SPS Zoom Guide for Students

Getting Started

Signing In

Getting Started
Click the 'Sign In' button on the Zoom App to begin the sign in process.

Sign In
Use the "Sign In with Google" option to sign in using your Columbia UNI and password

Columbia Credentials
When you see the blue Columbia Login Page, enter your Columbia Credentials and click Columbia Portal screen to access Zoom

Zoom Home Screen
Once you have logged in successfully, the Zoom Home page will be present.

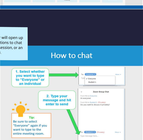
Setting Up Your Equipment

Activate Your Microphone
When in a Zoom Session a pop-up will appear. Click Join Audio by Computer or Test your Computer Audio to activate your microphone

Activate Your Webcam
At the bottom of the Zoom page, the toolbar will have a "Start Video" button. This will enable/disable your camera.

Zoom Meeting Toobar

Zoom Meeting Toolbar
The toolbar on the bottom of the meeting screen provides a list of control options.


How can attendees participate?
Mute Audio
Stop Video
Invite
Participants 1
Share Screen
Chat
Record
Mute Audio
Mute Video
Allow Participants to Unmute Themselves
Allow Participants to Share Screen
Allow Participants to Record
Allow Participants to Chat
Allow Participants to Rename Themselves
Allow Participants to Share Their Screen
Allow Participants to Chat with Everyone
Allow Participants to Chat with Host
Allow Participants to Share Their Video
Allow Participants to Share Their Audio