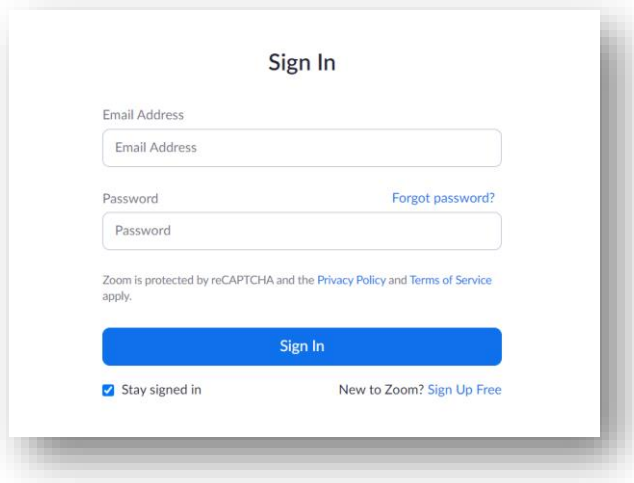# ZOOM Recordings

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.

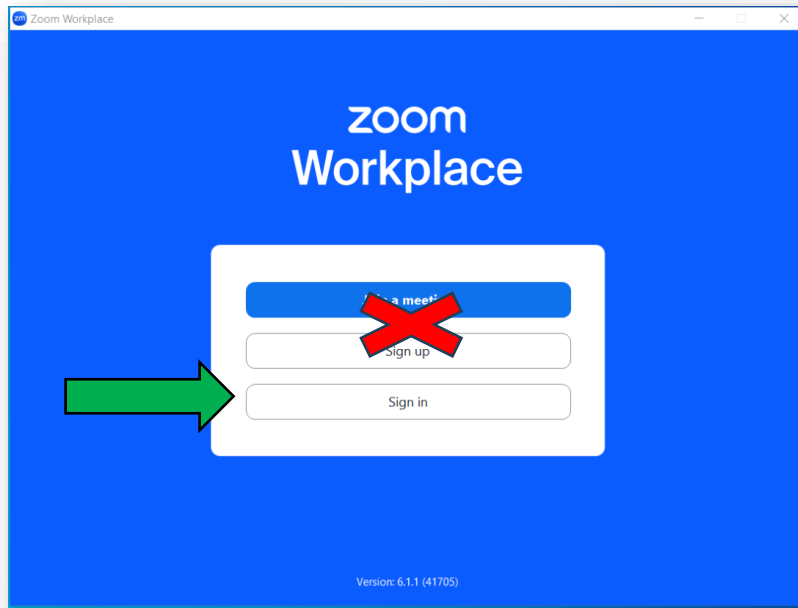**STEP 2**: You may be asked to enter your Columbia State e-mail address and password. Click **Sign In**.

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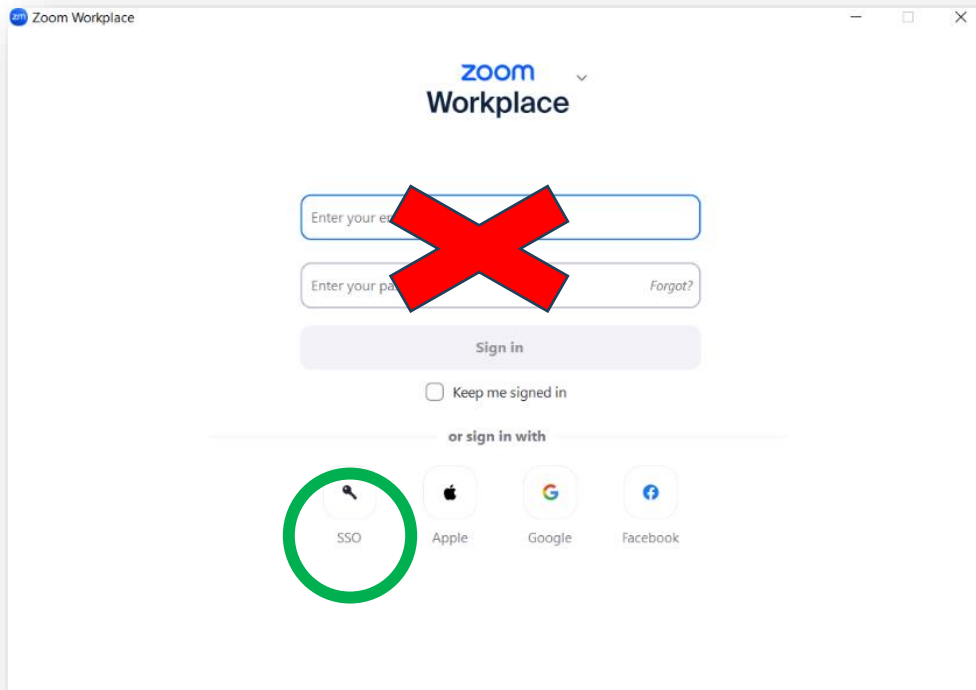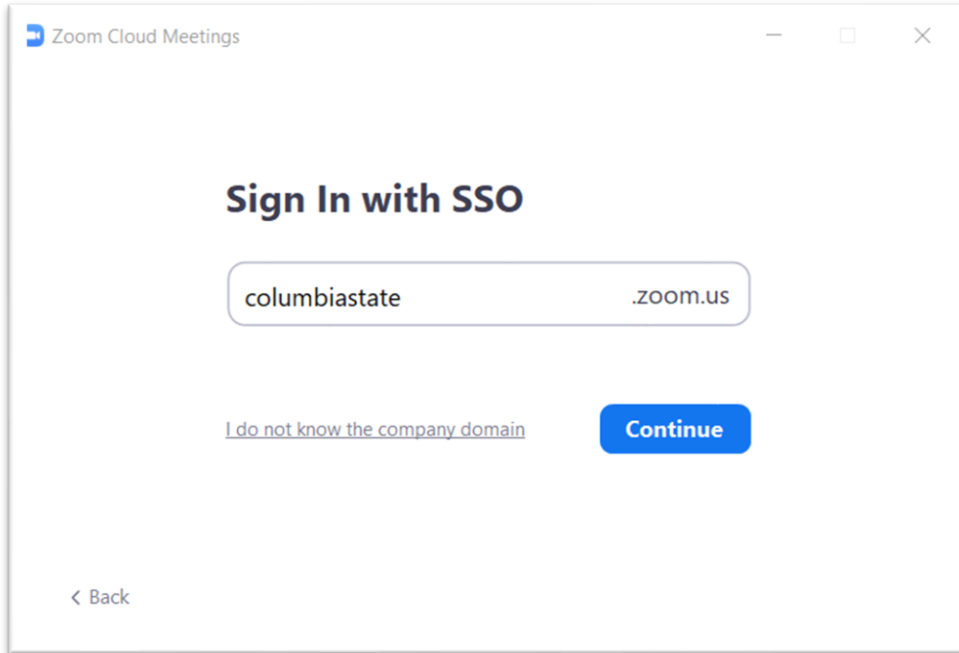
   The recording will launch in a web browser. Click on the play button if the recording does not automatically start.