



UNITED STATES
AIR FORCE
ACADEMY



UNITED STATES
AIR FORCE
ACADEMY

Zoom for Government for Beginners

HQ USAFA/DSX



Creating a ZoomGov Account

- Use the following link: <https://us04web.zoom.us/signup>
 - You will be asked to enter some information



For verification, please confirm your date of birth.

Month Day Year

This data will not be stored

Creating a ZoomGov Account

- **Fill in your e-mail for the Free Sign Up**
 - You should receive an e-mail in ~5 minutes with an “Activate Account” button
 - Create a password when you activate your account

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Joining a ZoomGov Meeting

- Visit <https://www.usafa.edu/about/bov/> to obtain meeting registration information
- Follow the registration link on the BoV webpage

Meeting Registration

[f](#) [t](#) [in](#) [✉](#)

Topic 27 Oct BoV ZoomGov Test

Time Oct 27, 2020 01:00 PM in [Mountain Time \(US and Canada\)](#)

First Name* Last Name*

Abraham Lincoln

Email Address* Confirm Email Address*

abraham.lincoln@us.af.mil abraham.lincoln@us.af.mil

* Required information

[Register](#)



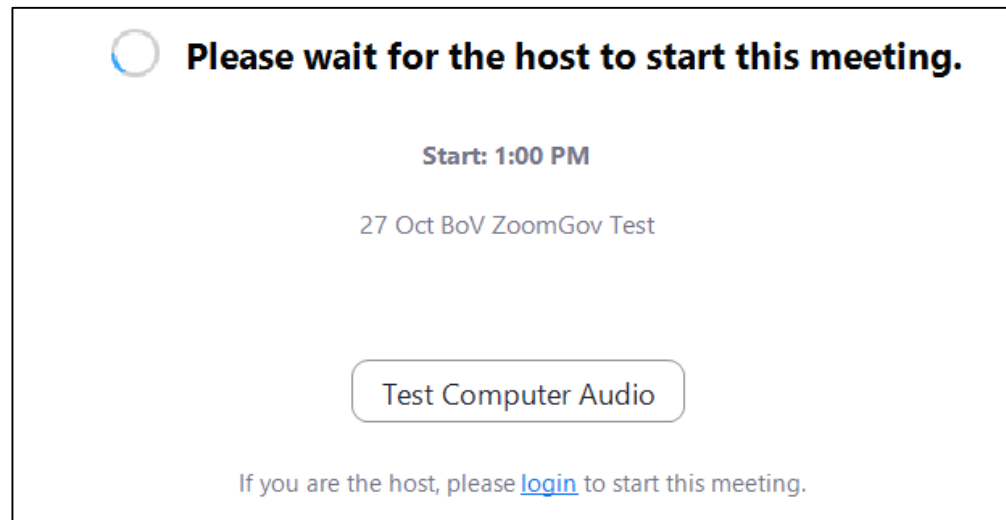
UNITED STATES
AIR FORCE
ACADEMY

Joining a ZoomGov Meeting

- After you register for the meeting, you will receive a confirmation e-mail with a meeting link and a passcode
- The day of the meeting, click on the link in the e-mail and join using the passcode if prompted
 - Be sure to join with computer audio if you wish to speak
 - Note: keep in mind that the hosts will regulate muting and unmuting for non-co-hosts attending the meeting

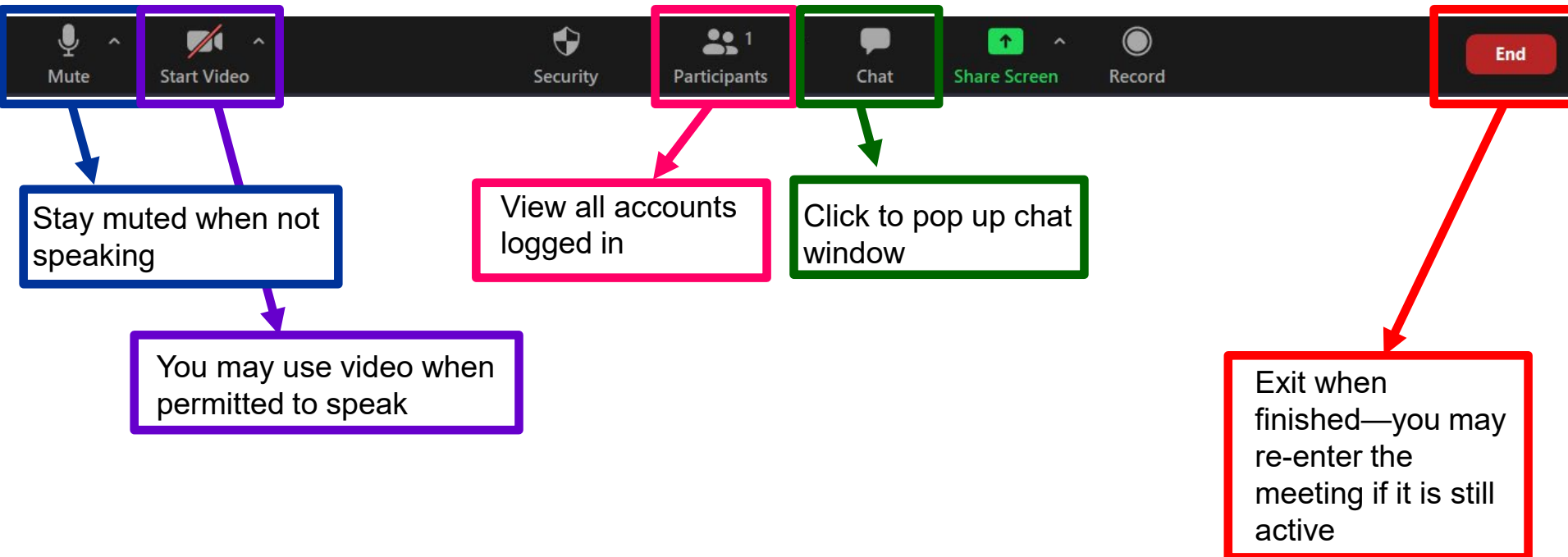
Joining a ZoomGov Meeting

- If you are the first in the meeting, you will see a message like the one below—otherwise you are in!



ZoomGov Meeting Capabilities

- Menu Bar
- You will be a participant in the meeting
 - Key features on the menu bar are below



ZoomGov Meeting Capabilities

■ Chat

- The chat window will pop up on the right side of the screen
 - The Host can send chats to everyone; participants can send questions or comments directly to the Host who will receive a notification at that time
 - You can save the chat with date/time stamps during the active meeting

To: ▾

 File



Type message here...

-
- You are now a Zoom for Government expert!
 - If you have any additional questions, please see the **generic** guide created by Zoom below
 - <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
 - If you have any questions **specific** to Zoom regarding the BoV, please contact Kirsten.Patton@usafa.edu
 - If you are able to reach out via Microsoft Teams, you will get a faster response



UNITED STATES
AIR FORCE
ACADEMY



UNITED STATES
AIR FORCE ACADEMY