

HOW TO USE ZOOM WITH GIRL SCOUTS

Interested in holding virtual troop meetings? Zoom is a great, free tool to help your Girl Scout troop stay connected while maintaining social distance.

WE'VE COMPILED SOME HELPFUL STEPS TO GET YOU STARTED!

1. If this is your first time using Zoom, you'll have to sign up for a free account at www.zoom.us. Once you've signed up, you will be prompted to download the Zoom app onto your computer, tablet or smart phone.
2. Once you're logged in, click on the "Schedule a Meeting" button at the top of the page. From here you can schedule your troop meeting and select which features you'd like to use. When you have finished scheduling your meeting, hit "Save" at the bottom of the page.
3. You will be directed to a new page with all of the meeting parameters that you selected. Double check that your meeting information and settings are correct; if you need to change anything select "Edit this Meeting" at the bottom of the page.
4. When you're ready to share your meeting with your troop, click on the button near the middle of the page that says "Copy the Invitation." Your invitation includes the unique link to your meeting as well as the meeting ID and password, and can now be emailed or texted to your troop parents.

SECURITY REQUIREMENTS FOR VIRTUAL TROOP MEETINGS:

- Before hosting your Troop meeting on Zoom, read the Virtual Troop Meeting Safety Checkpoints on our website under the Volunteer Resources tab.
- Zoom provides two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests. Passwords can be set up while scheduling your meeting. All participants must have the password to enter the meeting.
- Do not share a link to a virtual meeting on a publicly visible social media post. Provide the link directly to specific people via email, text, or a private troop Facebook page.
- Lock the meeting once it starts. Once all participants are logged into a meeting, click "manage participants," choose "more" and then "lock meeting."
- Manage screensharing options. While scheduling your meeting, change the screensharing option to "host only."

