

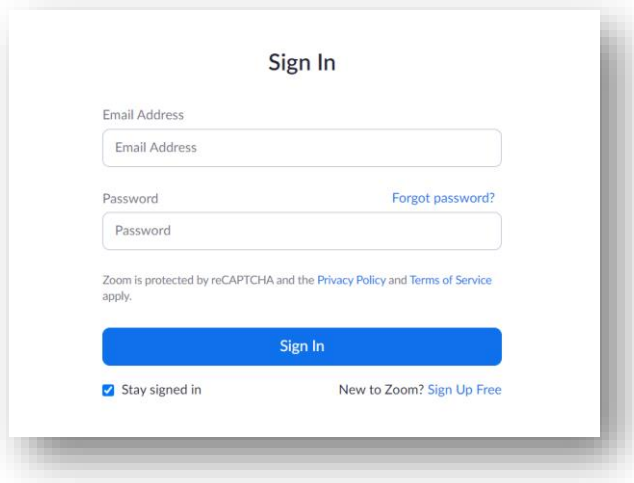
Zoom Recordings

How to View a Zoom Recording

Your instructor may post a link to a recording in Online Campus, or send it to you in an e-mail, so you can view the recording.

STEP 1: Click on the link to view the recording.

STEP 2: You may be asked to enter your Columbia State e-mail address and password. Click **Sign In**.

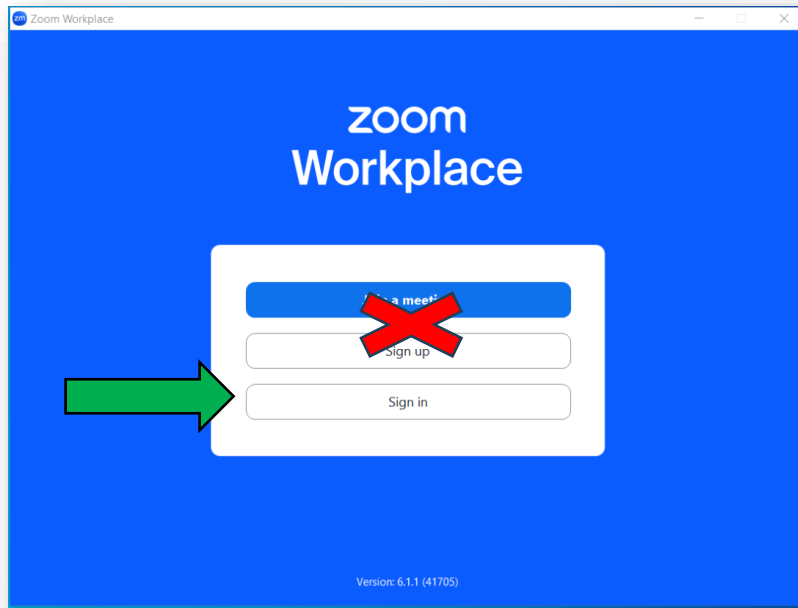
A screenshot of the Zoom Sign In page. The page has a white background with a light gray border. At the top center, the text "Sign In" is displayed. Below this, there are two input fields: "Email Address" and "Password". The "Email Address" field has a placeholder text "Email Address". The "Password" field has a placeholder text "Password" and a "Forgot password?" link to its right. Below the input fields, there is a small text line: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below this text is a blue button with the text "Sign In". At the bottom left, there is a checked checkbox with the text "Stay signed in". At the bottom right, there is a link that says "New to Zoom? Sign Up Free".

Step 3: Enter your Columbia State User Name and Password. Click **LOGIN**. Note: A two-factor authentication box (Okta) may appear. Follow the instructions in the box to proceed.

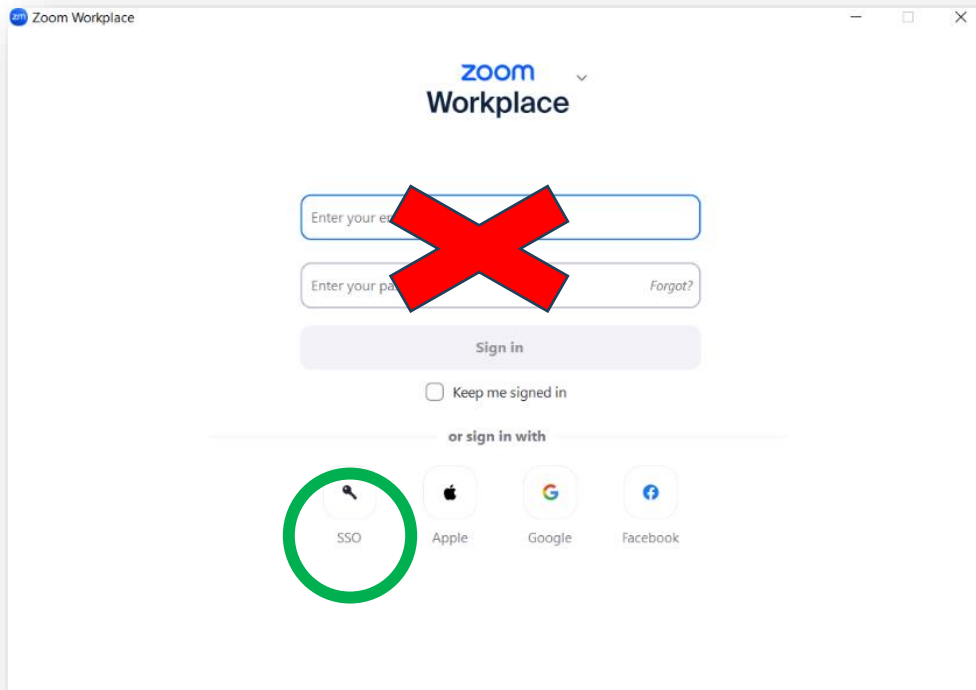
Step 4: The recording will launch in a web browser. Click on the play button if the recording does not automatically start.

Follow these instructions if the Zoom Workplace log-in appears

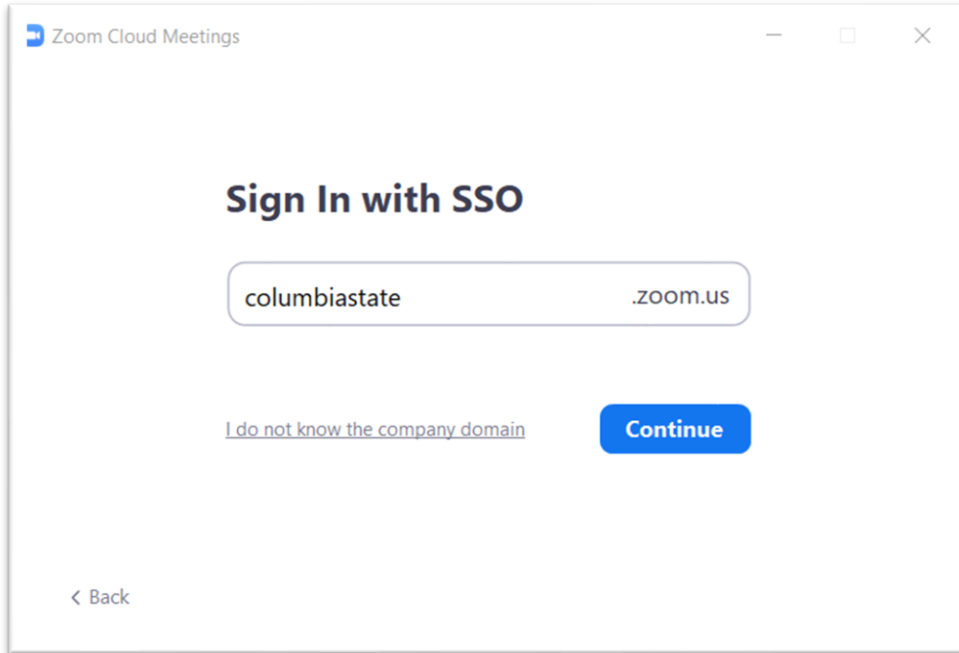
1. Click on the **Sign In** button



2. Then, **click the Sign in with SSO button**; a domain box will appear



3. Enter **columbiastate** (all lower case and no spaces) as the company domain and click **Continue**. It will take you to Columbia State's Single Sign-On login page.



4. Enter your Columbia State user name and password. Click **LOGIN**. Note: A two-factor authentication box (Okta) may appear. Follow the instructions in the box to proceed.

The recording will launch in a web browser. Click on the play button if the recording does not automatically start.