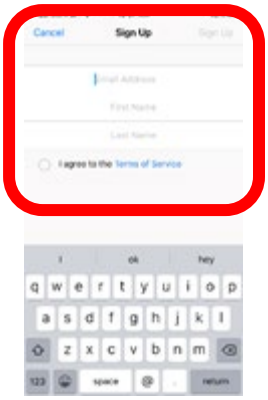
3. Download (It is a free app)

4. Open App



5.Select ***Sign Up***

6. Enter Email Address, First Name, and Last Name



7.Confirmation Email will be sent to email.

8.Verify Account by Following Prompts

9.Initial Setup Complete

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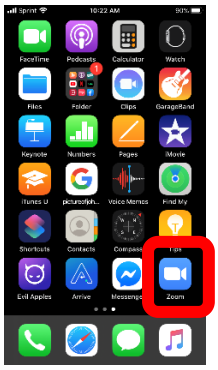
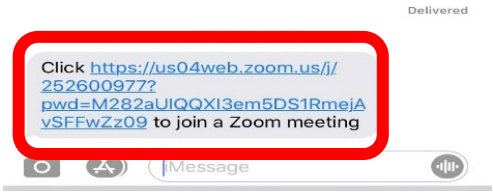
Steps to Attend a Zoom Meeting on a Mobile Device

1. Download and Select ***Zoom App*** on mobile device

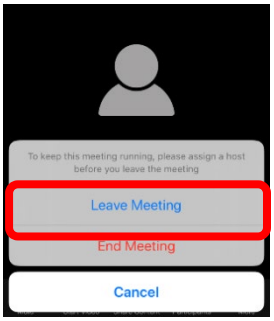


***If a host only shares the Meeting ID and Password, meeting can be accessed by accessing app and clicking on *Join Meeting*. Participants will be prompted to enter Meeting ID and Password.**

2. Click on Invitation Link sent by host via email or text message



3. Enter Meeting ID and Password (if necessary)
4. Allow Access to Camera and Sound
5. Click on ***Leave Meeting*** when meeting has ended



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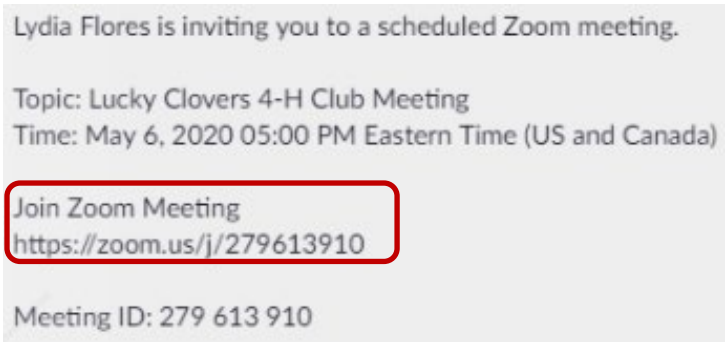
Steps to Attend a Zoom Meeting on a Computer

1. Click on Invitation Link sent by host via email or text message



***If a host only shares the meeting ID and password, you can login to zoom and click *Join Meeting*. Participants will be prompted to enter Meeting ID and password.**

2. Enter Meeting ID and Password (if necessary

3. Allow Access to Camera and Sound

4. Your controls are at the bottom
   - Microphone and camera on the bottom left
   - Chat to send messages to everyone

5. Click on ***Leave Meeting*** when meeting has ended

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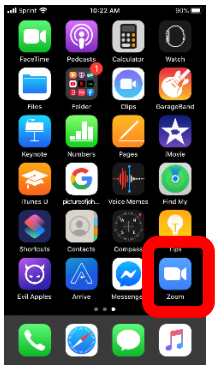
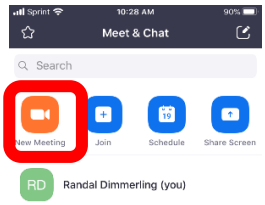
Steps to Host a Zoom Meeting on a Mobile Device

1. Select ***Zoom App***



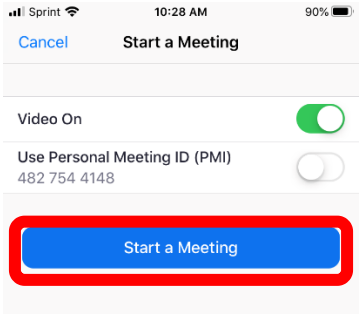
2. ***Sign In*** (Information can be saved; Log in Information will not be needed once saved)

3. Select ***New Meeting***



***Maybe send out agendas in advance so members and families can follow along**

4. Select ***Start a Meeting***

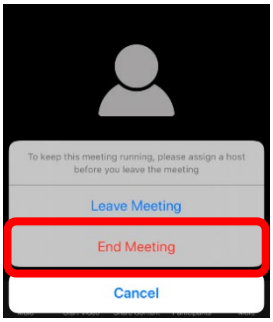


5. Allow Access to Camera and Sound

6. ***Invite Participants***

   a. Participants can be invited by sharing the Meeting ID and password through text, email, remind, etc

7. ***End Meeting***



Recorded meeting can be shared once meeting has been ended by host.

Ohio4h.org

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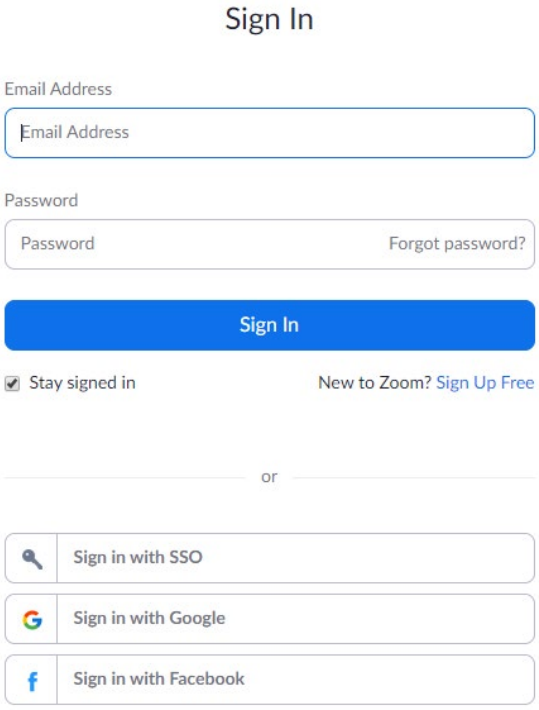
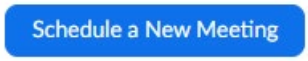
Steps to Host a Zoom Meeting on a Computer

1. Open a web browser and go to https://zoom.us/

2. ***Sign In*** (either the free account you set up, google account, or Facebook account)



3. Select ***Schedule a New Meeting*** (also in top right corner)

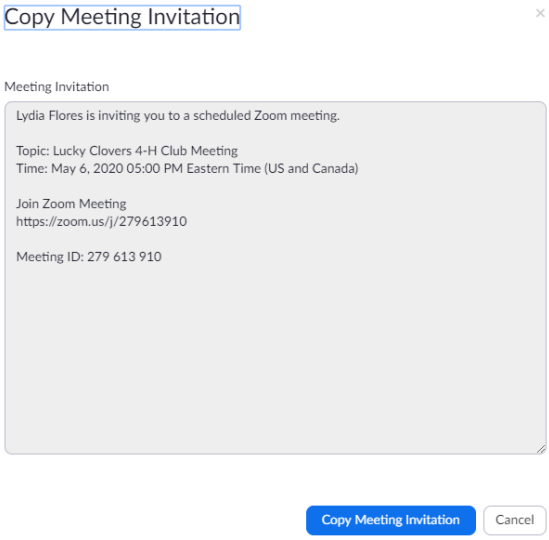


Give your meeting a name, set the date and time, decide on a password or not, enable join before host, and save the meeting.

4. ***Invite Participants***

A summary of your meeting will appear. On the right side of the screen half-way down the page is

Click that link and this window appears. Now you can copy this text into an email, remind, or typed it into a text.



5. Select ***Start*** or if your meeting is later, click "Meetings" your start button will be all the way to the right of the meeting.

***Maybe send out agendas in advance so members and families can follow along**

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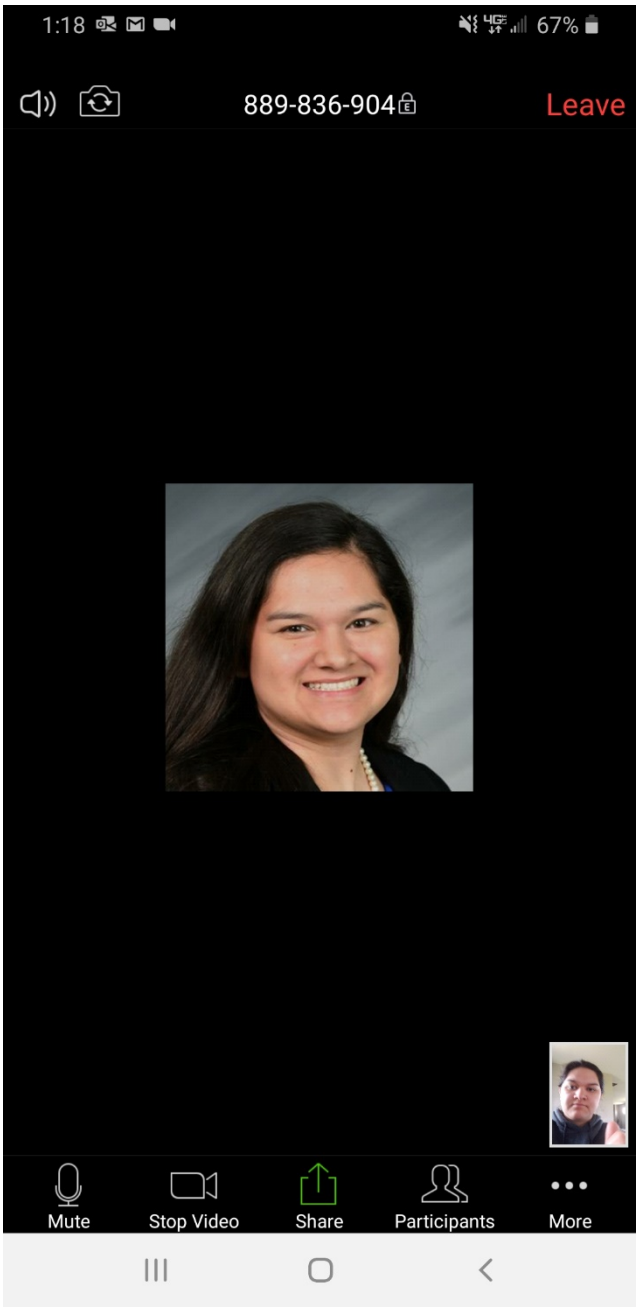
Controls While Hosting a Meeting for Mobile



From the top – down and left to right

- Speaker with 2 lines icon = speaker phone mode and if you tap it = mute audio from others (won't be able to hear anyone but they can still hear you)
- Camera with 2 arrows icon = switch back and forth from front to back camera
- 889-836-904 with a lock icon = meeting ID
- Leave = leave the meeting
- Microphone icon with mute = your microphone (white = on and red = off – which means no one can hear you even if you hear them)
- Video camera icon with stop video = your camera (white = on and red = off – which means no one can see you even if you see them)
- Box with an arrow up icon with share = share screen
- People icon with participants = who is all in the zoom meeting (as a host, you can mute everyone's microphones/cameras in this section. There is also where the chat option is located)
- 3 horizontal dots with more = allows you to do reactions (hands clapping or thumbs up), record the meeting, or alter meeting settings

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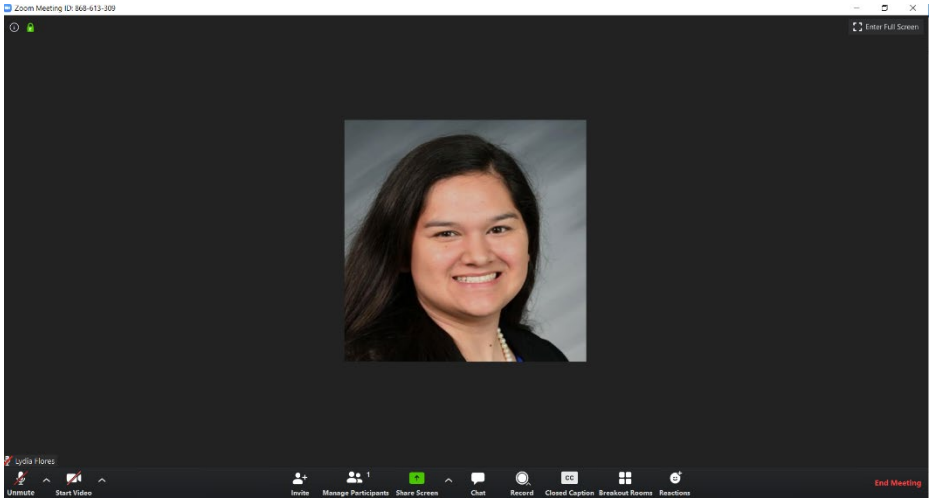
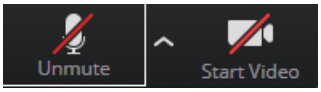
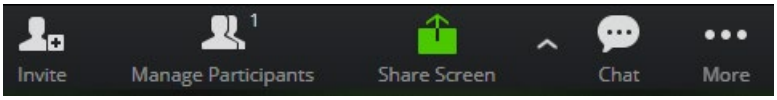
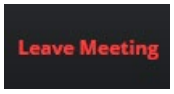
Controls While Hosting a Meeting for Computer





- Microphone icon = your microphone (No red line through it = on and red line through it = off – which means no one can hear you even if you hear them)
- Video camera icon = your camera (No red line through it = on and red line through it = off – which means no one can see you even if you see them)





- Person icon with invite = invite people to the meeting
- People icon with manage participants = who is all in the zoom meeting (as a host, you can mute everyone's microphones/cameras in this section)
- Box with an arrow up icon with share = share screen
- Bubble with 3 dots and chat = the chat for everyone to type in a message
- 3 horizontal dots with more = allows you to do more in the meeting – like record – but only if you changed the settings in zoom
- Leave = leave the meeting

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Virtual Club Meetings – Best Practices

General Etiquette

- Be prompt – be on time and prepared
- Be flexible – be patient and flexible with changes
- Look presentable with appropriate clothing
- Reduce distractions – connect to zoom in a quiet, organized space
- Use your camera to show you're actively engaged
- Avoid backlight – use front face lighting
- Use a headset or headphones for the best audio quality
- Self-mute – when you're not actively speaking, mute yourself to avoid background noise

Adapted from Learning and Organizational Development team handout

General Organization

- Meeting Chair – someone who maintains control of the meeting from a technology standpoint. Duties include: managing speaking privileges by muting/unmuting participants if they are causing disruptions and monitoring the chat box to help address comments or questions.
- Roll Call Options
    - The secretary calls off individual names or family names and the members unmute themselves to say present/here
    - Have members or families type their names into the chat box
- Voting
    - Smaller group meetings may still use traditional verbal response, raising of hands, or roll call
    - Larger group meetings may still use these options, but they also use a thumbs up/down or ask for only nay votes to speak up
- Recreation Activity
    - Have the recreational officer lead yoga or a dance
    - The activity could also be a simple, mind-building game

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