

Online Meeting TIPS

Tips apply to all online meeting technology such as Zoom, Google Hangout, YouTube Live, etc.

Need help? Contact your local 4-H agent by phone or email for assistance.

4-H specific tips:

- Ask the Vice President to monitor the chat box and unmute themselves to call questions or hand raising to the attention of the President
- Both the secretary and reporter should take good minutes in case one gets disconnected and can't rejoin
- Club talks should be recorded and posted to the club Facebook page ahead of time or postponed
- Presidents should pause and allow plenty of time for comments and voting to happen in the chat. Roll call and voting should happen in the chat box



General tips:

- When creating the meeting check for settings to enable waiting rooms and mute all attendees
- Send the meeting link, agenda, and other documents out advance for attendees to download the proper technology and review
- Attendees internet bandwidth may not support video. If your video is freezing or cutting out, try turning off the video and only using audio
- Attendees should keep their audio muted unless spoken to directly or it's your turn to speak. We suggest using the chat box feature to add comments or to raise your hand to speak.
- Zoom and Google Hangout has phone call-in options for those that do not have internet or have poor internet.
- For safety reasons, Zoom has limited screen sharing to host only. This can be changed in the settings by the host.
- Zoom has a 40 minute time limit on the free account. Hosts may remove this limit by going to <https://zoom.us/docs/ent/school-verification.html> and filling out educational information