Zoom for Government (ZfG)

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:**

- Students and guests do not need a ZfG account to fully participate in meetings.
- 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.

Are you using the right Zoom account?

Switching the Zoom app to Zoom for Government

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 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

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 Password of 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 without a Sakai Interface
- How to Share Zoom for Gov Meeting Information with your Students via Sakai

Troubleshooting

- Audio and Video in Zoom for Government
- Switching the Zoom app to 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