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 group meetings to be held for up to 40 minutes and one-on-one meetings may be held for an unlimited amount of time.

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 to request a Zoom Pro account. *You must have a basic account set-up before requesting a pro account.*

Step 1: Watch this 30 minute training video

Click on this link: **Getting Started with Zoom Meetings**

Step 2: Establish your Columbia State Zoom Account
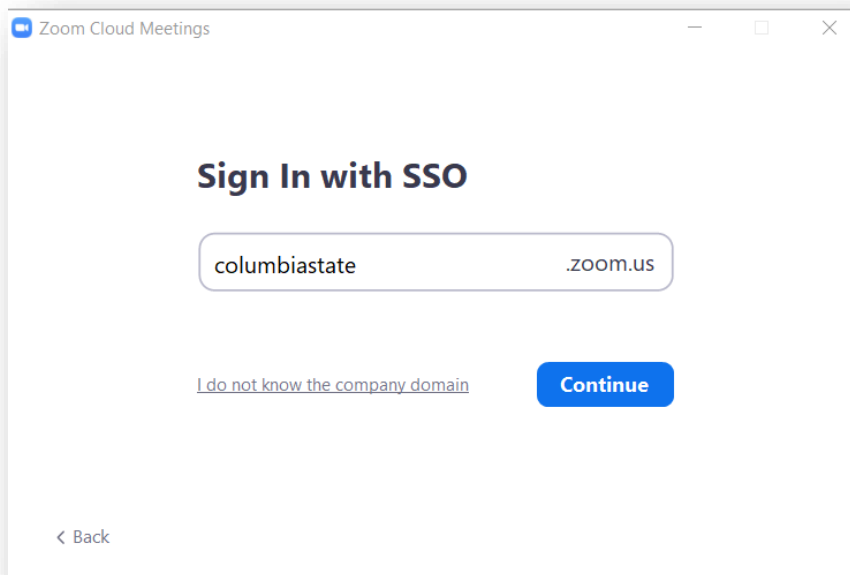
1. Go to **https://columbiastate.zoom.us**

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
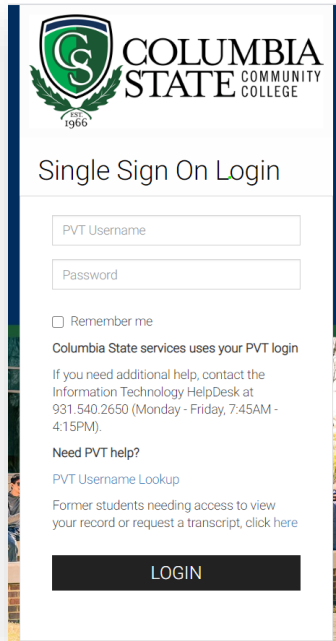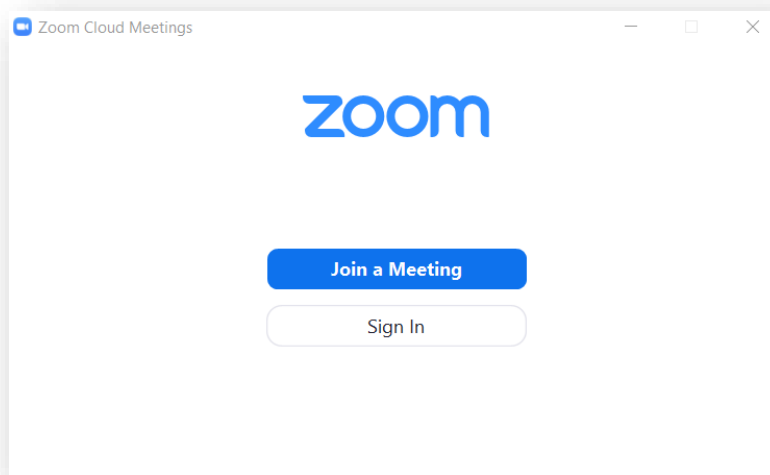
5. Then, **click the Sign in with SSO button**; a domain box will appear
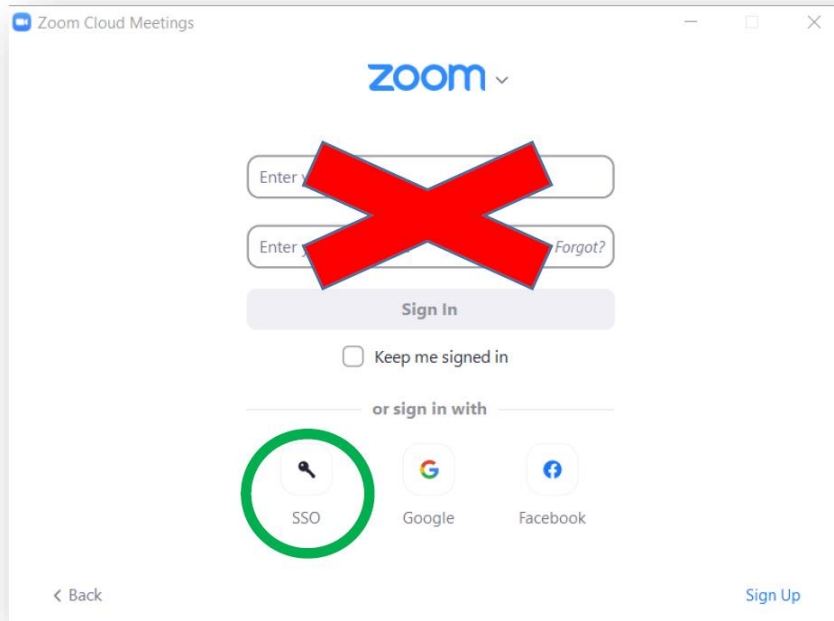
6. Enter **columbiastate** (all lower case and no spaces) as the company domain and click Continue. It will take you to Columbia State's Single Sign-On login page

7. Enter your Columbia State user name and password; click Login.

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

More Zoom Resources

Click on this link for short topical video turorials:

Zoom Video Tutorials