Several clubs and other meetings have utilized District 14-E Zoom account. It is available to District clubs for use by contacting the district IT point person, Jeff Jordan.

**A hybrid meeting is possible when not all members are able to meet in the same place.** A hybrid meeting is a combination of an on-site and an online meeting. It has definite disadvantages. In a difficult time it can be a good option for including everyone in a meeting, as long as these requirements are met:

* A point person on-site must have a functional laptop or tablet equipped with a working microphone and sound (not requiring a headset for use).
* The site of the live meeting must have a reasonably strong WiFi signal to allow for an internet connection. (A mobile hotspot is an option for obtaining a WiFi signal, but this must be tested before the meeting is scheduled, to be sure that the connection will support a Zoom meeting.)
* Those members participating from off-site must have access to a functional computer or mobile device and WiFi signal. Alternately, those participating from off-site may choose to dial in using a phone number and meeting code provided in the meeting invite.

**The camera and microphone controls appear at the bottom of the zoom meeting window.** 

* You will be able to mute your microphone in case there is background noise at your place that you can’t avoid, or if you need to cough, etc.
* Your fellow members would love to see your smiling face. Don’t be afraid to turn on the camera.
* Everyone in the hybrid meeting should introduce themselves to help participants recognize who’s speaking.

Learning Resources

Zoom tutuorials can be found here on Zoom’s “Show Me” page: <https://learn-zoom.us/show-me>

These are short presentation videos that take you step by step through different processes. Look for the video named Joining A Zoom Meeting.

Another brief and easy to follow guide is available here: <https://www.mcarthurlibrary.org/zoomguideparents.pdf>

(Note that this guide was created for use by parents and caregivers helping students with online/remote learning. It includes examples for various devices such as iPhone, iPad, Android, Chromebook, etc.)