Recommended Zoom Settings

- Login to http://www.zoom.us/. Keep in mind that you will need to completely close and re-open zoom for these changes to take effect.

- For our purposes, we will be editing the personal settings. We will start in “Meeting”
Only authenticated users can join meetings
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

Require a password when scheduling new meetings
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings
A random password will be generated when starting an instant meeting.

Require a password for Personal Meeting ID (PMI)

Embed password in meeting link for one-click join
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Chat
Allow meeting participants to send a message visible to all participants.

Prevent participants from saving chat (●) If you decide to enable chat, this check box will disable saving

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
Host Only (●) All Participants (●)

Who can start sharing when someone else is sharing?
Host Only (●) All Participants (●)

If you enable screen sharing for your meeting, you will want to ensure that the Host only button is selected so that participants are unable to hijack the screen.

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin (●)

This will ensure people who are kicked out, do not re-join.

Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves (●)

This will allow for anonymity in our meetings.
For anonymity purposes, we should be disabling all of the options in the "Recording" section.
• Advise your participants, at the start of your meeting, that they should utilize their “mute” button at the bottom left of their program or application.

• The host can manage participants and remove their ability to un-mute themselves, but they will need to remind participants when it is their turn to share.

• As the host, it is always best practice to ensure your participants are muted while members are sharing or during group readings.
• You can adjust your settings by clicking “Mute All” and decide whether your participants can mute themselves or not. See below for screenshots of this and how to remove people from your meeting.