

PURDUE EXTENSION

MASTER GARDENER PROGRAM

ZOOM BASICS

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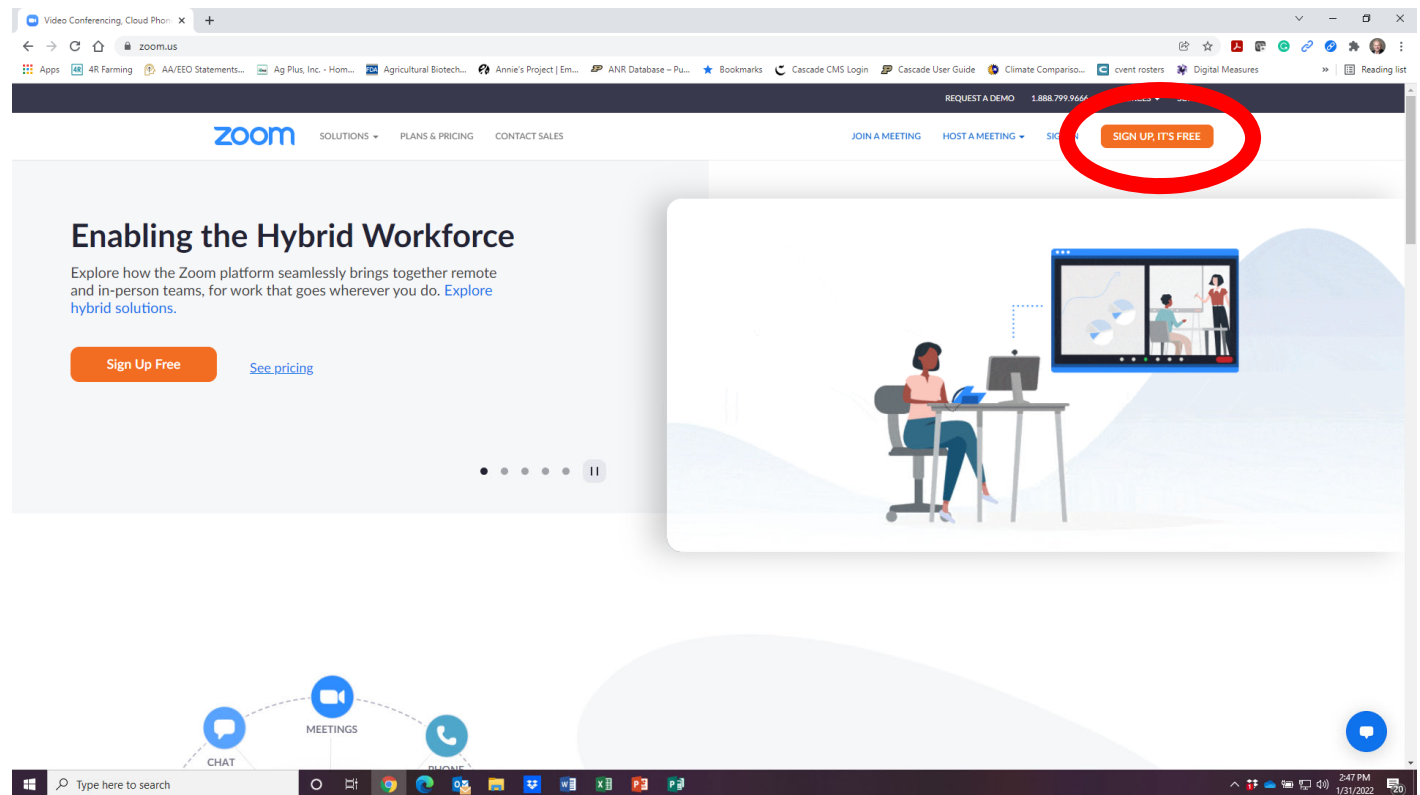
- Review basic functions and use
- Set up your own committee meeting

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Do you have a Zoom account?

<https://zoom.us/>


- Can set up and host your own committee meetings
- Zoom is best used on computer or laptop



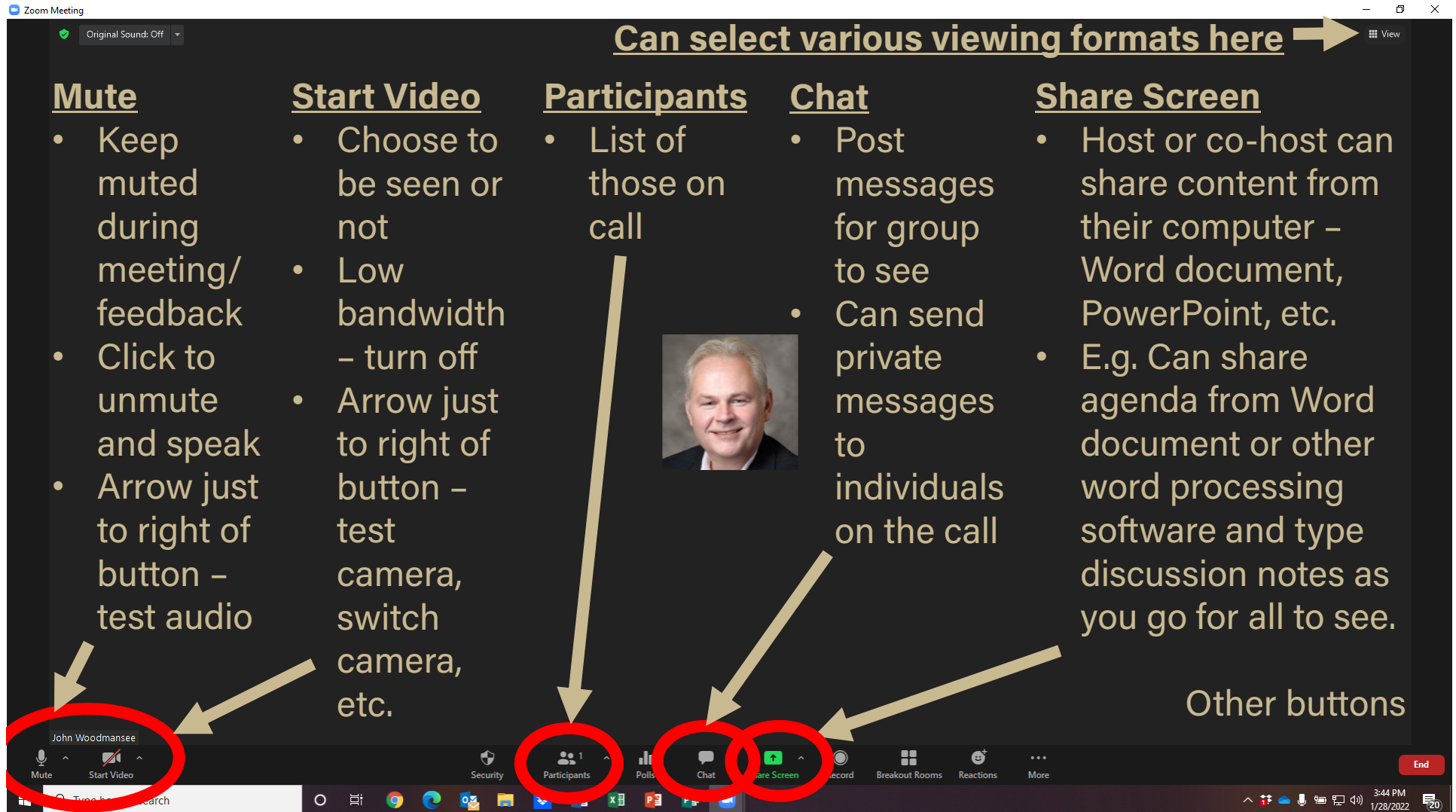
Zoom Meeting

Original Sound: Off

Can select various viewing formats here → View

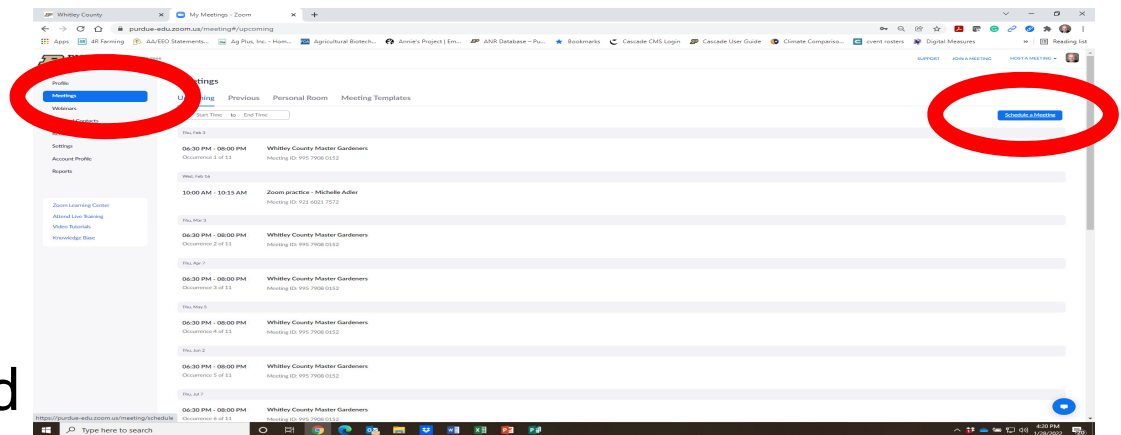
<u>Mute</u>	<u>Start Video</u>	<u>Participants</u>	<u>Chat</u>	<u>Share Screen</u>
<ul style="list-style-type: none">• Keep muted during meeting/ feedback• Click to unmute and speak• Arrow just to right of button – test audio	<ul style="list-style-type: none">• Choose to be seen or not• Low bandwidth – turn off• Arrow just to right of button – test camera, switch camera, etc.	<ul style="list-style-type: none">• List of those on call 	<ul style="list-style-type: none">• Post messages for group to see• Can send private messages to individuals on the call	<ul style="list-style-type: none">• Host or co-host can share content from their computer – Word document, PowerPoint, etc.• E.g. Can share agenda from Word document or other word processing software and type discussion notes as you go for all to see.

Other buttons



Scheduling a meeting (after logging in to your account)

- Find “Meetings Tab” after signing in (can also do within the desktop or device app)
- Select “Schedule a Meeting” (right)
- On free account: limited to 100 people and 40 minutes. 2nd meeting?
- If you require more time, I can set up for you (I’ll have to start meeting), can make someone “co-host”



If using a Zoom app, this may look different. You will still look for “Schedule” or “Schedule a Meeting”

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The screenshot shows the Zoom meeting scheduling page. A red circle highlights the 'Schedule Meeting' button in the left sidebar. Another red circle highlights the 'Save' button at the bottom of the form. The form fields are filled with the following information:

- Topic: XYZ Committee meeting
- When: 02/19/2022, 10:00 AM
- Duration: 0 hr, 45 min
- Time Zone: (GMT-5:00) Eastern Time (US and Canada)
- Registration: Required
- Meeting ID: Generate Automatically
- Template: Select a template
- Security: Passcode: 624099
- Video: Host on, Participant on
- Audio: Telephone, Computer Audio, Both

Topic - name of meeting
When (date & time)

Duration

Time Zone (Eastern)

Registration (not required)

Meeting ID (auto generated)

Template - no need to use

Security:

***Passcode (auto generated)**

***Waiting room (don't use)**

***Require authentication to join
(small group - probably not
needed)**

Video - "On" for host & participant

Audio - "Both"

After you are done, click "Save"

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The screenshot shows a Zoom meeting page for 'XYZ Committee'. The page includes a sidebar with navigation options like 'Meetings', 'Webinars', and 'Settings'. The main content area displays meeting details such as 'Topic: XYZ Committee', 'Time: Jan 28, 2022 05:00 PM Eastern Time (US and Canada)', 'Meeting ID: 956 6467 9760', and 'Security' settings. A red circle highlights the 'Copy Invitation' button in the 'Invite Link' section. The bottom of the page features a navigation menu with links for 'About', 'Download', 'Sales', and 'Support'.

After saving meeting,
click here to copy
invitation details.
Then, paste this
information into an
email message sent
to committee
members.