

# Zoom at Columbia State

Zoom is a cloud-based web-conferencing system that can be used by faculty, staff, and students to interact with others using video, audio, and screen sharing. Zoom will operate on computers with either the Windows, Mac, or Linux operating system. There are also iOS and Android apps available for mobile devices in the App Store and Google Play.

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 100 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. Anyone with six months of inactivity on a pro account will be switched back to a basic account.

## **Getting to know Zoom**

1. Go to <https://support.zoom.us>
2. Type in the search box: **Zoom Video Tutorials**
3. Click on Zoom Video Tutorials under Knowledge base
4. **At minimum**, watch the following videos: "Join a Meeting, "Schedule a Meeting...", and "Meeting Controls."

**NOTE:** *There are videos on the Zoom Help Center support page that cover everything you need to know to successfully use Zoom. Zoom hosts live weekly training webinars and have recorded training sessions available. Click on Tutorials & Training at the bottom of the Zoom Help Center page for more information.*

## **How to Sign Up for a Basic 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 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. Click on the URL Launcher to start Zoom. Additionally, the download process will create a shortcut on the computer desktop for future access.