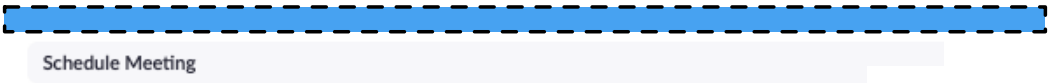


Advanced Settings

1. Host video – start the meeting with your video going
2. Participants video – start meeting with their video on/off (but not locked)
3. Audio Type – do you want to allow people to phone in? What should their default setting be?
4. Join before host – leave this off, so that you can control who is in the meeting
5. Require a password when scheduling new meetings – this can help prevent uninvited / troll participants
6. Mute participants on entry – a good idea to turn this on for large meetings, though only the host can then reactivate their audio
7. Private chat – leave this switched off if you think children will be involved in the chat
8. Auto-saving chats – another child protection measure would be to turn this on.
9. Co-hosts – useful if you want to give someone else the ability to run the technical aspects of meetings while you're presenting
10. Who can share – is only the host able to share their screen?
11. Who can start sharing when someone else is sharing? – worth considering whether you want to allow others to take over the screen sharing
12. Whiteboard – allow participants to share a whiteboard
13. Nonverbal feedback – icons in the participants panel allow people to indicate their feedback / opinion during the meeting
14. Allow removed participants to rejoin – best to leave this option off
15. Breakout room – allow small groups within a call
16. Closed captioning – allow a user to type closed captions during the meeting, or use an external (paid) service to create the captions
17. Virtual Background – can block this or allow.
18. Allow users to select original sound in their client settings
19. Attention tracking – lets the host see whether people have Zoom as the current application they're running in the foreground or if they're working on a different application
20. Waiting room – attendees have a place to wait until they're allowed to join the meeting: worth switching on as a placeholder
21. Show a “Join from your browser” link – makes it easier for people to access a reduced set of features in the call, but without having to install an app.
22. Blur snapshot on iOS task switcher – user privacy setting
23. Invitation email – lets you add extra default information to the bottom of the invitation template.





1.

*** Host video**

Start meetings with host video on

2.

*** Participants video**

Start meetings with participant video on. Participants can change this during the meeting.

3.

*** Audio Type**

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

4.



Join before host

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant 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.

5.

*** 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.

6.



Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

7.



Private chat

Allow meeting participants to send a private 1:1 message to another participant.

8.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Play sound when participants join or leave

Play sound when participants join or leave

File transfer

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

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

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.

9.



Co-host

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

Polling


Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting 

Show Zoom windows during screen share 

Screen sharing

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

10.



Who can share?

Host Only All Participants 

11.



Who can start sharing when someone else is sharing?

Host Only All Participants 

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications.



Annotation

Allow participants to use annotation tools to add information to shared screens 

12.



Whiteboard

Allow participants to share whiteboard during a meeting 

Auto save whiteboard content when sharing is stopped

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

13.



Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 

14.



Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 

In Meeting (Advanced)

15.



Breakout room

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling 

Remote support

Allow meeting host to provide 1:1 remote support to another participant

16.



Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions

Allow participants to save fully closed captions or transcripts

Far end camera control

Allow another user to take control of your camera during a meeting

Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)


17.



Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

18.



Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

19.



Attention tracking

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

20.



Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

21.



Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Allow live streaming meetings

—

- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service

Email Notification

When a cloud recording is available

Notify host when cloud recording is available

- Send a copy to the person who scheduled the meeting/webinar for the host

When attendees join meeting before host

Notify host when participants join the meeting before them

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

When an alternative host is set or removed from a meeting

Notify the alternative host who is set or removed

When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled

When the cloud recording is set to be permanently deleted from trash

When the cloud recording is going to be permanently deleted from trash

Notify the host 7 days before the cloud recording is permanently deleted from trash

Other

22.



Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

23.



Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

[Send me a preview email](#)

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one