Quick Guide for Zoom Meetings and Classes

Setup Your Zoom Before Any Meeting and Class

| Install the **latest version** of Zoom. Go to [https://zoom.us/download](https://zoom.us/download) |
| Please check periodically for updates. |

| Login into the Columbia University Zoom and click on “Sign in with SSO”. |

| Enter “columbiauniversity” in the Company Domain, then click Continue. |
Login with your UNI and password.

Click on “Open Zoom Meetings”.

1. Click on the letter on the top right hand corner.
2. Check and confirm you are logged into your Columbia Zoom account by seeing your Columbia email address. Ie “abc123@columbia.edu”
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We highly recommend that you use a laptop or desktop, instead of a tablet, Chrome book or mobile device, to host meetings. Also, it is recommended that you have an ethernet cable for a stronger and stable connection and a headset or earbuds with a mic for better sound quality and to avoid any feedback.

Tip: the ethernet cable looks similar to a phone cable with the port looking similar to a phone jack.

To Schedule a Meeting
From the Desktop Client
1. Zoom desktop home
   https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_8968ed2e-21e9-420f-9a16-1e0fdd6fefc2
2. Schedule from the Zoom desktop client
   https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

From the Web Portal
1. Schedule from the Columbia University Zoom web portal (https://columbiauniversity.zoom.us/signin)

To Join a Meeting
1. Make sure you are logged into your Columbia Zoom account via the desktop client, see steps above.
2. Click on Zoom invite link that was provided to you.
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**To Join Your Class**

Go to [https://courseworks.columbia.edu/](https://courseworks.columbia.edu/), and click on “UNI Login” and enter your UNI and password.

Make sure that you join your class in Canvas by

1. clicking the “Zoom Class” tab on the navigation bar
2. then clicking “Join” on the respective date of your class.
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During a Meeting or Class
Once you are in a Zoom Meeting, check your toolbar to see if you are muted on both your mic and camera.

- Test your sound and camera.
- Find a well-lit, quiet room to be in if you are on camera and speaking.
- Test your Screen Share function minutes before the meeting or class if you are doing a presentation.
- Please make sure that your mic is muted.
- Unmute your mic when you need to speak and mute it when you are finished.

Your Zoom layout should look like the picture below along with the Chat and Participant windows open.