

THE UNIVERSITY SEMINARS

Basic Zoom instructions for seminar meetings

Version A. For attendees, Members and Guests



All University Seminar meetings are to be held virtually through at least fall 2021. The University Seminars office will support any seminar that decides to meet virtually while all in-person meetings are suspended.

All virtual seminar meetings are organized by the seminar rapporteur and chair/s. For information on upcoming meetings, reach out to your usual seminar organizers.

For more information regarding current meeting policies, reference our revised guidelines for this academic year online.

Zoom Help

For in-depth Zoom instructions refer to the referenced material at the end of this document.

For all Zoom users, Zoom offers 24 x 7 technical support. Visit the technical support page here: <https://support.zoom.us/hc/en-us/articles/201362003>

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Getting onto Zoom

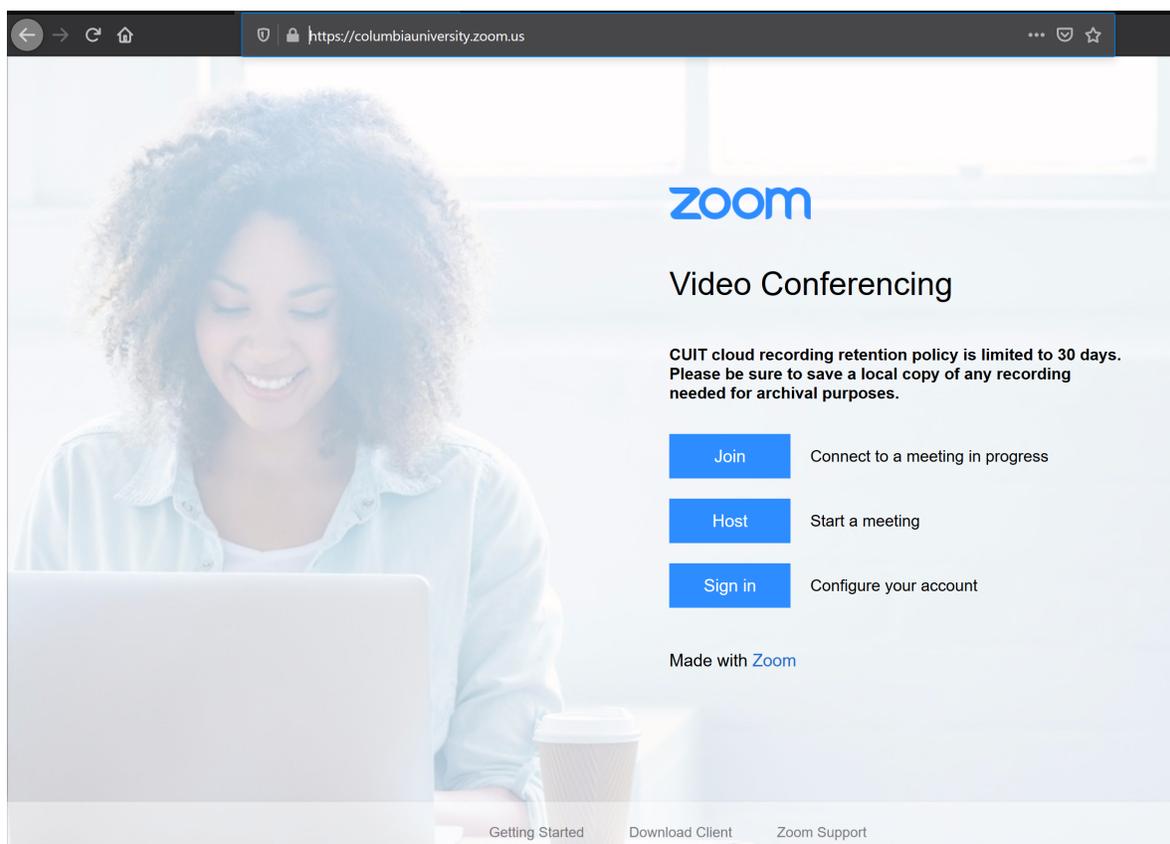
Non-Columbia University Affiliates

A Zoom account is technically not required if you are only joining a Zoom meeting as an attendee. However, if you wish to create an account, you may sign up for free basic service at: <https://zoom.us/>

Columbia University Affiliates: Obtaining a Zoom account through Columbia University IT

All faculty and staff of the university are provided a basic Zoom account through CUIT. Go to: <https://columbiauniversity.zoom.us/>

Sign in with your Columbia UNI to access your basic Zoom profile.



Upgrading to a premium Zoom account through Columbia University IT

Any Columbia University affiliate may request the upgraded version of Zoom from CUIT. Send an email to askcuit@columbia.edu to request the premium version of Zoom. CUIT will send an email within a few days confirming the upgrade. Contact Pamela Guardia with any questions regarding CU Zoom accounts.

Getting Started / Joining a Meeting

A Zoom meeting invitation email will contain a link to the meeting, the unique **Meeting ID** and a password-if the host requires a password for entry. Click the link provided to access the meeting. If you have created an account, sign in.

Columbia University affiliates sign in with their uni.

Non-Columbia affiliates login with their Zoom credentials. Sign up for a free, basic Zoom account at: <https://zoom.us/>

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.8854 RESOURCES ▾ SUPPORT

JOIN A MEETING HOST A MEETING ▾ MY ACCOUNT

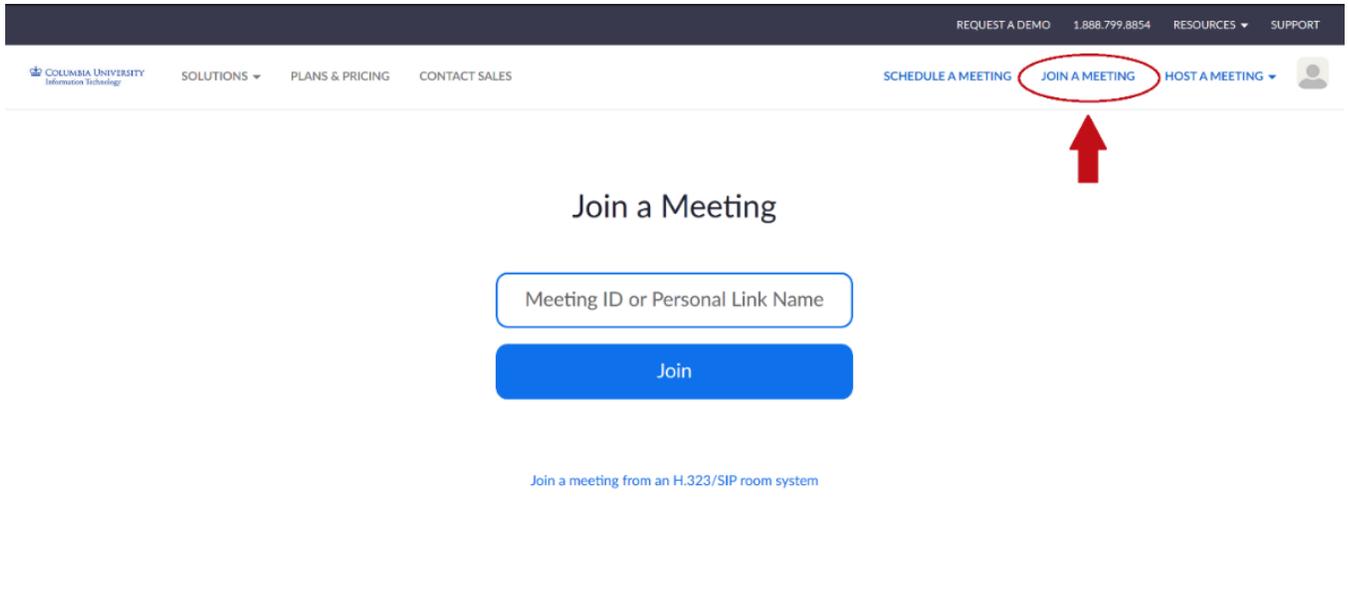
We have developed resources to help you through this challenging time. [Click here to learn more.](#) x

Taking your physical event virtual?

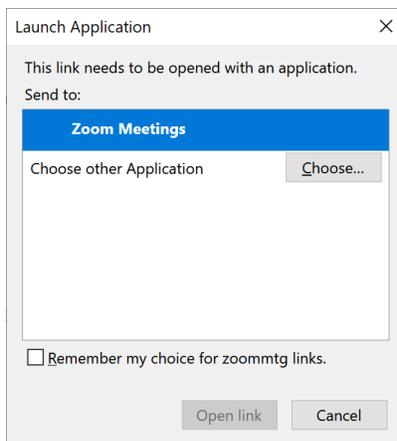
Learn how to host user conferences, executive briefing centers, customer and prospect events, webinars, or training sessions virtually over Zoom.

Learn how to host a world-class virtual event today

Click **Join A Meeting** from the top menu. Enter the **Meeting ID**, click **Join** and enter the password (optional) on the following page.

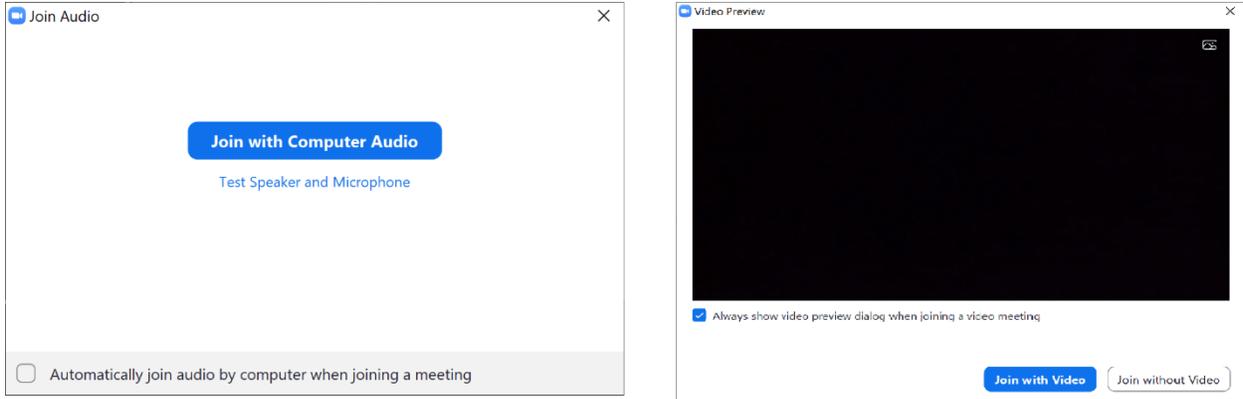


Launch the Zoom application. Select **Zoom Meetings** and click **open link**.

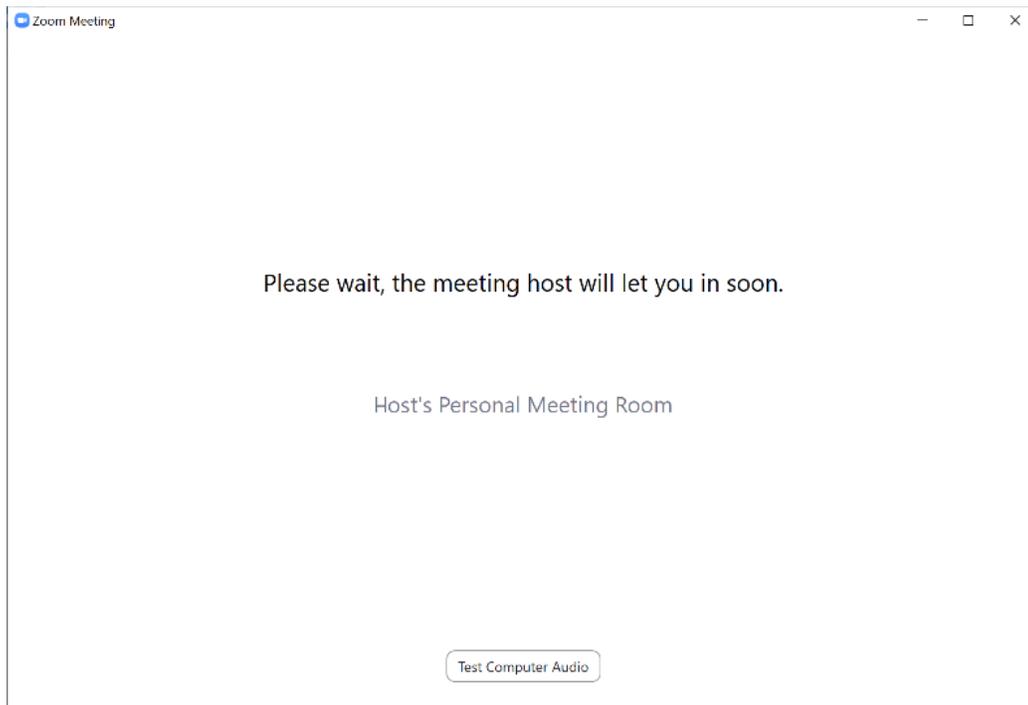


You will be prompted to allow Zoom to use your microphone and camera. If your computer has a front-facing and a rear-facing camera, you must select the front-facing camera.

You also have the option to **Join without Video**. If you join without video, your name will appear in place of your image.



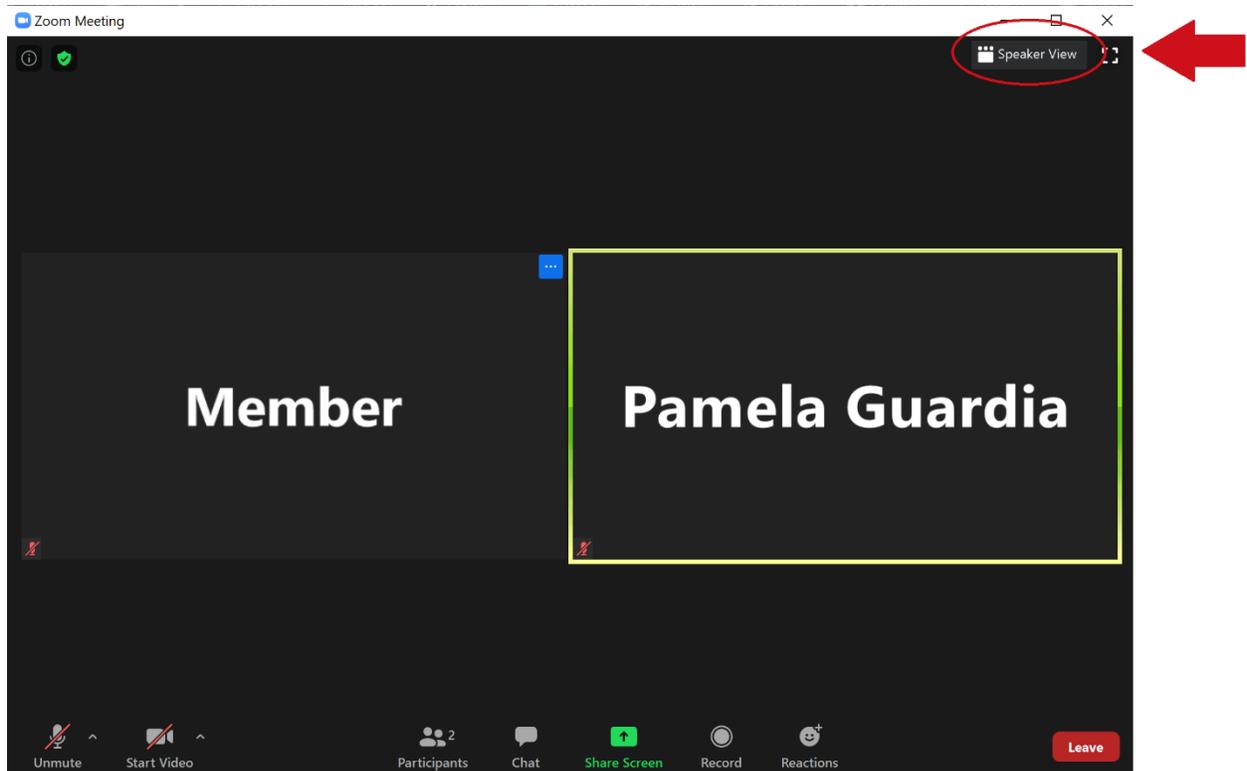
If the host has created a waiting room, you will be sent there before the meeting begins.



The host has the ability to keep everyone in the waiting room until all attendees have joined. Please wait patiently for the meeting to begin.

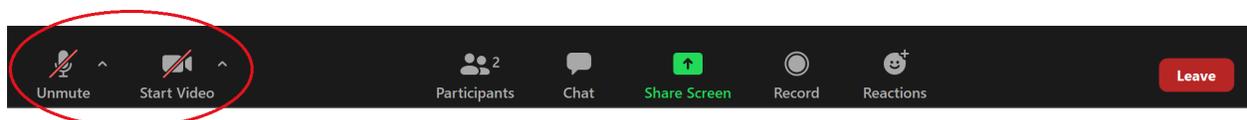
Switch Views

Once the meeting begins, the meeting screen will emerge and all attendees will become visible. Toggle between speaker view (speaker only) and gallery view (all attendees) in the upper right hand corner of the screen.



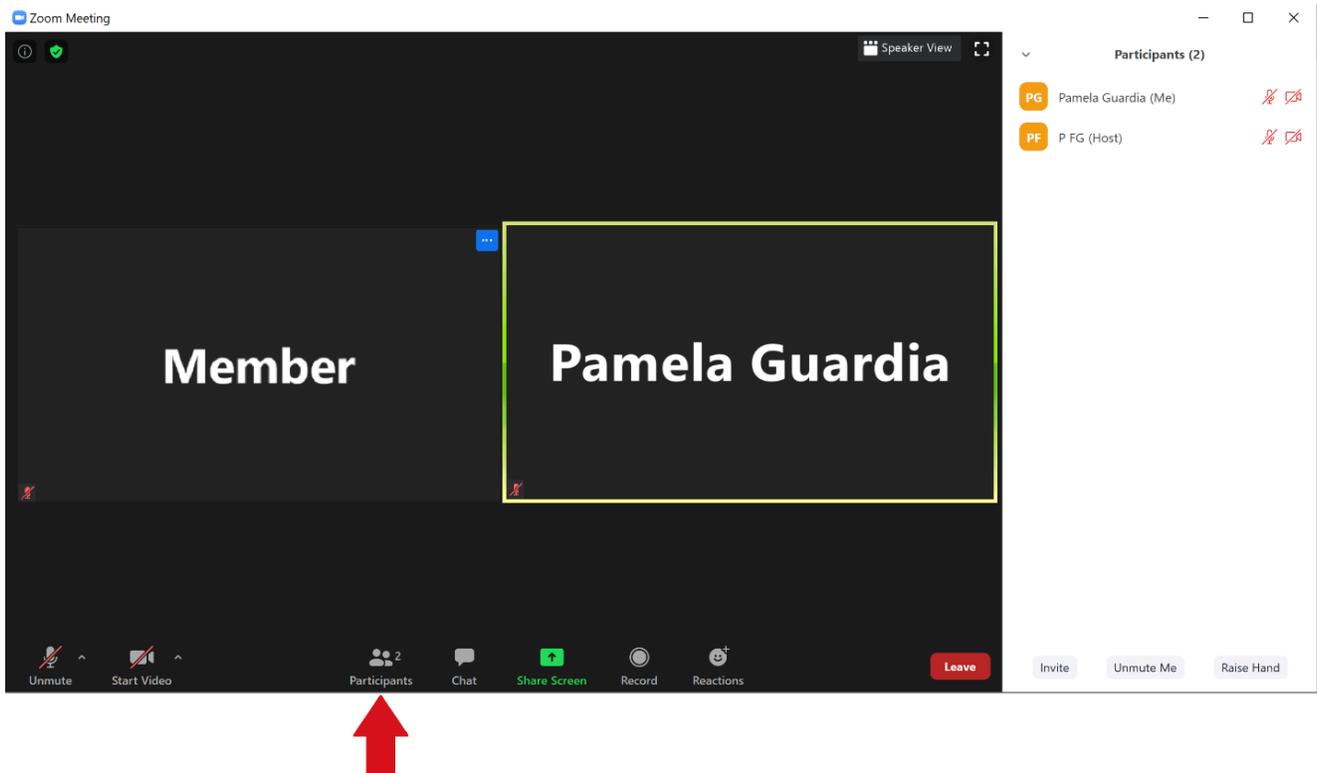
Mute / Stop Video

An attendee may choose to mute themselves or stop their own video at any time. If you choose to unmute, the host may override by muting all attendees. The **mute** and **stop video** controls are located on the menu at the bottom of the Zoom window.



Participants

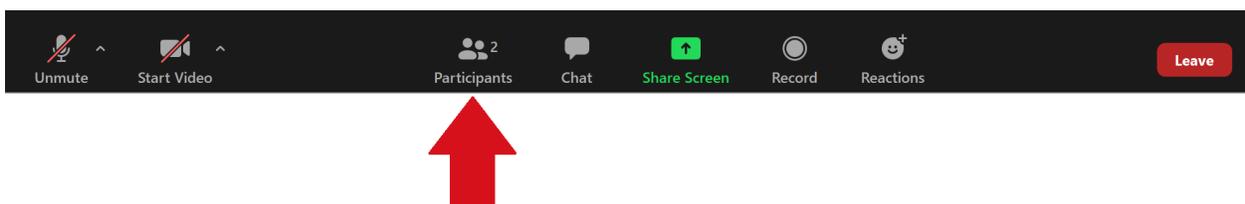
To open a list of participants, click **participants** from the bottom menu.



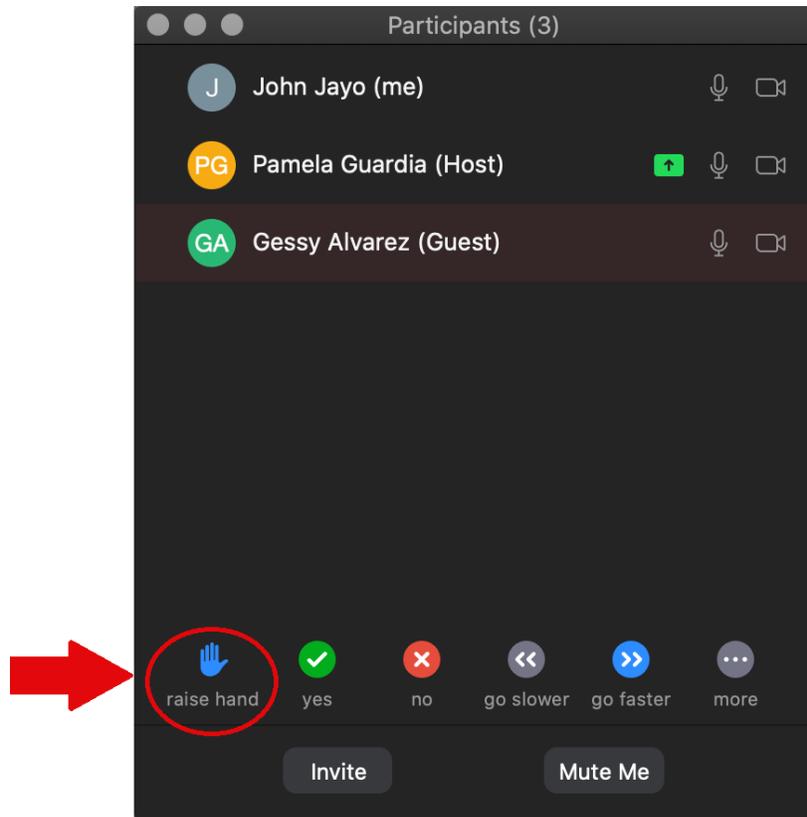
Raise a Hand

Some seminars require attendees to raise a hand in order to speak or vote. You will also need to raise a hand in acknowledgement of the privacy policy. (See section below entitled *Privacy Policy Acknowledgement and Meeting Sign-in*).

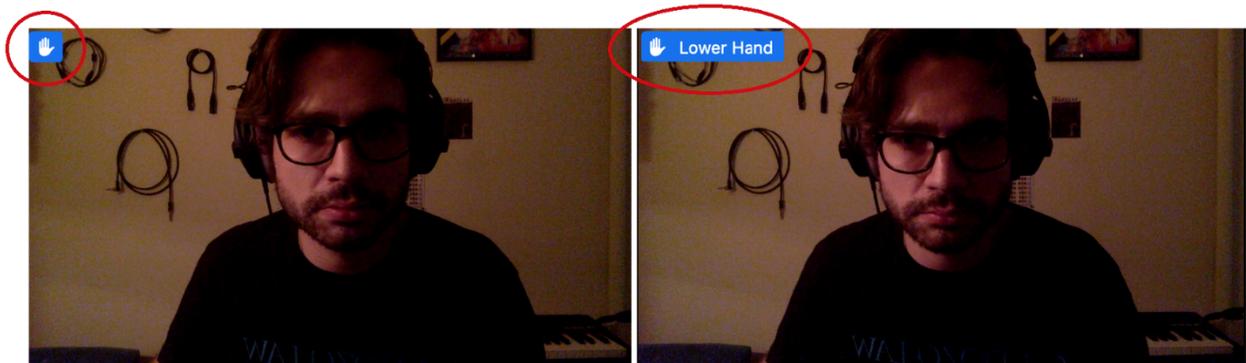
Access the **Raise Hand** feature from the **Participants** menu option.



At the bottom of the **Participants** window, select the blue **Raise Hand** icon.



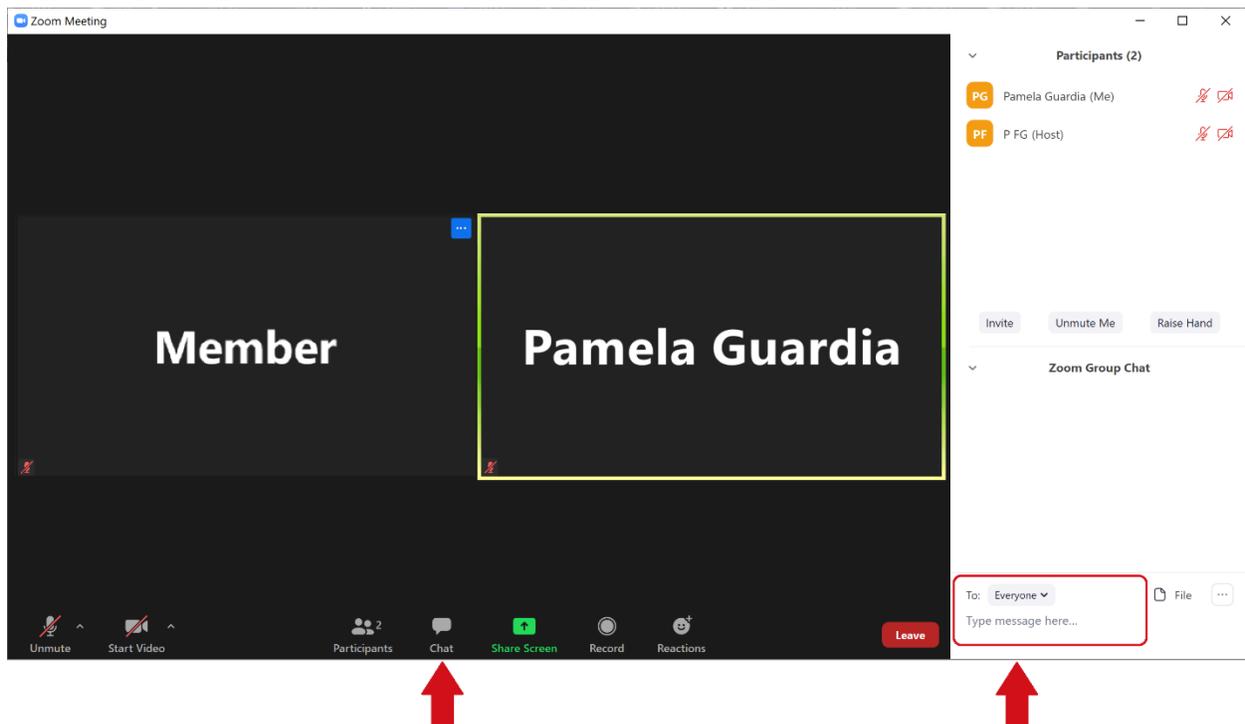
The blue hand icon will appear in the upper left hand corner of your video tile. Click the blue hand to lower your hand again.



Chat

Click **Chat** from the bottom menu to open the chat window. You can elect to send a message to the entire group or to the host privately before you type your message. You can also share a file or web link.

Chat is the means by which all attendees *sign-in* to the meeting. (See section below entitled *Privacy Policy Acknowledgement and Meeting Sign-in*).



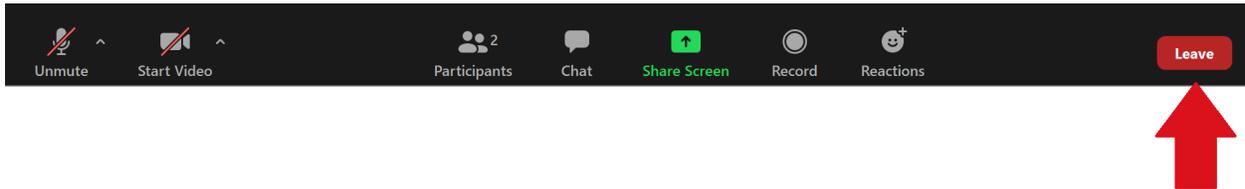
Privacy Policy Acknowledgement and Meeting Sign-in

At the start of each University Seminar meeting, all attendees must acknowledge the privacy policy which is read out to the group by the host or moderator. Acknowledge the privacy policy by raising the virtual hand and typing your name into chat when prompted by the host or moderator.

All attendees are required to type their names into the chat. Participation is recorded in the meeting minutes. The moderator or rapporteur will record the attendees and notify you when it is time to lower your hand and proceed with the meeting.

Exit Meeting

To exit the meeting, click **Leave** and confirm.

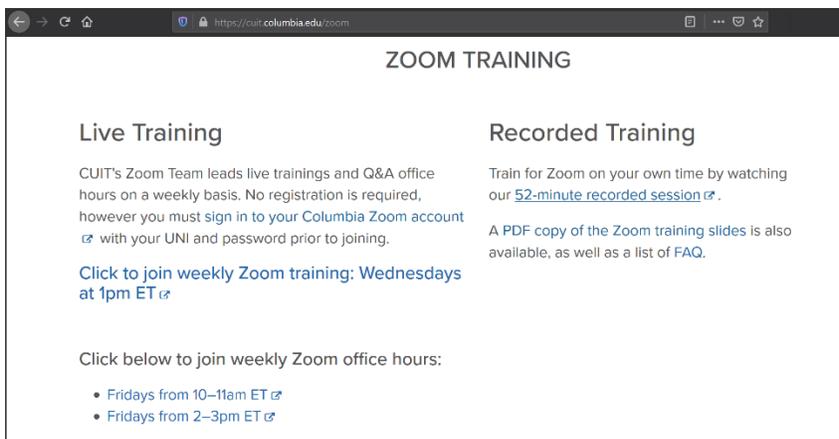


If the host locks the meeting once all attendees have joined, you will not be able to re-enter the meeting.

Further Information, Tips and Training:

Columbia University Training

Columbia University offers free live or recorded training for affiliates. For information and schedules, visit: <https://cuit.columbia.edu/zoom>



Zoom Training and Resources

All Zoom users can find help at <https://support.zoom.us>

Training sessions are found here:

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Visit the Zoom blog for tips on working from home:

https://blog.zoom.us/working-from-home-tips-to-meet-like-a-pro/?utm_source=website&utm_medium=postattendee&utm_campaign=WFHQ1FY21&zcid=3710



Esther Yoon

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