

# Zoom for Staff at Columbia State

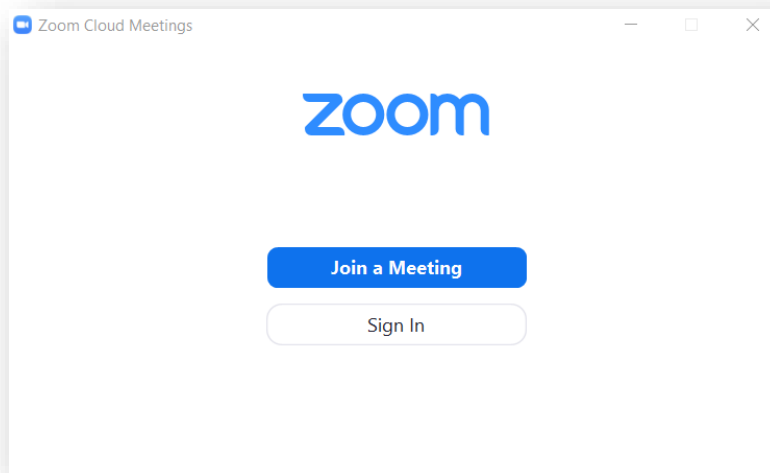
Zoom is a cloud-based web-conferencing platform that can be used by faculty, staff, and students to interact with others using video, audio, and screen sharing.

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.

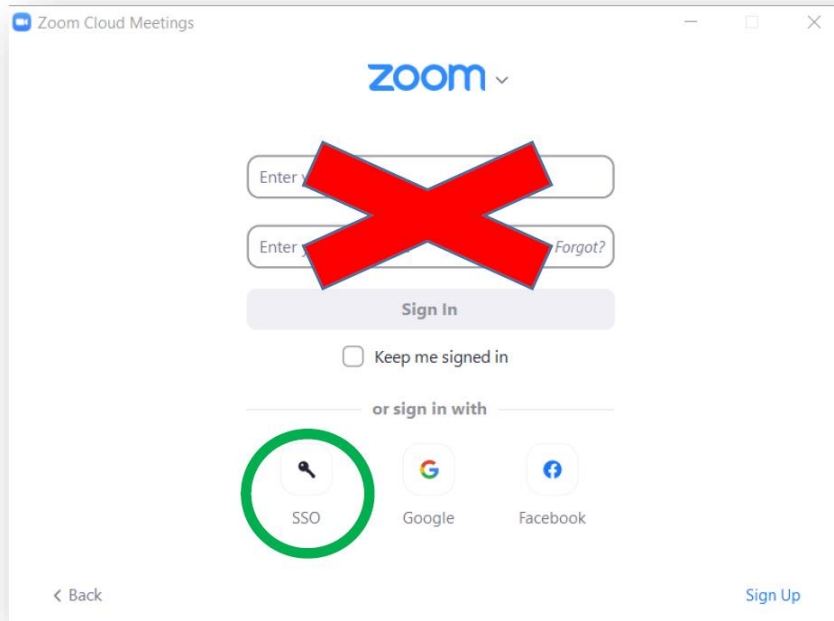
Zoom Pro accounts are available for faculty and staff. The Pro account will allow users to host a meeting for an unlimited length of time with up to 299 participants. Please e-mail [mediaservices@columbiastate.edu](mailto:mediaservices@columbiastate.edu) to request a Zoom Pro account. *You must have a basic account set-up before requesting a pro account.*

## **Step 1: Establish your Columbia State Zoom Account**

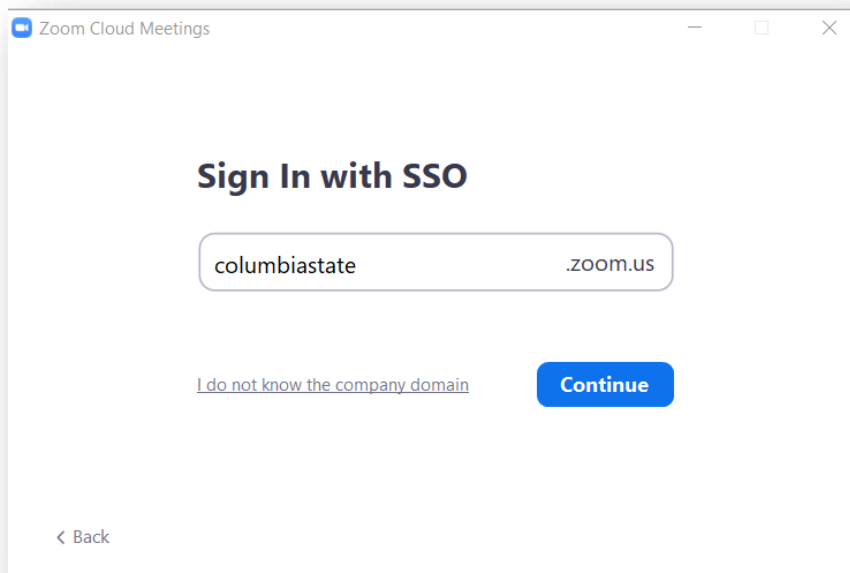
1. Go to <https://columbiastate.zoom.us>
2. Click on Download Client at the bottom of page to reach the Download Center
3. Under Zoom Client for Meetings, click on Download, open or run after the download is complete, and follow the prompts
4. A Sign-In box will appear after the download is complete; click on the Sign in button



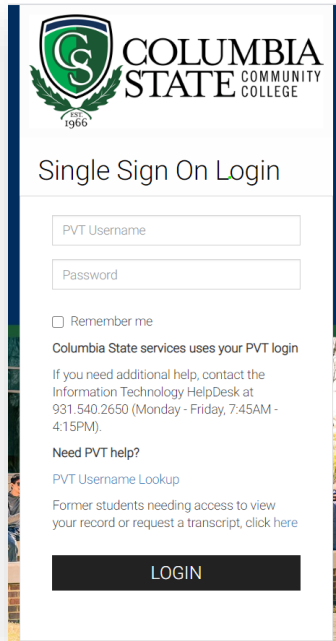
- Then, **click the Sign in with SSO button**; a domain box will appear



- 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.



The screenshot shows the login page for Columbia State Community College. At the top left is the college's logo, which includes a shield with a green 'C' and 'S' and the text 'COLUMBIA STATE COMMUNITY COLLEGE' and '1966'. Below the logo is the title 'Single Sign On Login'. There are two input fields: 'PVT Username' and 'Password'. Below these is a checkbox labeled 'Remember me'. A message states 'Columbia State services uses your PVT login'. Further down, there is contact information for the Information Technology HelpDesk: 'If you need additional help, contact the Information Technology HelpDesk at 931.540.2650 (Monday - Friday, 7:45AM - 4:15PM)'. There are two links: 'Need PVT help?' with a sub-link 'PVT Username Lookup', and 'Former students needing access to view your record or request a transcript, click here'. At the bottom is a black button with the text 'LOGIN' in white.

**Note:** A message may appear at the top of the web browser asking to launch Zoom. You should launch Zoom.

**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."](#)