4-H TUESDAY
TOOL TIME

For Volunteers, Parents and Extension Professionals

PLATFORMS THAT ARE FREE:

- Zoom - Free with 40 minutes max (demonstrate) https://zoom.us/
- Cisco Webex - 40 minutes, up to 50 participants https://www.webex.com/pricing/index.html
- Flock - limit 20 people, https://flock.com/lp/capterra/?utm_campaign=capterra_Web_Conferencing&utm_source=capterra&utm_medium=paid_listing&utm_channel=GetApp
- Google Hangout - https://google.com
- Samepage - free for unlimited users - https://www.samepage.io/pricing

ZOOM REFERENCES AND RESOURCES:

QUICK Guide to Using Zoom
https://www.bucks.edu/media/bcccmedialibrary/pdf/tlc/facstaff/HowToUseZoom.pdf

Zoom Video Tutorials - https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

https://support.zoom.us/hc/en-us/categories/200101697

CATEGORIES – Each category has multiple topics related to Audio, Screen Sharing, Video and Recording.

- **Getting Started** - https://support.zoom.us/hc/en-us/categories/200101697

    Quick Start Guide for New Users https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users

    Zoom Rooms User Guide https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide

    Tips & Tricks: Teachers Education on Zoom https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf

Comprehensive Guide to Educating Through Zoom
https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf

- **Audio, Video, Sharing** - https://support.zoom.us/hc/en-us/categories/201137166
Video Layout Options While Screen Sharing

  https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing

  How Do I Change the Video Layout?   https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-   [ACTIVE SPEAKER highlighted]

- **Meetings & Webinars** - https://support.zoom.us/hc/en-us/categories/201146643

  Polling for Webinars - https://support.zoom.us/hc/en-us/articles/203749865-Polling-for-Webinars

  Attendee Controls in a Meeting - https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting

- **Zoom Phone** - https://support.zoom.us/hc/en-us/categories/360001370051

- **Account & Admin** – https://support.zoom.us/hc/en-us/categories/201137176

- **Zoom Rooms** - https://support.zoom.us/hc/en-us/categories/200108436

- **H.323/SIP** - https://support.zoom.us/hc/en-us/categories/200110033

- **Messaging** - https://support.zoom.us/hc/en-us/categories/201137186

- **Integration** - https://support.zoom.us/hc/en-us/categories/200108426

- **On-Premise** - https://support.zoom.us/hc/en-us/categories/201146653

- **Training** - https://support.zoom.us/hc/en-us/categories/201137166

Attendee controls in a meeting

Overview

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.
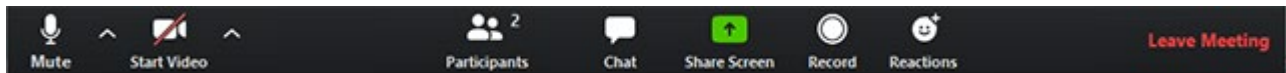

Prerequisites

- Zoom desktop client for macOS, Windows, or Linux
- Zoom mobile app for iOS or Android

Windows | Mac | Linux

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

Attendees have access to these features:

Mute / **Unmute:** Mute and unmute your microphone.

Audio Controls (click the **^** arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting and invite others. You can also access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.
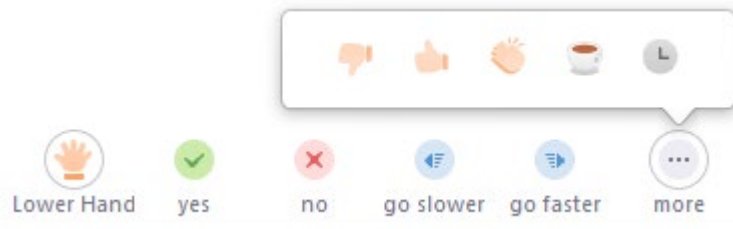
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

Chat: Access the chat window to chat with the participants. Learn more.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. Learn more.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.