### Switching the Zoom app to Zoom for Government

You will need to add Zoom for Government (ZfG) to your app (Windows, Mac, or mobile). Please follow these instructions:

1. Activate your Zoom for Government account by following the link in the Account Activation email you received.
   (If you did not receive or cannot find the email, please contact clehelp@nps.edu. Please note that we are only authorizing Zoom for Gov accounts for Faculty and Staff, not for students)

2. Open the Zoom app on your computer or mobile device and SIGN OUT of your Zoom account.
   (Important: You must sign out of ANY Zoom account in the Zoom app for this process to work).

3. Open your web browser and go to zoomgov.com, and sign into your Zoom for Government account.

4. Click on “My Meetings” in the left-side menu and schedule a new test meeting.

5. Click the Start button to start the meeting

6. Choose to join with the **Zoom app** when prompted (You will use the same Zoom desktop or mobile app you have been using). No one else need attend the meeting and you don’t need to connect with audio or video.

7. Click **End** and leave the meeting you just started.

8. Close and reopen the Zoom app.
9. When you open the app up again, click on **Sign In** and you'll be able to switch accounts, as shown below on a desktop computer and on the phone app.

10. Follow these instructions on all devices where you intend to use Zoom; desktop, tablet, or phone.