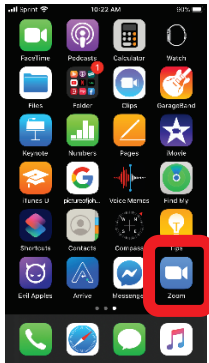


Steps to Host a Zoom Meeting on a Mobile Device

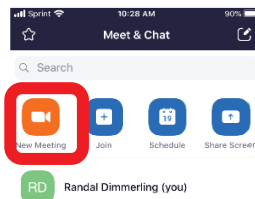
1. Select **Zoom App**



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

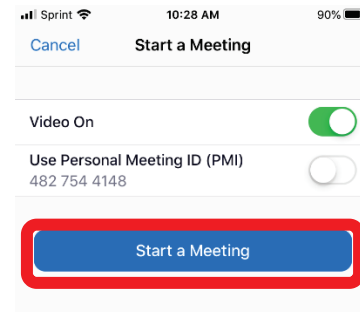


3. Select **New Meeting**



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

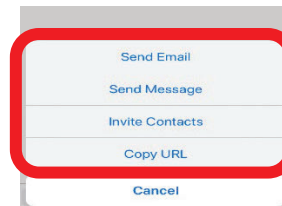
4. Select **Start a Meeting**



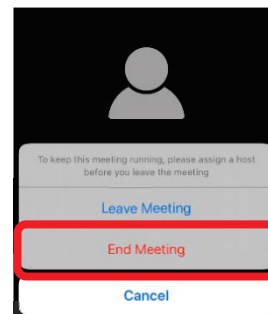
5. Allow Access to Camera and Sound

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.



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)

Sign In

Email Address

Password

 [Forgot password?](#)

Stay signed in [New to Zoom? Sign Up Free](#)

or

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

 [Copy the invitation](#)

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

[Copy Meeting Invitation](#) ×

Meeting Invitation

Lydia Flores is inviting you to a scheduled Zoom meeting.

Topic: Lucky Clovers 4-H Club Meeting
Time: May 6, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/279613910>

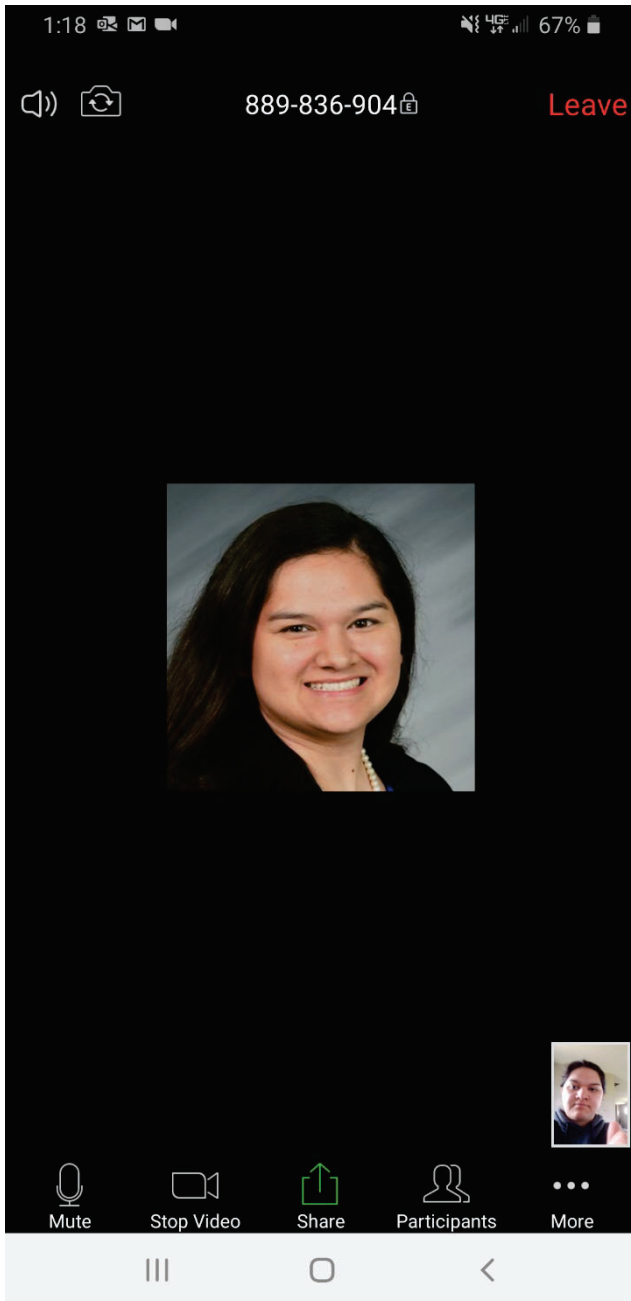
Meeting ID: 279 613 910

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**



Controls While Hosting a Meeting for Mobile

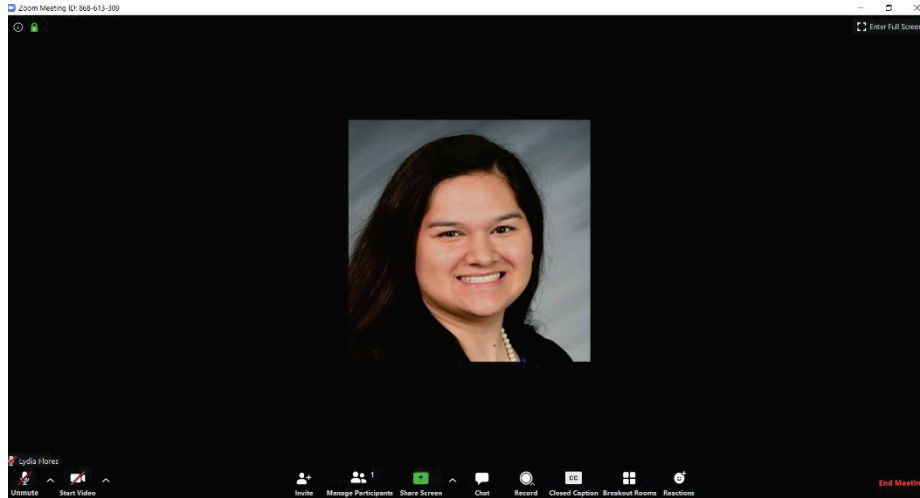


From the top – down and left to right

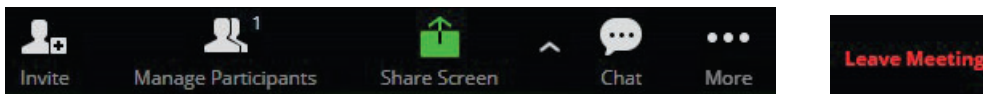
- Speaker with 2 lines icon = speaker phone mode and if you tap it = mute audio from others (won't be able to hear anyone but they can still hear you)
- Camera with 2 arrows icon = switch back and forth from front to back camera
- 889-836-904 with a lock icon = meeting ID
- Leave = leave the meeting
- 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



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

