

PLEASE CONTACT avrequest@arch.columbia.edu
if you have any questions

What are the requirements for Zoom?

- Windows XP or later, or Mac OS 10.6.8 (Snow Leopard) or later
- Browsers: IE7+, Firefox, Chrome, or Safari5+
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth (we recommend using a headset)

Checklist for video-conferencing:

- 1) Please plug in your headphones into the laptop you are presenting from so there is no feedback loop.**
- 2) Please use a cable to connect to the internet and do not use wi-fi so that there is a steady internet connection.**
- 3) Please turn off notifications on your laptop so that there are no unwanted sounds during your presentation. Please also have all applications off that do not pertain to your presentation.**
- 4) Please do not shout into your laptop mic. Please speak clearly and slowly in even tones. If you shout into your laptop or raise your voice--the audio on your Skype app will be distorted or clipped.**
- 5) At the end of your presentation please unshare your screen.**
- 6) If the event is being live-streamed, do not watch on the same laptop. Use headphones so there are no competing sounds.**

HOW TO JOIN A MEETING

1. You should receive an email with a link to the meeting “Join Zoom Meeting” and a Meeting ID.

COLUMBIA UNIVERSITY GSAPP is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

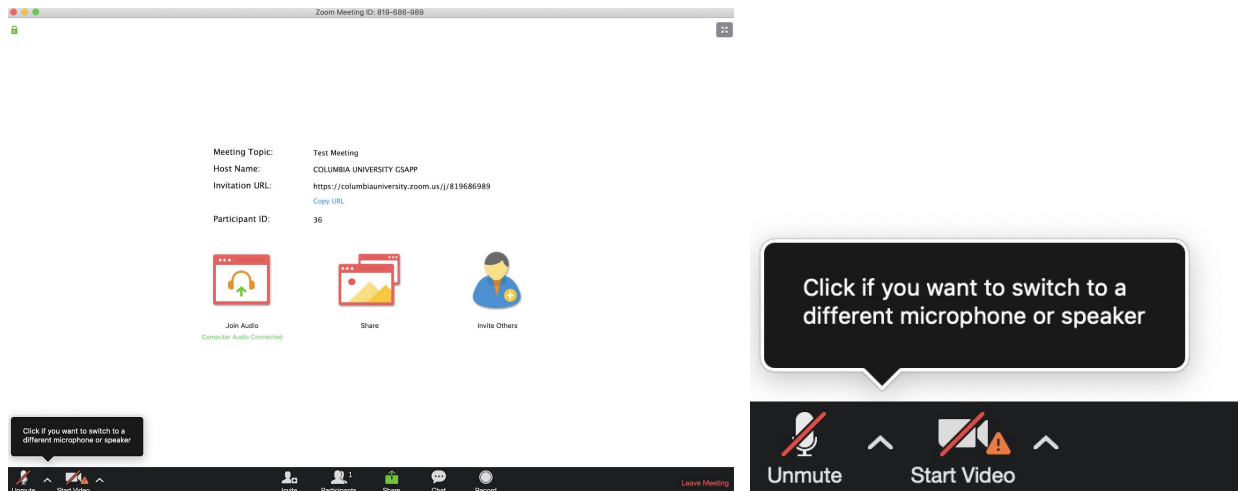
<https://columbiauniversity.zoom.us/j/819686989>

Meeting ID: 819 686 989

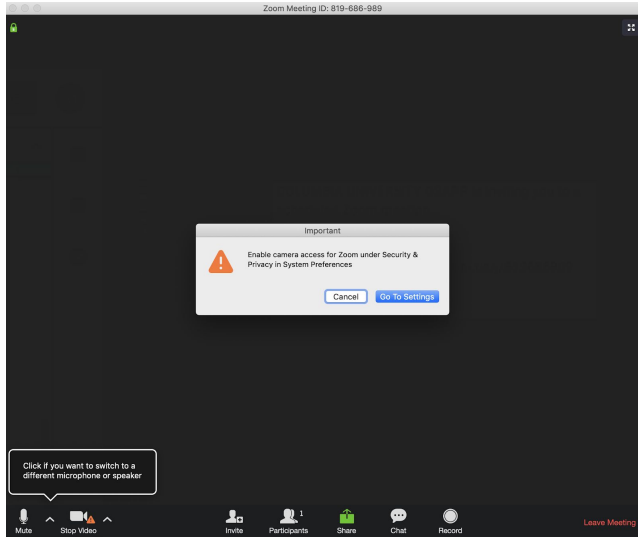
2. Click on the link and a browser window will automatically open.
3. You will be prompted to open the Zoom App, please click “open zoom.us”
 - a. If you do not have the Zoom App and need assistance downloading it please contact us for support
4. Type your full name, this will be displayed and referenced by the **Meeting Moderator**

HOW TO INTERACT IN A MEETING

1. Click “unmute” and “start video” to enable your camera and audio.



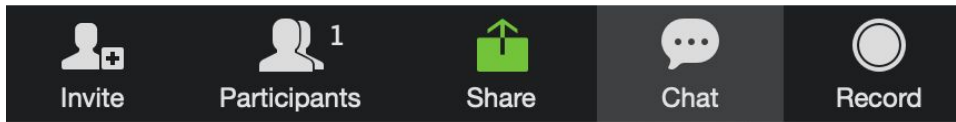
2. If you haven't already set up Zoom, a prompt “enable camera access for Zoom” will pop up. Click “Go To Settings” to enable the camera and microphone.



3. You should see and hear the Meeting moderator and other panellists.

SHARING YOUR SCREEN

1. Open your presentation
2. At the bottom of the Zoom window click on "Share"



3. In this window, choose the program you will be present from (PPT, Keynote, PDF etc.)
 - a. If you do not see your presentation program as an option, stop sharing, close your presentation, reopen the presentation and click "Share" to try again.

Basic Advanced

Desktop 1

Whiteboard

iPhone/iPad via AirPlay

iPhone/iPad via Cable

Microsoft PowerPoint - Pres...

Google Chrome - How to ZO...

System Preferences - Securi...

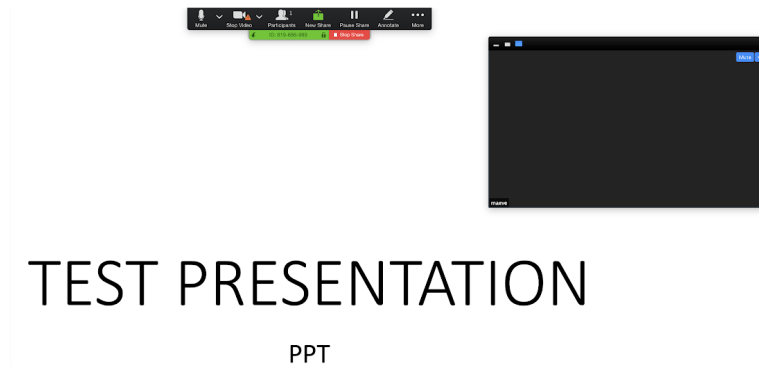
Finder - Desktop

Share computer sound Optimize for full-screen video clip Share

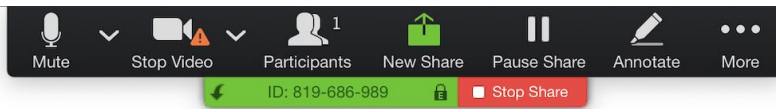
Click if you want to switch to a different microphone or speaker

Stop Video Invite Participants 1 Share Chat Record Leave Meeting

4. Start your presentation slideshow and begin your presentation



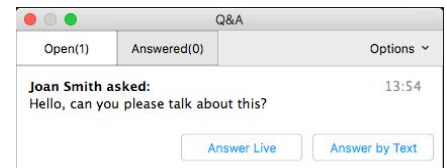
5. At the end of your presentation, stop sharing your screen by clicking “Stop Share” in red at the top of your screen



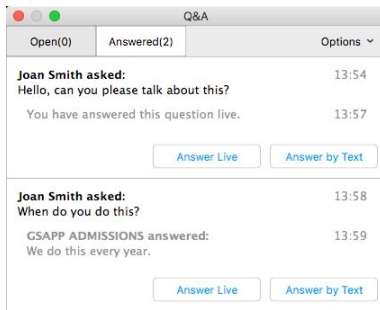
6. Exit your slideshow

THE Q & A WINDOW (MODERATING)

1. Both the Host (GSAPP) and any Panelist may answer questions that appear in the Q&A window. Best practice is to assign a Panelist to do this.
2. Importantly, when an attendee asks a question it is invisible to everyone else except the host and panelists.
3. We have the option to click the ANSWER LIVE tab, this makes the question public and presumes that the speaker has addressed the question live.



4. We also have the option to answer the question directly by typing it in the dialog. Once answered this way, both the question and answer become public.



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