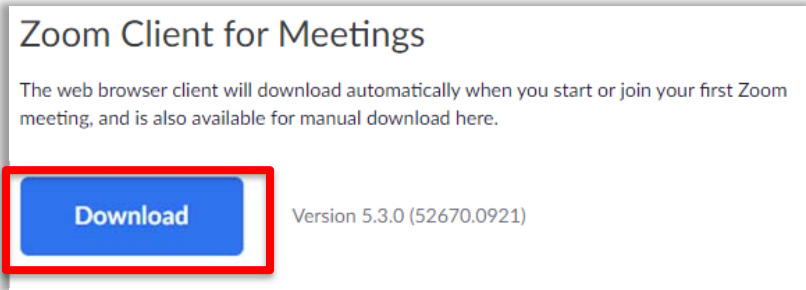
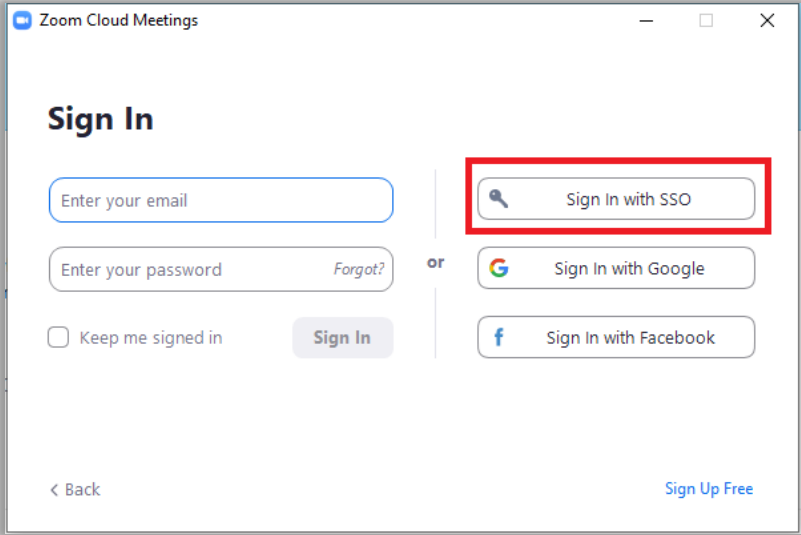
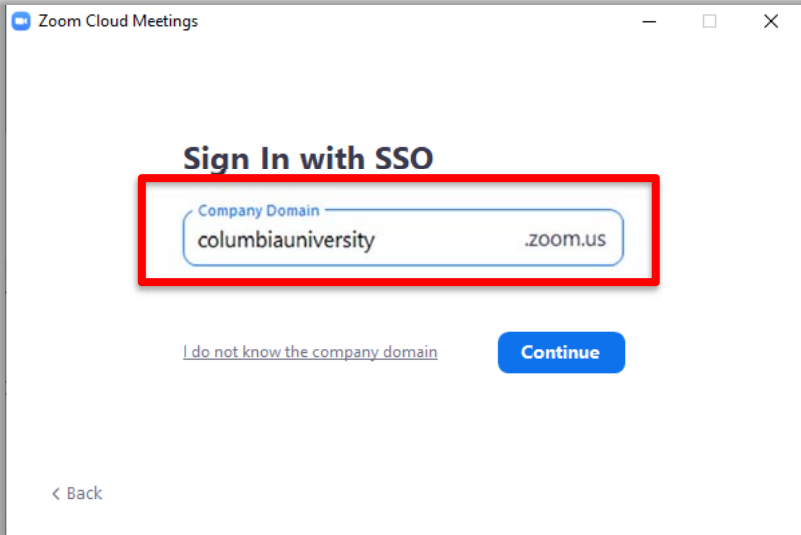


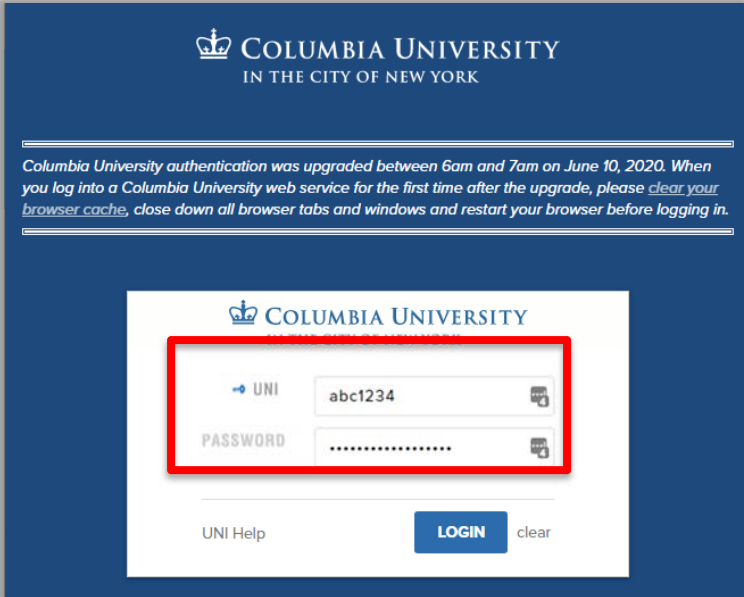
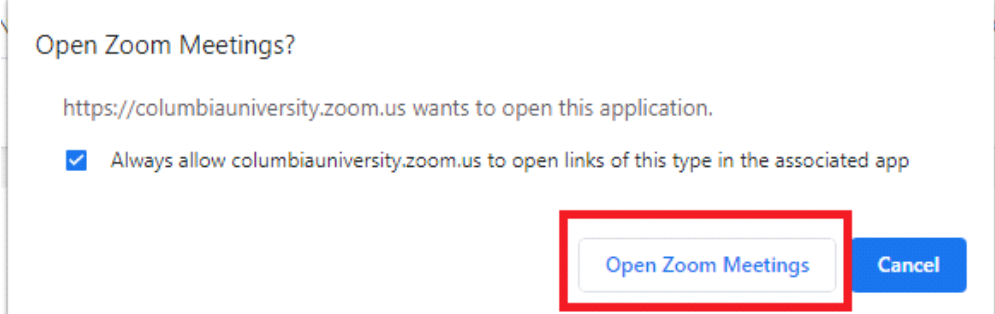
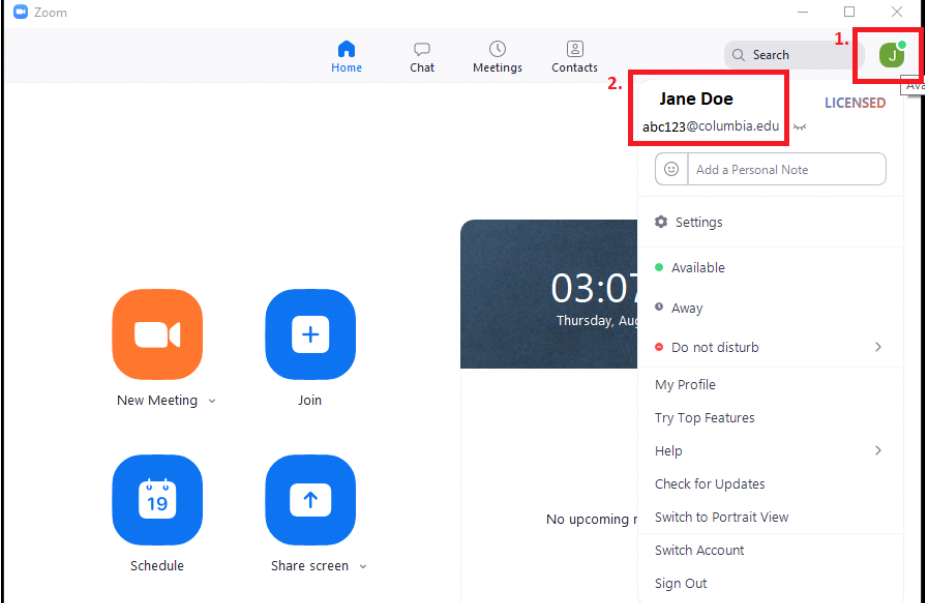


Quick Guide for Zoom Meetings and Classes




Setup Your Zoom Before Any Meeting and Class

 <p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> <p>Download Version 5.3.0 (52670.0921)</p>	<p>Install the latest version of Zoom. Go to https://zoom.us/download</p> <p>Please check periodically for updates.</p>
 <p>Zoom Cloud Meetings</p> <p>Sign In</p> <p>Enter your email</p> <p>Enter your password <small>Forgot?</small></p> <p><input type="checkbox"/> Keep me signed in Sign In</p> <p>Sign In with SSO</p> <p>Sign In with Google</p> <p>Sign In with Facebook</p> <p>< Back Sign Up Free</p>	<p>Login into the Columbia University Zoom and click on "Sign in with SSO".</p>
 <p>Zoom Cloud Meetings</p> <p>Sign In with SSO</p> <p>Company Domain</p> <p>columbiauniversity .zoom.us</p> <p>I do not know the company domain Continue</p> <p>< Back</p>	<p>Enter "columbiauniversity" in the Company Domain, then click Continue.</p>

Quick Guide for Zoom Meetings and Classes

 <p>COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK</p> <p>Columbia University authentication was upgraded between 6am and 7am on June 10, 2020. When you log into a Columbia University web service for the first time after the upgrade, please clear your browser cache, close down all browser tabs and windows and restart your browser before logging in.</p> <p>COLUMBIA UNIVERSITY</p> <p>UNI abc1234</p> <p>PASSWORD</p> <p>UNI Help LOGIN clear</p>	<p>Login with your UNI and password.</p>
 <p>Open Zoom Meetings?</p> <p>https://columbiauniversity.zoom.us wants to open this application.</p> <p><input checked="" type="checkbox"/> Always allow columbiauniversity.zoom.us to open links of this type in the associated app</p> <p>Open Zoom Meetings Cancel</p>	<p>Click on “Open Zoom Meetings”.</p>
 <p>Zoom</p> <p>Home Chat Meetings Contacts</p> <p>Search</p> <p>Jane Doe abc123@columbia.edu</p> <p>LICENSED</p> <p>Add a Personal Note</p> <p>Settings</p> <p>Available</p> <p>Away</p> <p>Do not disturb</p> <p>My Profile</p> <p>Try Top Features</p> <p>Help</p> <p>Check for Updates</p> <p>Switch to Portrait View</p> <p>Switch Account</p> <p>Sign Out</p> <p>New Meeting</p> <p>Join</p> <p>Schedule</p> <p>Share screen</p> <p>03:07 Thursday, Aug 19</p> <p>No upcoming r</p>	<ol style="list-style-type: none">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”

Quick Guide for Zoom Meetings and Classes

 <p>Ethernet cable</p>  <p>Headset</p>  <p>Webcam</p>	<p>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.</p> <p>Tip: the ethernet cable looks similar to a phone cable with the port looking similar to a phone jack.</p>
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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

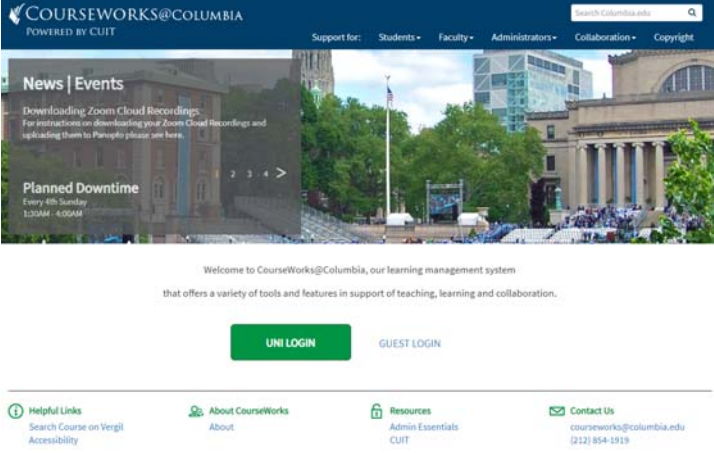
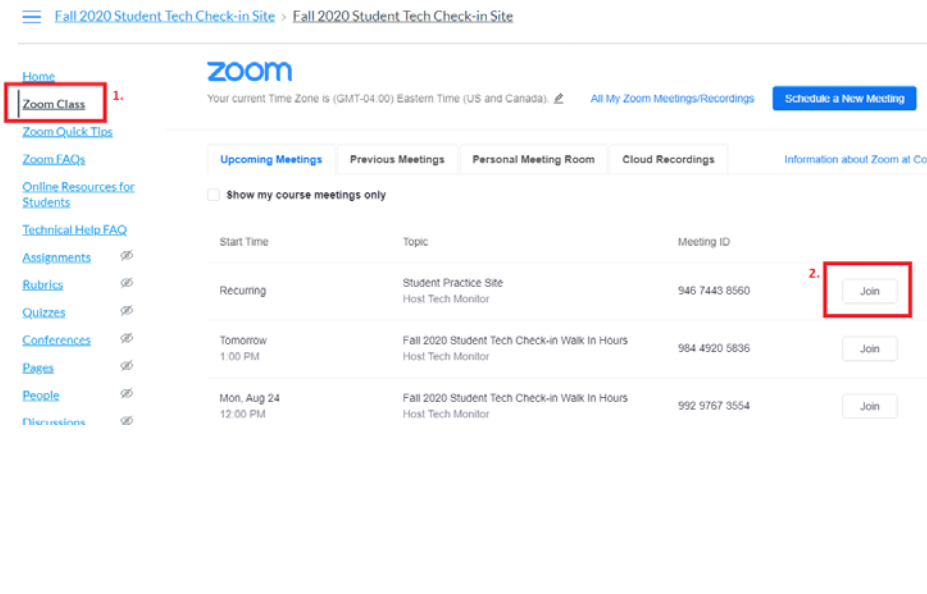
1. Schedule from the Columbia University Zoom [web portal](https://columbiauniversity.zoom.us/signin) (<https://columbiauniversity.zoom.us/signin>)

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.

Quick Guide for Zoom Meetings and Classes

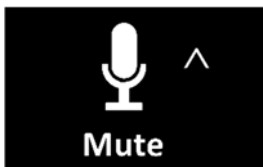
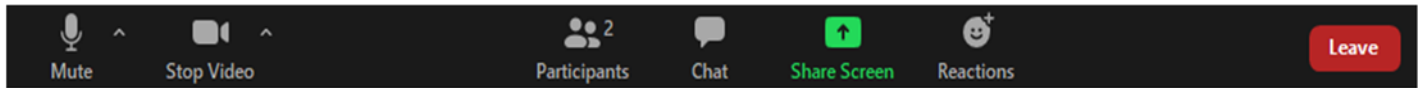
To Join Your Class

 <p>The screenshot shows the CourseWorks@Columbia website. At the top, there is a navigation bar with 'Support for: Students, Faculty, Administrators, Collaboration, Copyright'. Below this, there are sections for 'News Events' and 'Planned Downtime'. The main content area features a 'Welcome to CourseWorks@Columbia' message and a prominent green 'UNI LOGIN' button. At the bottom, there are links for 'Helpful Links', 'About CourseWorks', 'Resources', and 'Contact Us'.</p>	<p>Go to https://courseworks.columbia.edu/, and click on “UNI Login” and enter your UNI and password.</p>																
 <p>The screenshot shows the Zoom interface within Canvas. On the left navigation bar, the 'Zoom Class' tab is highlighted with a red box and labeled '1.'. The main area displays a table of upcoming meetings. The first meeting, 'Student Practice Site Host Tech Monitor', has its 'Join' button highlighted with a red box and labeled '2.'. Below this are two other meetings for 'Fall 2020 Student Tech Check-in Walk In Hours'.</p> <table border="1"> <thead> <tr> <th>Start Time</th> <th>Topic</th> <th>Meeting ID</th> <th>Join</th> </tr> </thead> <tbody> <tr> <td>Recurring</td> <td>Student Practice Site Host Tech Monitor</td> <td>946 7443 8560</td> <td>Join</td> </tr> <tr> <td>Tomorrow 1:00 PM</td> <td>Fall 2020 Student Tech Check-in Walk In Hours Host Tech Monitor</td> <td>984 4520 5836</td> <td>Join</td> </tr> <tr> <td>Mon, Aug 24 12:00 PM</td> <td>Fall 2020 Student Tech Check-in Walk In Hours Host Tech Monitor</td> <td>992 9767 3554</td> <td>Join</td> </tr> </tbody> </table>	Start Time	Topic	Meeting ID	Join	Recurring	Student Practice Site Host Tech Monitor	946 7443 8560	Join	Tomorrow 1:00 PM	Fall 2020 Student Tech Check-in Walk In Hours Host Tech Monitor	984 4520 5836	Join	Mon, Aug 24 12:00 PM	Fall 2020 Student Tech Check-in Walk In Hours Host Tech Monitor	992 9767 3554	Join	<p>Make sure that you join your class in Canvas by</p> <ol style="list-style-type: none"> 1. clicking the “Zoom Class” tab on the navigation bar 2. then clicking “Join” on the respective date of your class.
Start Time	Topic	Meeting ID	Join														
Recurring	Student Practice Site Host Tech Monitor	946 7443 8560	Join														
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Quick Guide for Zoom Meetings and Classes

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.



Unmuted



Muted

- 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.

