

Getting Started with Zoom

Checklist for Instructors

Establishing Your Zoom Account

- Visit columbiauniversity.zoom.us and log in with your UNI. You now have a Basic Zoom account.
- Visit <https://cuit.columbia.edu/service-desk> to open a ticket with CUIT. Request an upgrade to Zoom Pro.

Adding Zoom to Your CourseWorks Site

- Log into your CourseWorks course
- Select “Settings/Navigation”
- Find “Zoom Course Sessions” in the list of items hidden from students and drag it up to the navigation list
- Click “Save”

Selecting Meeting Settings

- Meeting ID – Generate automatically
- Video – Host ON; Participant OFF
- Meeting Options – enable Join Before Host
- Meeting Option – enable Mute Participants on Entry

Support

For **teaching and learning with Zoom support**, please request a Columbia Center for Teaching and Learning (CTL) consultation by emailing ColumbiaCTL@columbia.edu

For **technical support** using Zoom and other University support tools contact CUIT at <https://cuit.columbia.edu/service-desk>