



## **ZOOM TIPS**

1. Find a quiet place to participate away from distractions.
2. Be respectful to other campers and your teacher.
3. Use the mute button if there is background noise in your room.  
You can unmute yourself when you need to talk.
4. Refrain from changing your virtual background, as it can be distracting to other campers and your teacher.
5. Use the chat box only when instructed or to ask questions.
6. Keep your camera on, unless there are extenuating circumstances.
7. Be an active team member in group activities.
8. Participate in discussions and offer your perspective.
9. Be inquisitive. Ask questions and seek answers.
10. Be mindful of extended screen time. Follow the 20/20/20 rule:  
Every 20 minutes, take your eyes off your screen and look at something that is at least 20 feet away for at least 20 seconds.
11. Make new friends and have fun!

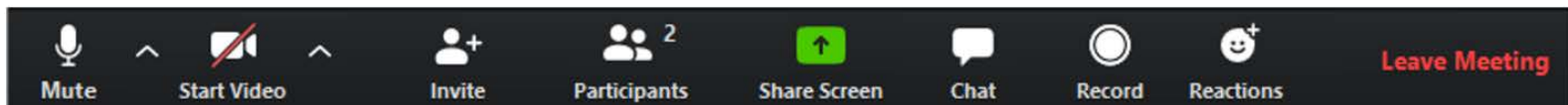
## **HOW TO JOIN A ZOOM MEETING**

1. Join the class by clicking on the ZOOM link provided by Landon Summer.
2. Click Open Zoom Meetings and run ZOOM.
3. If you see a message that states “Please wait for the host to start the meeting” it means your teacher has not started the meeting.  
Please wait for your teacher.
4. Click to join with video.
5. Click to join with audio.

# ZOOM CONTROLS

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

- **Mute/Unmute** – your teacher may ask you to mute your microphone during the lesson to limit background noises. You can un-mute your device to ask your teacher a question.
- **Start/Stop Video** – this allows you to turn your camera on or off. Turning your camera on allows your teacher to see you and know you are following along with them.
- **Participants** – this opens a list of all the campers logged into the meeting. This also has an option to ‘raise your hand.’ If you click to raise your hand, it will notify your teacher so they can talk to you.
- **Share Screen** – this allows your teacher to share their computer screen with you.
- **Chat** – this opens a chat window where the teacher can see any questions you may have and respond to you.



# SUPPORT

- **Tech questions:** [techteam@landon.net](mailto:techteam@landon.net)
- **General questions:** [landonsummer@landon.net](mailto:landonsummer@landon.net)
- **Class questions:** Please email your teacher.