



Zoom Meeting Resource Guide

Even during a pandemic, Girl Scouts are going strong! Is your troop using Zoom and other free video conferencing sites for virtual troop connections? At Badgerland, we love Zoom! This is our go-to platform during the stay-at-home order for meetings and programs with girls.

Use our handy resource for your remote meetings and offers step by step instructions, education and [video tutorials](#) for Zoom Meetings.

What is Zoom?

A free platform with video conferencing, online meetings, and group messaging on one platform.

Sign in and Join

After [launching Zoom on your internet browser](#), click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In. **(NOTE: Depending on your desktop, you may need to download the Zoom application to your computer. If using a mobile device, you WILL need to download the Zoom application.)**

To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click [Sign Up Free](#).

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After signing in, you will see these options:

- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
- **Join:** Join a meeting that is in progress.
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

How do I start or join a Meeting?

To start an instant meeting, click the downward arrow and select Start with Video.

To join a meeting, select join and input the meeting number provided by your meeting host (Usually your hosts PMI [Personal Meeting ID])

If you are joining a scheduled meeting, that meeting will have a specific meeting ID. Refer to your meeting invitation for your meeting ID

To schedule a meeting for a future date/time, click Schedule Meeting. Once scheduled you can click "Join URL" to copy the meeting invitation. Then simply email or text it to your desired attendees.

It is recommended that you create a unique password for every meeting you schedule.

For safety sake, NEVER share your meeting login information publicly on social media. Send it only to those you want to attend.

Please see reverse side for more online safety information.

If you have questions, please give us a call at 800-236-2710.

Online Safety: Instruct girls never to put their full names, location or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girls' first names only and never divulge their location or contact information. Teach girls the Girl Scout Internet Safety Pledge and ask them to read, understand, discuss and commit to following it.

Girl Scout Internet Safety Pledge* for All Girl Scouts

- I will not give out personal information such as my address, telephone number(s), parent's or guardian's work address/telephone number(s) and the name and location of my school without the permission of my parent or guardian.
- I will tell an adult right away if I come across or receive any information that makes me feel uncomfortable.
- I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.
- I will never agree to get together with someone I "meet" online without checking with my parent or guardian. If my parent or guardian agrees to a meeting, I will arrange it in a public place and bring a parent or guardian along.
- I will never send a person my picture or anything else without first checking with my parent or guardian.
- I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online and the appropriate areas for me to visit. I will not access other areas or fail to follow these rules without their permission.
- I will follow all of the Girl Scout Terms and Conditions related to Digital Cookie, as well as all Internet safety guidelines related to all other Girl Scout product sales.
- I will practice online etiquette (good manners) at all times when online by:
 - Not spamming others
 - Not bullying or tolerating bullying (and always tell a trusted adult if I witness bullying).
 - Not using bad language.
- I will be guided by the Girl Scout Promise and Law in all that I do online.

Signed,

Girl Name _____ Date _____

Parent or Guardian _____ Date _____

*The GSUSA Online Safety Pledge is based upon the Online Safety Pledge developed by the National Center for Missing and Exploited Children. (Revised August 2014)