



The Castle's Virtual History Camp

Camper ZOOM User Guide

What You Need:

- An internet connected computer, laptop, or mobile device
- Download ZOOM App (just need to do this once)
- URL link to the meeting
- A headset or ear buds (if participating with a laptop)

Download and Launch the Zoom App:

If you have never used Zoom before then you will need to do this:

- The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download at <https://zoom.us/download> (use ZOOM Client for Meetings)
- Download the Zoom application and Zoom will launch.



To Join a Zoom Meetings for Camp:

- Join the meeting on the Zoom link provided (pull up the email sent from registration).
- When your teacher joins the meeting, the virtual room will pop up. While you wait, you can test your microphone and video.
- Your teacher may place you in a Waiting Room and you will have to wait until you are accepted into the meeting.

The Zoom Menu Bar:

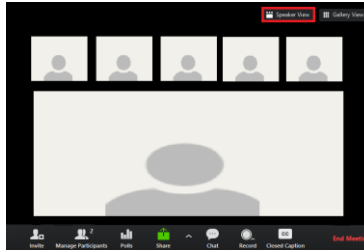
Using the icons along the bottom of your screen you can:



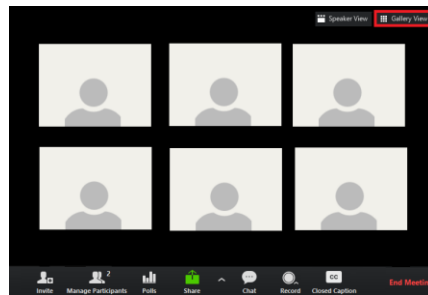
1. Mute/unmute your microphone. When the session starts, your teacher may have it set to mute all participants when they first join. You will only be able to hear your teacher at this time.
2. Turn on/off your video. Turning your camera on allows your teacher to see you.
3. Invite will not be needed during History Camp.
4. View a list of participants logged into camp. This also has an option to Raise Your Hand if you want to ask a question live.
5. Share your screen. This allows your teacher to share their screen with you.
6. Chat. Ask questions using Chat.
7. Record the meeting (if you have been granted permission; generally only your instructor can do this)
8. Leave the meeting.

Viewing Options:

- Active Speaker:** Active speaker is the default video layout. It will switch the large video window between who is speaking. Click **Active Speaker View** in the upper right corner of your Zoom window.



- Gallery View:** When using Gallery View, you will be able to see other students. Click **Gallery View** in the upper right corner of your Zoom window.



Helpful Hints:

- Find a quiet location from which to join your session, and make sure you have access to a good Internet connection.
- Log in to every session using your first name and the initial of your last name.
- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone may generate too much static for others.
- Make sure you're muted when not talking.
- When video is enabled, speak to the camera.

Need Help:

Contact The Castle at email education@mariettacastle.org or call 740-373-4180.