

GENERAL DYNAMICS

NASSCO

Inter-Department Memo

DATE: April 13, 2020
TO: Distribution
SUBJECT: Zoom Rollout
FROM: IT Department

In our continued pursuit of improvement as a company, we will begin using Zoom for Government (**ZoomGov**) for teleconferencing and chat. This will allow the company to improve collaboration and efficiency across all departments.

We will be using a specialized, licensed version, of Zoom that will provide increased security and features. The IT Department will be installing the Zoom Client and a Zoom Outlook Add-In on all NASSCO Windows devices over the weekend. Accounts will be created for each employee and you will receive an account activation email in the **upcoming weeks (soon)**.

We ask that you do not attempt to create any Zoom accounts on your own or use the Zoom features (Zoom Desktop Client or Zoom Outlook Add-In) until you have received an activation email. We will make another company wide announcement when these emails are sent out.

Some of the highlighted features will include:

- **Group Collaboration**
 - Messaging and Chat
 - Departments/Teams/Groups can create chat sessions to provide real time communication for members on multiple devices
 - Multi-Platform (Windows, Mac, Apple iOS and Android)
- **Video Conferencing (with the use of a camera/microphone)**
 - HD Video/Voice
 - Screen Sharing
 - Full Screen and Gallery View
- **Hosting meetings with up to 100 people**
 - Unlimited meeting time for 1 to 1 meetings
 - 40 minute time limit for groups of 3 or more
- **Mass Communication**
 - Able to receive real time company notifications to any device that has Zoom installed

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