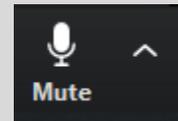


Managing Your 4-H Meeting with Zoom Controls Help Sheet

Taking a few minutes before your meeting to familiarize yourself with the controls and settings of Zoom will be immensely helpful to you! This guide will highlight the features most useful for 4-H meeting purposes.

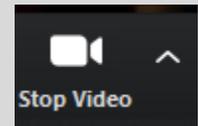
Control Location: If you are using Zoom from a computer, the Controls menu can be seen by hovering your mouse at the bottom of the Zoom screen. If you start sharing your screen during the meeting, these meeting controls will move into a box that you can drag around your screen. If you are using Zoom from a phone, they will appear at the top of your phone.

Audio/Mic- The first icon you see in far left of the control menu is your audio/mic icon. You can mute and unmute yourself by clicking this icon. It is a good idea to mute yourself if you are not talking, and to ask all your meeting participants to do the same. This eliminates feedback and background noise.



If you click the small arrow next to the mic icon, you can open additional audio settings. A key feature to note here is Closed Captions. If you need to use closed captioning for your meeting, select *Accessibility* after clicking the small arrow next to the mic icon. Then, select Closed Captions. You will then need to choose between typing the captions yourself or assigning another participant to type. Once you have assigned the ability to type closed captions, a notification will appear for the person who will be typing. They then need to click *Closed Caption*. This will open up the closed caption box. They will type the captions in the box and press Enter to submit them for others to see.

Video- You can start and stop your own video stream at any time during the meeting by clicking the video icon. If you stop your video, you will still be in the meeting, but other participants will see a screen with your name, rather than a video of you. You can also open additional video settings by clicking the small arrow next to the video icon. Pro Tip: You can select fun virtual backgrounds for yourself by clicking this arrow as well!



Security- Clicking the Security icon brings up several options you can use to keep your meeting safe and 4-H friendly. You can enable a waiting room that all participants will have to enter and be approved by you before joining the meeting. You can also lock the meeting, which will stop anyone else from entering the meeting. You can choose whether or not participants in the meeting can share their screens with others, rename themselves, and chat with others here as well.



Manage Participants: As the host of the meeting, you are in control of what everyone in your meeting shares. You can completely customize everything your participants can do at any time.

To do this, first click *Manage Participants* icon to display the participants list.

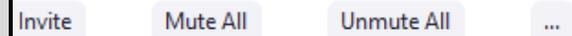
Everyone in the meeting will appear on this list. Each person will have a mic and video icon located next to their name. You can use these to stop anyone's video or mic at any time. You can also hover your mouse over a participant and click *More* to see the following options:



- *Chat:* Opens a private chat window between you and that person, allowing you to converse privately via text.
- *Make Host and Make Co-host:* You can assign any attendee to be the co-host. This feature is useful if you have a co-leader you want to give more control to, or if you need to leave the meeting and want to allow someone else to act as host so the meeting can continue. You can also assign someone else to be host, but this will remove you as the host of the meeting.
- *Allow Record:* Allows a meeting participant to record and save the meeting

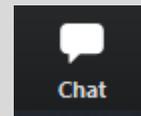
- **Rename:** You can change the name that appears for any member. This will change the way it appears to everyone in the meeting, and it only applies to the current meeting.
- **Move to Waiting Room:** Moves the participant back to the waiting room. This feature is useful for things like holding elections in a virtual meeting. You can move participants to the waiting room so they are not present for the vote, and then allow them back in once its over.
- **Remove from Meeting:** Dismisses the member from the meeting. They will not be able to rejoin unless you allow them to.

Beneath your participant list are a few other controls:

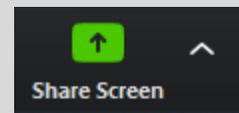


- **Invite:** Invite others to join the meeting
- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **..... (More):** Clicking this will show you several further options allowing participants to unmute and rename themselves, as well as an Enter/Exit chime feature that plays a sound every time someone enters or leaves the meeting. This is helpful if members enter the meeting late.

Chat: Clicking this icon opens the chat window so you can send messages directly to participants. You can also upload files directly into the chat box by clicking the file icon in the bottom of the chat box. This is a great way to share minutes, treasurer’s reports, etc. Requesting participants to use the chat box as a way to ask questions during a presentation allows the presentation to go on uninterrupted but ensures all questions are answered. The chat is also useful for talking to someone who is having audio issues. Clicking the ...More Icon in the bottom right of the chat screen will open additional chat security settings for members.

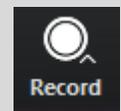


Share Screen- Sharing your screen is an easy way to share documents, videos, and websites with your 4-H members; it allows them to see exactly what you are seeing on your computer screen. To share your screen, click the *Share Screen* icon, then select the screen you want to share. You can choose your desk top, an individual application that is already open on your computer, a whiteboard, or even an iPhone/iPad. If you plan to share a video while sharing your screen, make sure you check the *Share Computer Sound* and *Optimize Screen Sharing for Video Clip* boxes at this point, or your video may appear blurry. Once you share your screen, your controls will move to the top of your screen. They will look basically the same with the addition of a *Pause Share* button that will pause the screen share.

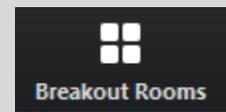


You can also click the small arrow next to the Share Screen icon to open more advanced screen share settings. If you are worried about youth sharing their screens, you can prevent this here by clicking *Advanced Sharing Options*. Then, select *Who can share?* Choose *Only Host*.

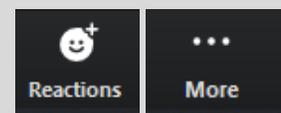
Record- Start and stop recording your meeting at any time with this button. Once you end your meeting, a prompt will appear that will ask you if you want to save your recording to your device or the cloud.



Breakout Rooms- You can assign members to breakout rooms. This feature is useful for specific committees that may need to meet in a different “room”, or for any time there are multiple activities that needed to happen simultaneously. Participants can enter the breakout room and then return to the meeting when they need to.



Reactions- This is a simple but fun feature that enable you to clap or give a thumbs up. It’s a good way to boost youth interaction in your meetings.



More- This icon allows you to share your meeting live on Facebook or Youtube. You will have to connect to an account after clicking the button in order to use this feature.

End Meeting: Located in the bottom right of your screen, this is where you can exit the meeting, and choose to continue or end the meeting for all participants.

