

# Zoom for Government Resource Guide

The following resource guide reviews how to utilize ZoomGov.com. ZoomGov.com is a secure site to conduct Military OneSource sessions via video or chat. ZoomGov.com can be used for OCONUS participants for video, chat or telephonic. In this guide you will find step-by-step instructions for:

- [How to Register – First Time User](#)
- [How to Sign In](#)
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- [Enabling Meeting Chat](#)
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## How to Register – First Time User

Individuals will receive an email to set up their own account. The email is external to your organization and is only active for 30 days. From the email, click on Activate your Zoom Account and follow the prompts to complete your initial registration. If you are not directed to the site after registration, enter the following into your browser to sign in: <https://www.zoomgov.com/signin>

**From:** Zoom <no-reply@zoomgov.com>  
**Sent:** Tuesday, October 14, 2025 12:17 PM  
**To:** Traynor, Ima (CTR) <ima.Traynor@fakeemail.com>  
**Subject:** Zoom account invitation

**This Message Is From an External Sender**  
**Caution:** This message is from an external source. Be sure you **Recognize** the sender and subject before replying. **Resist** clicking on any links or attachments or submitting any data when asked. **Report** this message if any indicators seem suspicious.

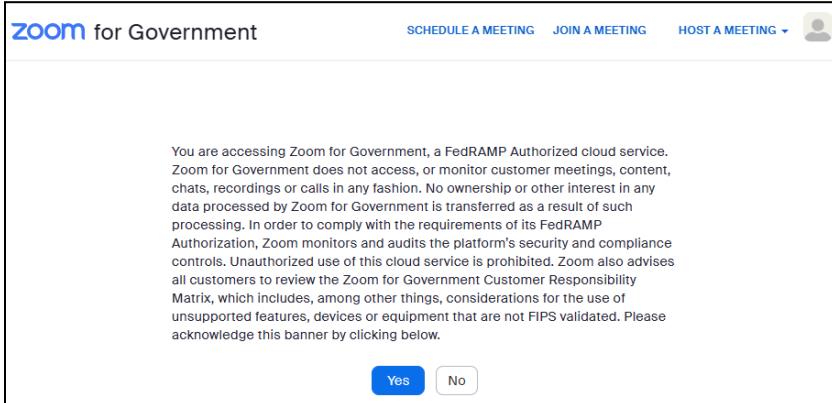


Hello Ima Traynor,  
John Jones ([john.jones@research.com](mailto:john.jones@research.com)) has created a Zoom account for you.  
Please click the button below to activate your account within 30 days.

[Activate Your Zoom Account](#)

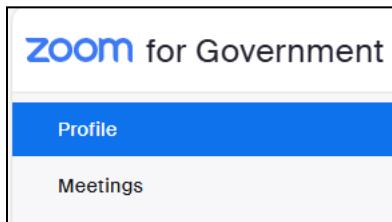
## How to Sign In

Launch ZoomGov.com via <https://www.zoomgov.com/signin>. Acknowledge that you have read and understand the terms of use by selecting “Yes”.



## Updating Your Profile

When you open ZoomGov.com, the first page is your **Profile** page. Here you can add or edit information.



The following information can be added or edited:

- Phone
- My Direct Chat link
- Language
- Time Zone
- Date Format
- Time Format

Personal information		
Phone	Not set	<a href="#">Add</a>
My direct chat link	<a href="https://www.zoomgov.com/launch/chat?src=direct_chat_link&amp;email=steve.n.lopez@evernorth.com">https://www.zoomgov.com/launch/chat?src=direct_chat_link&amp;email=steve.n.lopez@evernorth.com</a>	<a href="#">Copy</a>
Language	English	<a href="#">Edit</a>
Time Zone	(GMT-5:00) Central Time (US and Canada)	<a href="#">Edit</a>
Date Format	mm/dd/yyyy    Example: 10/22/2025	<a href="#">Edit</a>
Time Format	Use 12-hour time (Example: 02:00 PM)	<a href="#">Edit</a>

Note: The “Meetings” section in your profile includes other information such as your account number, sign in email and password.

## Enabling Meeting Chat

1. To enable chat settings
  - a) Select “**Settings**” from the menu bar on the left
  - b) Select “**Schedule Meeting**” from the middle menu
  - c) Scroll down to “**Meeting chat**”
  - d) Select “Allow users to copy or save chats from the meeting”
    - a. Everyone

**Meeting chat**

Allow meeting participants to send chat messages

By default, allow participants to chat with

Allow users to copy or save chats from the meeting

Host and co-hosts

Everyone

Only users in your account

Only users in your account can chat

- e) Ensure the following settings are selected/enabled in the list:
  - f) Enable continuous meeting chat (deselect)
  - g) Allow participants to delete messages in meeting chat (deselect)
  - h) Allow participants to edit messages in meeting chat
  - i) Enable the Screenshot feature in meeting chat

### Enable continuous meeting chat

Chat will continue before, during, and after the meeting in Team Chat for signed in users.  [?](#)



### Allow participants to delete messages in meeting chat

When this setting is enabled, participants can delete their own messages and hosts (and co-hosts) can delete any messages sent during the meeting.

### Allow participants to edit messages in meeting chat

When this setting is enabled, participants can edit their own messages sent during the meeting.

### Enable the Screenshot feature in meeting chat

When this setting is enabled, participants can send screenshots during the meeting.



- j) Allow participants to use emojis in meeting chat
- k) All emojis
- l) Meeting Chat – Direct Messages
- m) Meeting chat – Auto-save (deselect)
- n) Allow hyperlinks in Meeting and Webinar Chat

**Allow participants to use emojis in meeting chat**

Allow participants to use the emoji library in meeting chat. Choose between allowing participants to use any emoji in the library, or choose to allow only pre-selected emojis. If the setting is disabled, participants can still use keyboard shortcuts to add emojis. Participants can change their emoji skin tone in Settings. [\[V\]](#)

 All emojis Selected emojis **Meeting chat - Direct messages**

Allow meeting participants to send direct messages to other participants

**Meeting chat - Auto-save**

Automatically save chat messages to a local file on the host's computer when the meeting ends

**Allow hyperlinks in Meeting and Webinar Chat**

Allow users to send and click on hyperlinks in Meeting and Webinar Chat.

- o) Send files via meeting chat
- p) Sound notifications when someone joins or leaves (deselect)

**Send files via meeting chat**

Hosts and participants can send files through the in-meeting chat.

- Only allow specified file types
- Maximum file size

**Sound notification when someone joins or leaves**

- j) Announce number of participants for dial-in participants
- k) Display end – of – meeting experience feedback survey (deselect)

Announce number of participants for dial-in participants



Display end-of-meeting experience feedback survey



Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

While not a Chat feature, ensure to enable Co-host – this will be used when scheduling appointments.

Co-host



Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

## Scheduling Meeting via ZoomGov.com Web Portal

1. Once signed in, select “Meetings”, then select “Schedule a Meeting”

**zoom** for Government

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



[My Meetings](#) > [Manage "Military One Source"](#)

- a) For “Topic” type “**Military OneSource**” as the meeting title. Do not add participant information in the title.
- b) For “When”, select the Date and Time for your meeting. (Note: The Time Zone will default to your Profile setting)
- c) Set “Duration” to 1 hour (there is no 50 min option)

### Schedule Meeting

Topic

When

Duration  hr  min

Time Zone

Scheduling Meetings via the ZoomGov.com Web Portal (contd.)

- l) **Registration** – Not used
- m) **Meeting ID** - Select “**Generate Automatically**” to ensure each meeting is unique. Do not select Personal Meeting
- n) **Template** – will create an easy way to generate new meetings
- o) Under “**Security**” a “**Passcode**” is generated that users must have in order to join the meeting. Do not customize the “**Passcode**” provided
- p) Select “**Waiting Room**” to enable a virtual room the attendee(s) wait in until the host allows them in. This will help to avoid anyone else accidentally joining the meeting.

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 161 6842 2623

Template

Whiteboard [Add Whiteboard](#)

Security  Passcode  Only users who have the invite link or passcode can join the meeting

Waiting Room Only users admitted by the host can join the meeting

- q) **“Video/ Audio Options”** – Selections can be made as to whether the host and participants begin the meeting with their videos turned on or off. Default is set to “**Off**”
- r) Select “**Save**” and your meeting is scheduled.

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from [United States](#)

Options [Show](#)

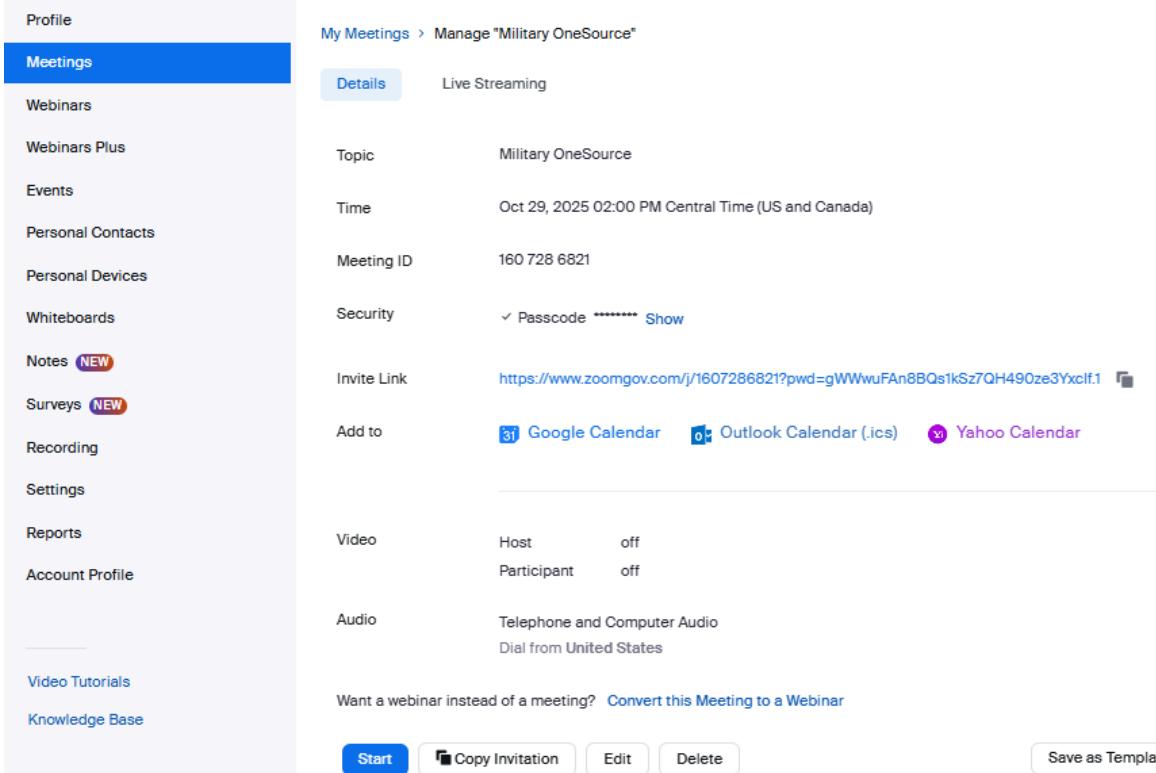
**Save** [Cancel](#)

## Sharing Invites with Participants

Once the meeting is scheduled, go to “Copy Invitation” at the bottom. Paste the information into a participant(s) email.

Note: If the information within the meeting or key elements need to be changed before the meeting begins, return to the web portal, click **Meetings**, to Start, Edit or Delete the meeting.

Note: Any settings or options not mentioned herein, or that are not recognized, are due to your role, account



My Meetings > Manage "Military OneSource"

Details Live Streaming

Webinars	Topic	Military OneSource
Events	Time	Oct 29, 2025 02:00 PM Central Time (US and Canada)
Personal Contacts	Meeting ID	160 728 6821
Personal Devices	Security	✓ Passcode ***** <a>Show</a>
Whiteboards	Invite Link	<a href="https://www.zoomgov.com/j/1607286821?pwd=gWWwuFAn8BQs1kSz7QH490ze3Yxclf.1">https://www.zoomgov.com/j/1607286821?pwd=gWWwuFAn8BQs1kSz7QH490ze3Yxclf.1</a> 
Notes <span>NEW</span>	Add to	 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar
Surveys <span>NEW</span>		
Recording		
Settings		
Reports	Video	Host off Participant off
Account Profile	Audio	Telephone and Computer Audio Dial from United States
Video Tutorials	Want a webinar instead of a meeting? <a>Convert this Meeting to a Webinar</a>	
Knowledge Base		

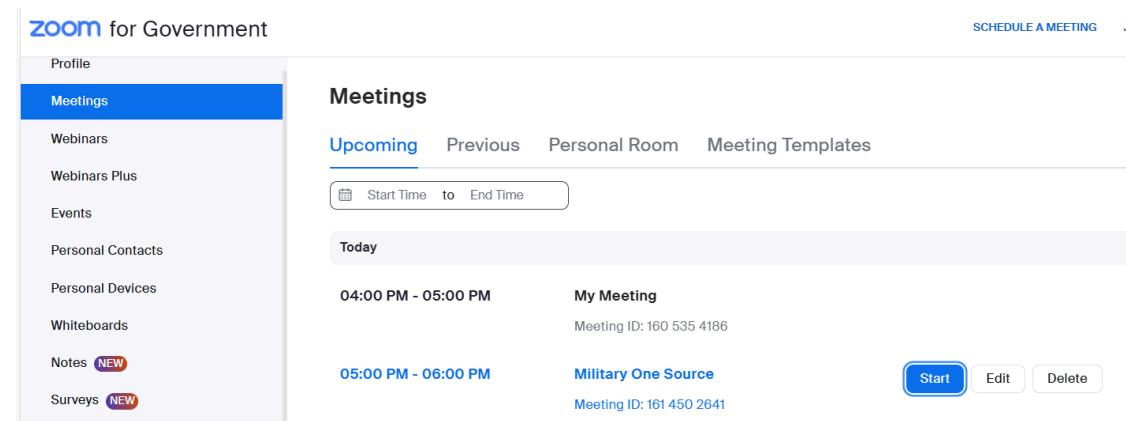
Start  Copy Invitation Edit Delete Save as Template

type, settings or permissions

## How to Join a Meeting

Once the meeting link is sent you can start the meetings from your Meetings page in the ZoomGov.com portal.

After signing in, go to the “Meetings” tab, locate the meeting you want from the ones you have created and select it. The option to “Start” will display.



SCHEDULE A MEETING 

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Profile Meetings

Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

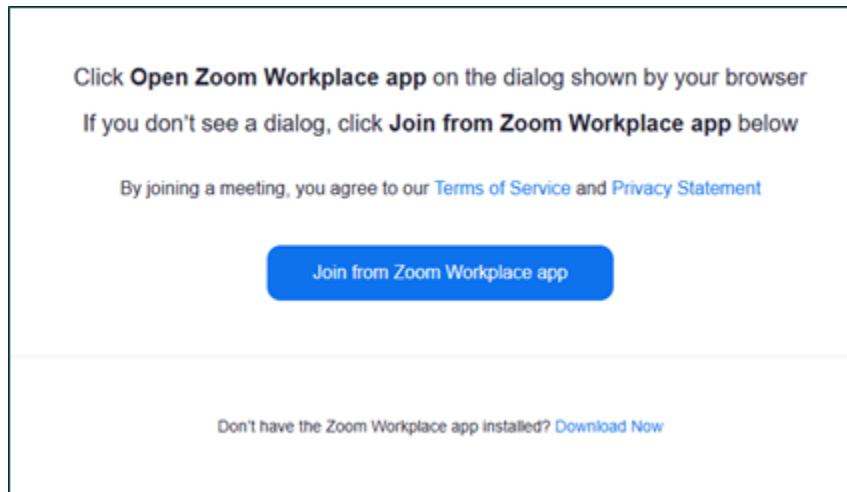
Today

04:00 PM - 05:00 PM	My Meeting	Start Edit Delete
05:00 PM - 06:00 PM	Military One Source	Start Edit Delete



## Joining by Hyperlink and Phone

1. You will be prompted to join from the web app.
  - If not installed, you can download it from this screen



2. To join by phone, call the number that was sent to you in the invite, and dial the provided number based on your location.
3. Enter the Meeting ID and Passcode from the invite

## Additional Resources

Access this link for additional ZoomGov.Com Information: [Knowledge Base - Getting started guide for new users](#)