

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.

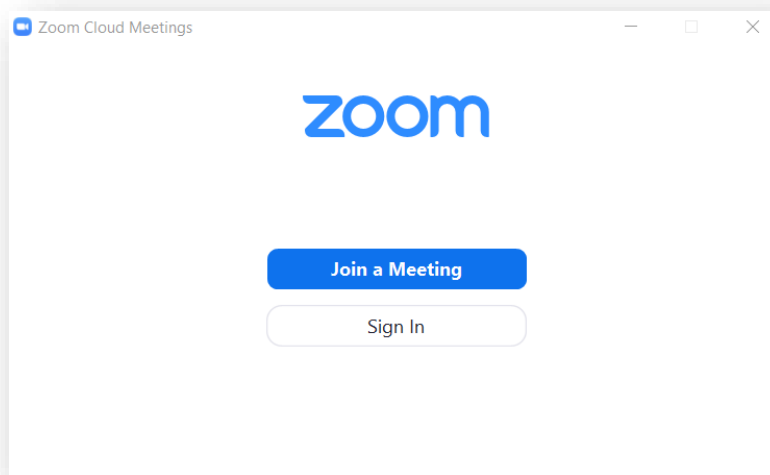
Zoom Pro accounts are available for faculty and staff. The Pro account will allow users to host a meeting for an unlimited length of time with up to 299 participants. Please e-mail mediaservices@columbiastate.edu to request a Zoom Pro account. *You must have a basic account set-up before requesting a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

Step 1: Watch this 30 minute training video

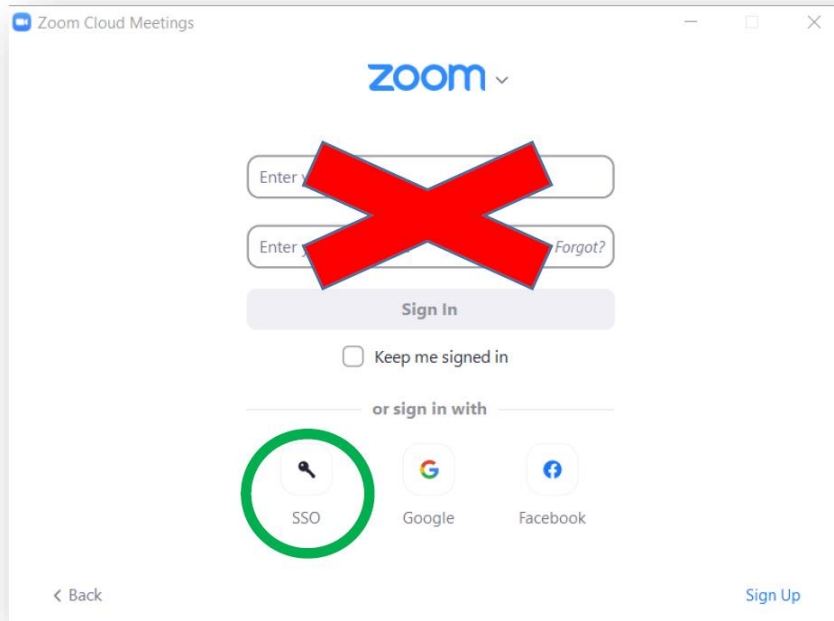
Click on this link: [Getting Started with Zoom Meetings](#)

Step 2: Establish your Columbia State Zoom Account

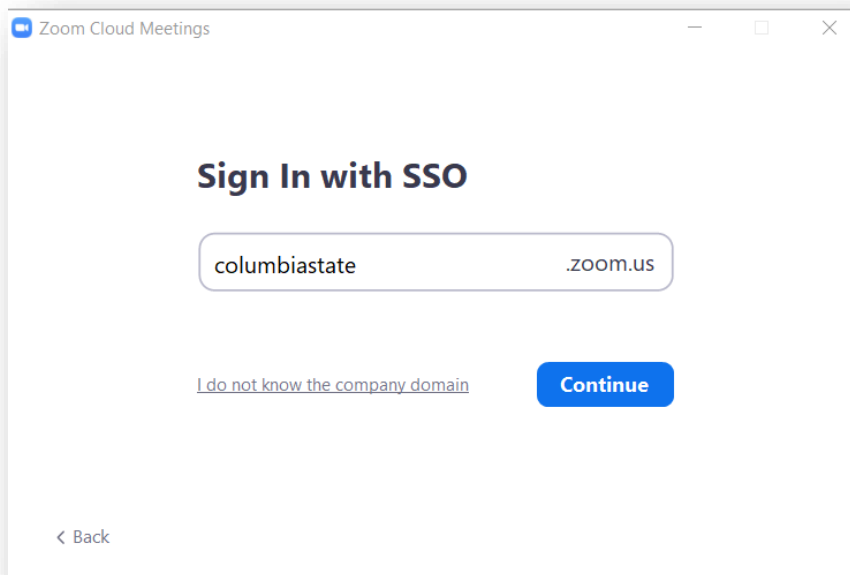
1. Go to <https://columbiastate.zoom.us>
2. Click on Download Client at the bottom of page to reach the Download Center
3. Under Zoom Client for Meetings, click on Download, open or run after the download is complete, and follow the prompts
4. A Sign-In box will appear after the download is complete;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



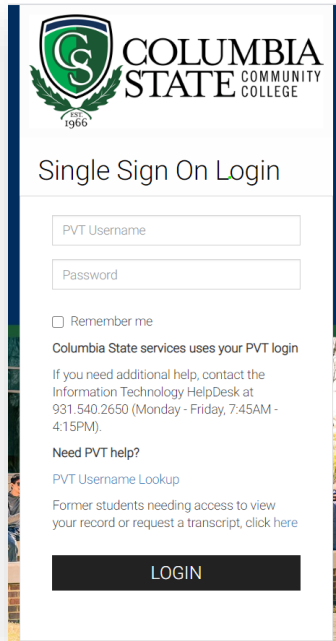
- Then, **click the Sign in with SSO button**; a domain box will appear



- 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', the text 'COLUMBIA STATE COMMUNITY COLLEGE', and the year '1966'. Below the logo is the title 'Single Sign On Login'. There are two input fields: 'PVT Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. A section titled 'Columbia State services uses your PVT login' provides contact information for the Information Technology HelpDesk: '931.540.2650 (Monday - Friday, 7:45AM - 4:15PM)'. There are two links: 'Need PVT help?' which leads to '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.

More Zoom Resources

Click on this link for short topical video tutorials:

[Zoom Video Tutorials](#)