ZOOM MEETING SETTINGS

Before you start Zoom, click on your SETTINGS to turn on or turn off certain features to ensure the security of your meetings. The items in RED are highly recommended, and the others are optional but very helpful. The settings in the table are listed in the order they appear in the settings on the Zoom website.

SETTINGS TO TURN ON

SETTING	NOTES
Require a password when scheduling new meetings	Provides an added layer of security (this setting can also be found when scheduling a meeting)
Mute participants upon entry	Starts the meeting with everyone muted (this setting can also be found when scheduling a meeting)
Play sound when participants join or leave	Choose "Heard by host only"
Allow host to put attendee on hold	Use this if you need/want to remove a student from the meeting temporarily. It will put the participant in the waiting room
Always show meeting control bar	Allows you to access controls quickly
Screen sharing	Choose "Host Only"
Disable desktop/screen share for users	Prevents students from sharing their screen
Waiting room	Requires your approval for a student to join (this setting can also be found when scheduling a meeting)

- Under RECORDING settings, turn on "Local recording" but make sure "Hosts can give participants the permission to record locally" is UNCHECKED

SETTINGS TO TURN OFF

SETTING	NOTES
Host video	Meeting starts with your video turned off (this setting can also be found when scheduling a meeting)
Participants video	Meeting starts with students' videos turned off (this setting can also be found when scheduling a meeting)
Join before host	Prevents students from joining the meeting before you start (this setting can also be found when scheduling a meeting)
Chat	You can keep this one on and specific other chat settings while in Zoom (see next page) but make sure "Prevent participants from saving chat" is checked
Private chat	Automatically off if chat is turned off entirely
File transfer	Automatically off if chat is turned off entirely
Annotation	Automatically off if screen sharing is set to Host Only
Whiteboard	Automatically off if screen sharing is set to Host Only
Remote control	Automatically off if screen sharing is set to Host Only
Nonverbal feedback	Prevents students from clicking on thumbs up/down, go slower/faster, and other icons that can be disruptive
Allow removed participants to rejoin	Prevents students who were removed from rejoining the meeting
Virtual background	Prevents students from changing the virtual background of their video

WHILE IN ZOOM

PARTICIPANTS WINDOW

Click on "More" and make sure ONLY the following items are checked:

Mute Participants upon Entry	A window will pop up and UNCHECK "Allow Participants to Unmute Themselves" (this setting can also be found when scheduling a meeting)
Play Enter/Exit Chime	This can be enabled in the settings as well
Lock Meeting	Once everyone who's invited is in the meeting, use this to prevent anyone else from entering

- Hover over a student's name and click "More" to mute/unmute, rename, put on hold, or remove from the meeting.
- You can stop a student's video (and prevent from starting again) by hovering over the video and clicking on the three dots to bring up the controls.
- NOTE: With video disabled, students can still change their profile picture for all to see

CHAT WINDOW

Click on "..." and choose one of the following settings:

No One	Chat is disabled for everyone, including yourself
Host Only	Students can only chat with you privately and no one else can see it
Everyone Publicly	Allows students to chat with each other for all to see. This setting is NOT recommended