COLUMBIA UNIVERSITY
Information Technology

Zoom Training

Academic Services
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Introductions

Who are we?

Lacarnly "LA" Creech and Chaitanya "Chai" Natarajan

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

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

- 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 Settings

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

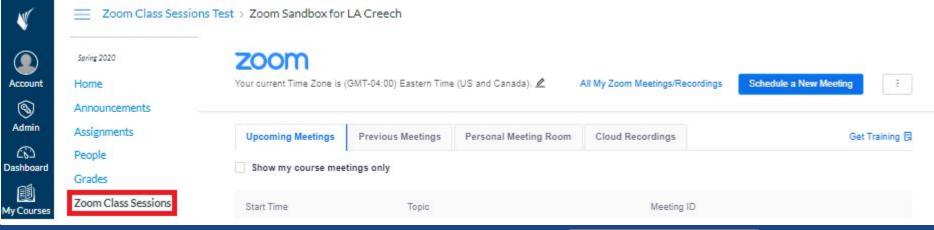| Feature	Zoom Guide
• Advanced Sharing • Whiteboard/Annotate	• https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing • https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard
• Manage Participants • Chat	• https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting • https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat
• Recording • Breakout Rooms • Polls	• 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

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Zoom Support

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

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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