

Zoom for Staff at Columbia State

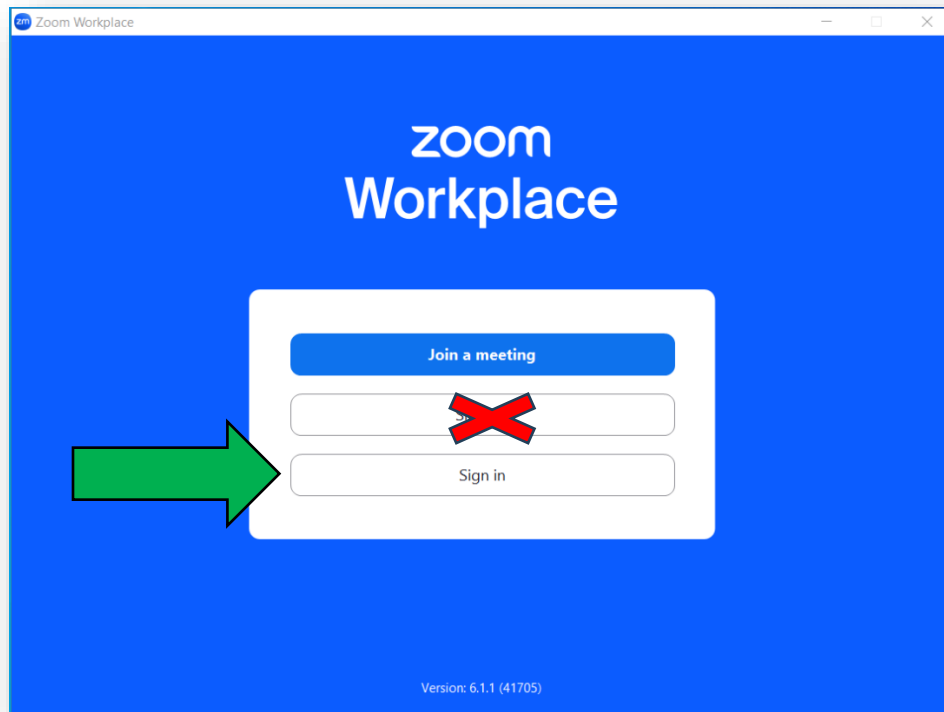
Zoom is a cloud-based web-conferencing platform that can be used by faculty, staff, and students to interact with others using video, audio, and screen sharing.

Anyone can sign up for a Zoom Basic account. The basic account allows meetings to be held for up to 40 minutes and then they will time out.

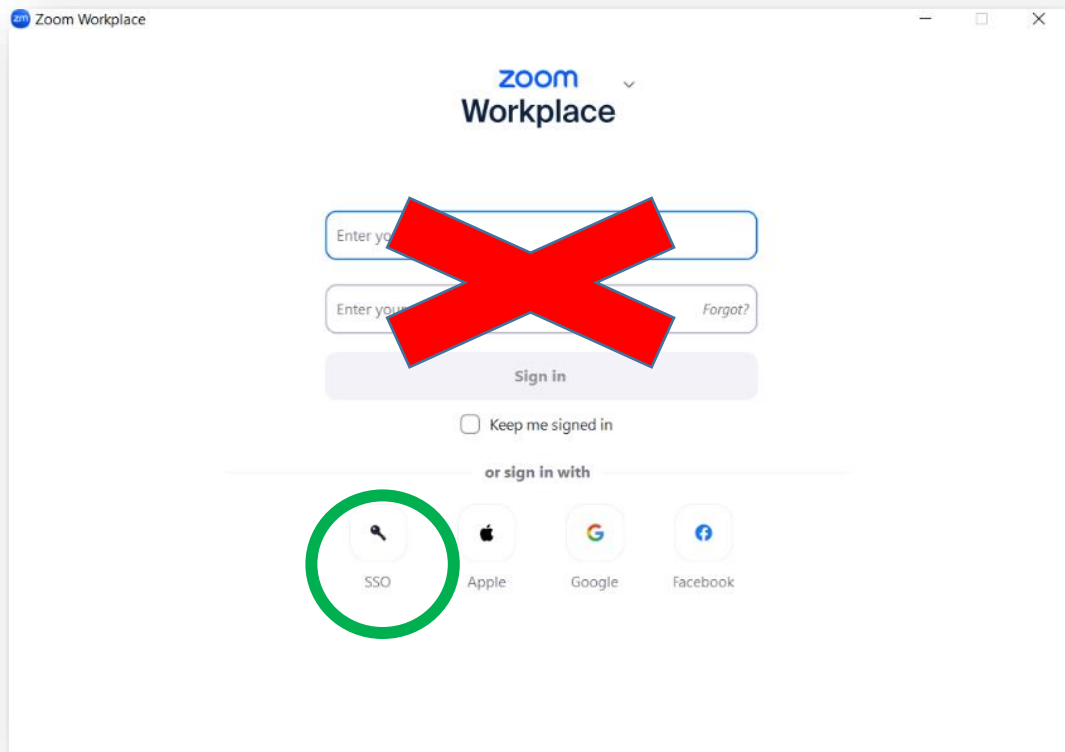
Zoom License (Pro) accounts are available for faculty, adjunct, and tutors only.

Step 1: Establish your Columbia State Zoom Account

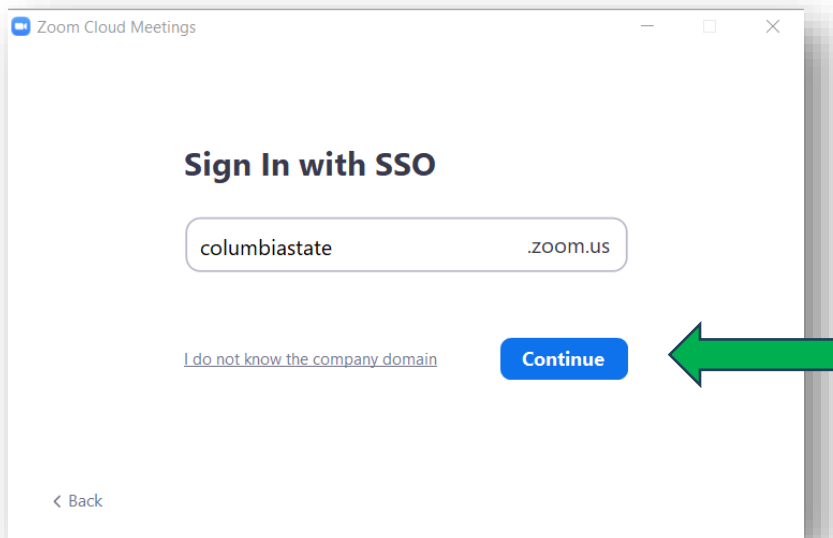
1. Click here: <https://columbiastate.zoom.us>.
2. Click on Download Client at the bottom of page to reach the Download Center. The next steps will download the *Zoom Workplace* application.
3. Under Download Center, click on **Download (64-bit)**. Open or run after the download is complete and follow the prompts.
 - a. Note that if the download fails, go back to the Download page and click on **Download (32-bit)**.
4. A Sign-In box will appear after the download is complete; click on the **Sign in** button.



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



6. 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



7. 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 2: Watch these short videos

1. Click on this link to view video: ["Join a Meeting."](#)
2. Click on this link to view video: ["Basic In-Meeting Navigation."](#) Note that not all tool bar controls may be available to students.
3. Click on this link to view video: ["Zoom Audio and Video Basics."](#)