



COLUMBIA UNIVERSITY
Information Technology

Zoom Training

Academic Services
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Introductions

Who are we?

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Who are you?

Please enter your UNIs in the chat as well as what brings you to this training.

Introducing Zoom

Zoom Features

- Video Conferencing
- Web Conferencing
- Online Meetings
- Screen Sharing

Our home base: <https://columbiauniversity.zoom.us/>

Introducing Zoom

Signing in on a Zoom App

Click Sign in with SSO then enter “columbiauniversity” as the domain

Sign In

[Sign Up Free](#)

Enter your email

Enter your password

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



Sign In with Google



Sign In with Facebook



Sign In with SSO

Company Domain

columbiauniversity

.zoom.us

[I do not know the company domain](#)

Continue

Account Types

Basic

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings

Pro

- Includes 300 participants
- Meeting duration limit is 24 hrs
- User management
- Admin feature controls
- Cloud Recording

Eligible users can email askcuit@columbia.edu to get a Pro Account

Meeting Roles

- Host
- Co-host
- Participant

Zoom Support Doc: <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

Scheduling a Meeting

Starting Meetings

Feature	Zoom Guide
Schedule a Meeting	https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-
Join a Meeting	https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-
Host a Meeting	https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting-

Sharing a Meeting

Sharing a Meeting

- Connecting to Calendar
- Meeting ID
- Copy Invitation

Zoom Support Doc: <https://support.zoom.us/hc/en-us/articles/201362183-How-do-I-invite-others-to-join-a-meeting->

Site-Level Settings Give Event Hosts Tools & Flexibility

- Setting Defaults
- Advanced Options

Settings Page: <https://columbiauniversity.zoom.us/profile/setting>

Using the Zoom Tools

3 Essential Zoom Tools

Feature	Zoom Guide
Audio Setup	https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio
Video Setup	https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video
Screen Sharing	https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen

Using the Advanced Tools

Live Demo of Advanced Tools

Feature	Zoom Guide
<ul style="list-style-type: none">● Advanced Sharing● Whiteboard/Annotate	<ul style="list-style-type: none">● https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing● https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard
<ul style="list-style-type: none">● Manage Participants● Chat	<ul style="list-style-type: none">● https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting● https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat
<ul style="list-style-type: none">● Recording● Breakout Rooms● Polls	<ul style="list-style-type: none">● https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording● https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms● https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings

Zoom LTI for Canvas

The Zoom LTI for Canvas aka Zoom Class Sessions

- Optional Tool: Inserted in some courses

The screenshot displays the Canvas LMS interface. On the left, a dark blue navigation sidebar contains icons and labels for 'Account', 'Admin', 'Dashboard', and 'My Courses'. The 'Zoom Class Sessions' link is highlighted with a red rectangular box. The main content area shows the Zoom interface for a course titled 'Zoom Class Sessions Test' within 'Zoom Sandbox for LA Creech'. The Zoom logo is prominent, along with the text 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. A blue button labeled 'Schedule a New Meeting' is visible. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox labeled 'Show my course meetings only' is present. At the bottom, a table header is visible with columns for 'Start Time', 'Topic', and 'Meeting ID'.

Zoom has Robust Support Documentation

- Each feature has explanatory videos and/or documents
- Zoom Support Page: <https://support.zoom.us/>
- Zoom Getting Started Guide:
<https://support.zoom.us/hc/en-us/categories/200101697>

Columbia Support

Send an email to askcuit@columbia.edu

- Upgrades
- New Accounts
- Troubleshooting
- CUIT Zoom Page: <https://cuit.columbia.edu/video-conferencing>
- CTL Resources: <https://ctl.columbia.edu/teachingonline>

Questions?

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