Zoom is a cloud video conferencing tool that works from either an installed client or from within your browser. It is another web conferencing tool we are adding to enhance teaching and learning at NPS.

By default, students and guests do not need a Zoom account, but instructors will need to have an NPS-associated account set up to create and administer Zoom meetings.

**Zoom for Government Account Policy:**
- All NPS account holders are automatically granted a Basic ZfG account with Single Sign On. Please click here for more info and how to sign in.
- Licensed ZfG accounts are in short supply and prioritized for instruction of NPS courses to non-resident students. We are unable to grant requests for non-instructional needs except in special needs cases.
- We automatically adjust our ZfG accounts every quarter to give upcoming teaching faculty a licensed Pro account and convert those who are not teaching to a basic account.
- Request for exceptions must include a justification statement describing why meeting requirements cannot be met by using Microsoft Teams. Microsoft Teams is available to all NPS users and is the supported tool for meetings and collaboration.
- Note: Historical use of Zoom, or a preference for Zoom by meeting attendees, is not an acceptable justification. Your request must describe a functional deficiency that renders Teams unusable for your requirements.
- For more information, please call the CLE helpdesk at 831-656-2020.

**Zoom Security Best Practices**

Discussing Controlled Unclassified Information (CUI) such as FOUO, PII, PHI, etc. is not allowed in Zoom.


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**Account Information**

- Students and guests do not need a ZfG account to participate in meetings.
- We automatically adjust our ZfG accounts every quarter to give upcoming teaching faculty a licensed Pro account and convert those who are not teaching to a basic account.

**NEW! Single Sign On for Zoom for Government**

Managing your Profile Picture in ZfG

What is the difference between a licensed "Pro" account and a Basic Zoom for Government account?

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**About Meetings**

Joining a Zoom for Government Meeting from a Link

Creating a Basic Meeting Two Ways

Creating a Recurring Meeting in Zoom for Gov

Audio and Video in Zoom for Government

Zoom for Government Meeting Invitations

Start a Zoom Meeting without Logging into the Zoom App

Sharing Content in Zoom for Government

How to Create a Notebook Using the OneNote (2016) Software and How to Use OneNote within Zoom for Government

Polls in Zoom for Government (Instructors)

Breakout Rooms in Zoom for Government

Meeting Transcriptions

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**Meeting Recordings**

Recording Considerations
- Communicate with students that classes will be recorded
- Inform students of when you plan to start the recording for each class session
- Note that Zoom and Teams broadcast a message to all participants when someone has started recording the meeting
- Inform students of where recordings will be stored and who will have access to them

Managing Passwords for Zoom for Government Cloud Recordings (Instructors only)
Recording and Sharing Zoom for Government from OneDrive
Recording and Sharing Zoom for Government from Box
Sharing your Recordings from the Zoom for Government Cloud
Change the Local Recording Location in Zoom for Government
Download Your Zoom for Education Cloud Recordings (Instructors only)
Upload your Videos to MS Stream
Restricting Shared File Access in OneDrive and Box

Passwords
Zoom for Government Passwords
Managing Password of Zoom for Government Cloud Recordings (Instructors only)

Working with Sakai
Working with Zoom for Government
How to Share Zoom for Gov Meeting Information with your Students via Sakai

Troubleshooting
How to sign in with Single Sign On (SSO)
Audio and Video in Zoom for Government
Are you using the right Zoom account?
Finding the Zoom for Government Client on your Computer (aka the Zoom App)
How to Update your Zoom Application