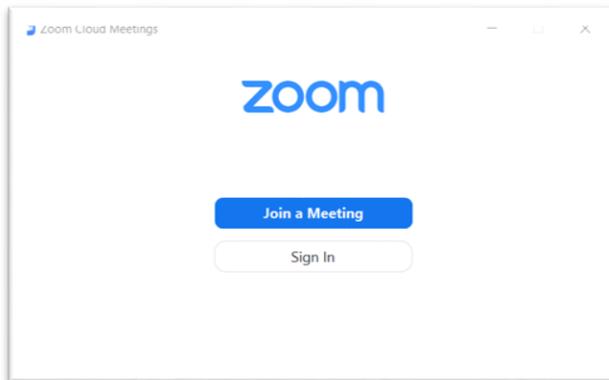


# zoom for Students at Columbia State

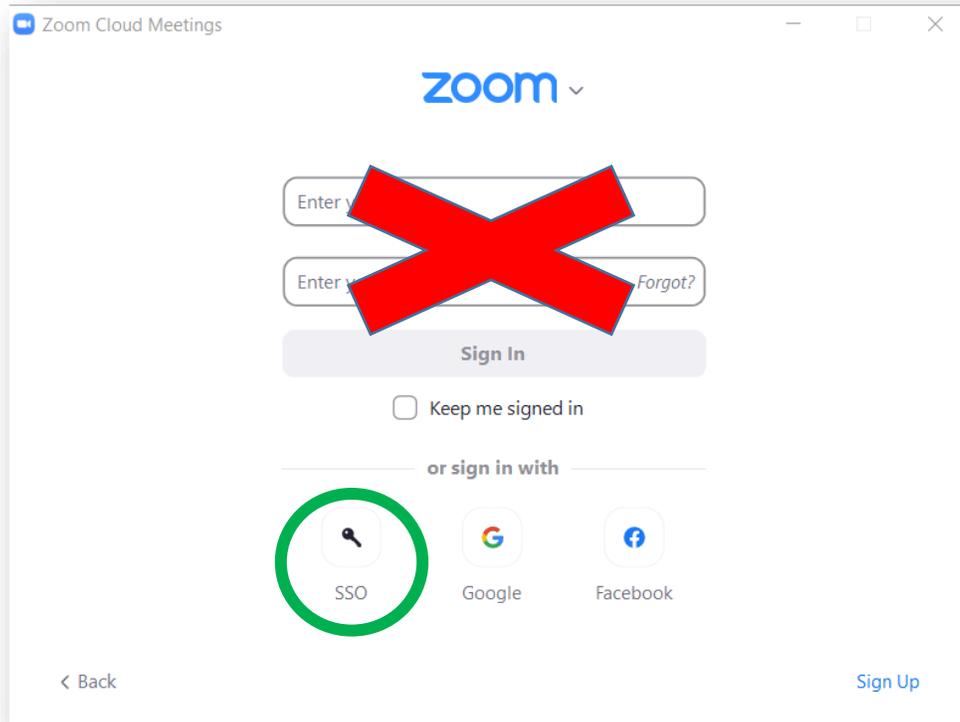
Columbia State Students will use Zoom for participating in courses known as Live Streaming Via Zoom or Desktop Video Conferencing (DVC). Instructors and students interact using video, audio, and screen sharing. Zoom will operate on computers with either the Windows, Mac, Chrome, or Linux computers. There are also iOS and Android apps available for mobile devices in the App Store and Google Play.

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

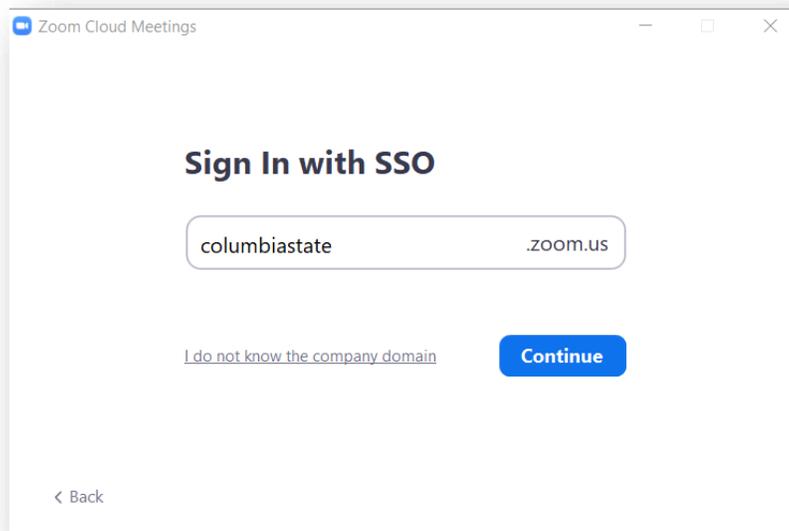
1. Go to <https://columbiastate.zoom.us>
2. Click on Download Client at the bottom of page to reach the Download Center
3. Under Zoom Client for Meetings, click on Download, open or run after the download is complete, and follow the prompts
4. A Sign-In box will appear after the download is complete;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



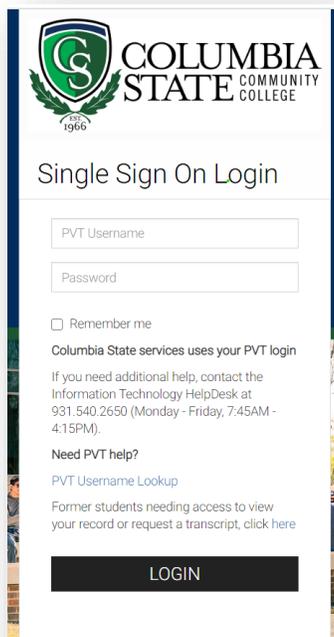
- Then, **click the Sign in with SSO button**; a domain box will appear



- 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 green shield with a white '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 note states 'Columbia State services uses your PVT login'. Further down, there is contact information for the Information Technology HelpDesk: '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 'LOGIN' button.

**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."](#)

### **Step 3: 48 hours before the first day of class**

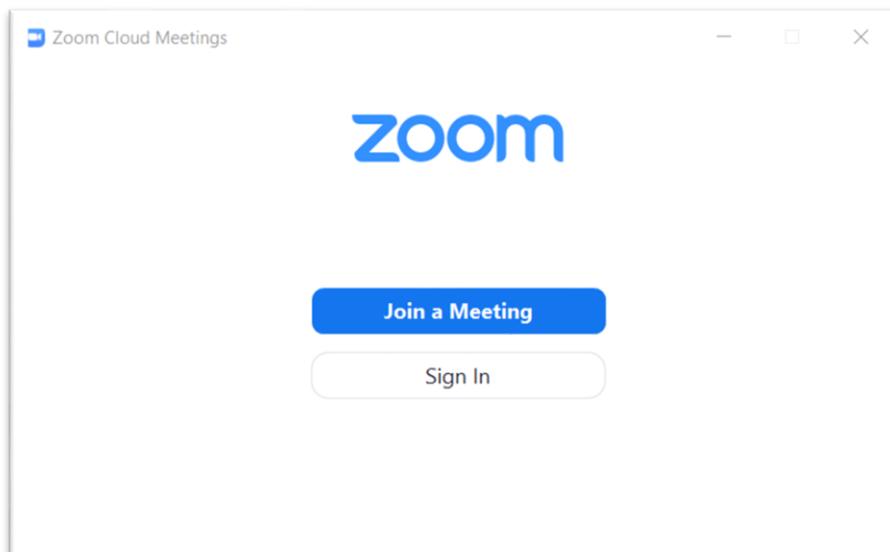
1. Using a web browser, go to [columbiastate.edu](http://columbiastate.edu)
2. Click on Online Campus at the top of the page



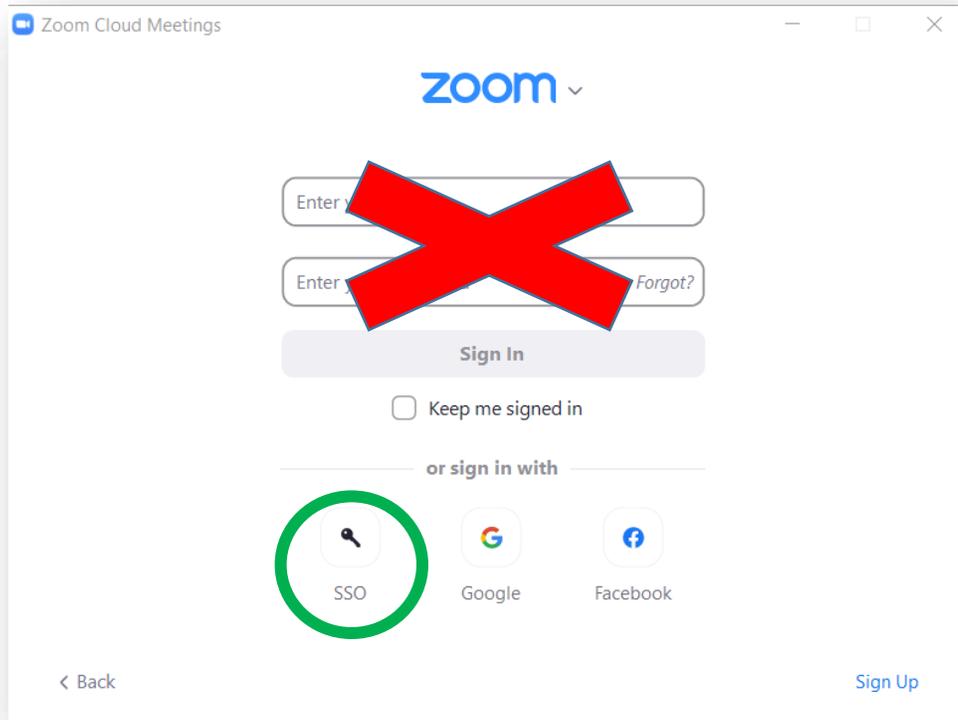
- Single Sign On Login page will appear
- 3. Enter your Columbia State Username and Password; Click Login.
- 4. In the My Courses section, click on the name of the course you are attending.  
**Look for a meeting link in Online Campus in either on the Course Home page or the Content page.**
- 5. Can't find the meeting link?
  - Check e-mail in Online Campus
  - Check e-mail in ChargerNet  
(Online Campus and ChargerNet e-mail are not the same)
  - Contact your instructor immediately if you cannot locate the link**

**On the first day of class and every class session during the semester**

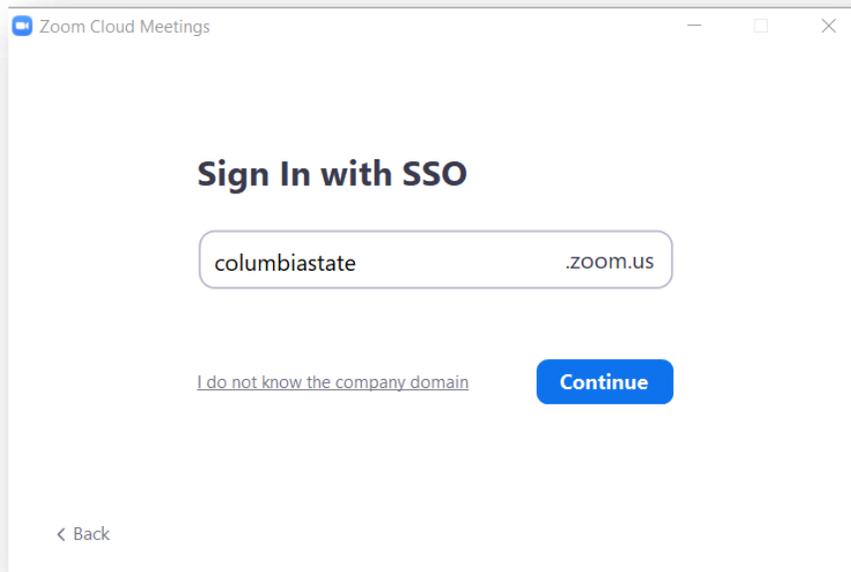
1. Click on the meeting link.
2. The Zoom application will open and sign-in may be required (next step).
3. Click on the **Sign in** button.



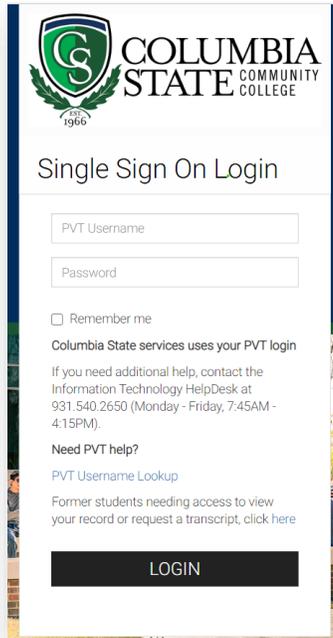
4. Then, **click the Sign in with SSO button**; a domain box will appear.



5. Enter **columbiastate** (all lower case and no spaces) as the company domain and click **Continue**.



6. 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 is a checkbox labeled 'Remember me'. A section titled 'Columbia State services uses your PVT login' contains contact information for the Information Technology HelpDesk: '931.540.2650 (Monday - Friday, 7:45AM - 4:15PM)'. Underneath, there is a 'Need PVT help?' section with two links: '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 word 'LOGIN' in white capital letters.

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