

Profile

Personal Meeting ID: Link can be personalized. Use this ID for instant meetings. Or, you can use the Personal Link. Customize to your name.

User Type: Pro

Capacity: Meeting = 100

Time Zone: Use the Time Zone of where the meeting will be held

Signed-In Device: Allows you to sign out from all devices at once.



Meeting Settings: 3 Tabs—Meeting, Recording, Telephone These are default settings.

Meeting Tab

Schedule Meeting

- 1. Host video** **Default: OFF**
Start meetings with host video on.
- 2. Participants video** **Default: OFF**
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 **✓ Recommended**
 Telephone
 Computer Audio
- 4. Join before host** **Default: OFF**
Allow participants to join the meeting before the host arrives.
- 5. Require a password for Personal Meetings if attendees can join before host** **Default: OFF**
If the meeting organizer selects the "Enabled join before host" option for a Personal Meeting, the "Require meeting password" option is also enabled. This prevents unauthorized participants from fraudulently using the meeting ID. The password is

automatically populated in the calendar invitation. Only people with both the meeting ID and password can join.

6. **Generate and require password for participants joining by phone** **Default: OFF**
Will generate and send new passwords for newly scheduled or edited meetings.
7. **Mute participants automatically** **Default: OFF**
Automatically mute all participants when they initially join the meeting. The host controls whether they can later unmute themselves.
8. **Calendar Integration** **Default: OFF**
Integrate your calendar service, such as Google calendar, Outlook, or Exchange with Zoom client.
9. **Upcoming meeting reminder** **Default: OFF**
Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

10. **End to End Encryption** **Default: OFF**
11. **Chat** **Default: ON**
Allow meeting participants to send a message visible to all participants.
12. **Private chat** **Default: ON**
Allow meeting participants to send a private 1:1 message to another participant.
13. **Auto saving chats** **Default: OFF**
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
14. **Play sound when participants join or leave** **Default: OFF**
15. **File Transfer** **Default: OFF**
Allow host to send files to participants
16. **Feedback to Zoom** **Default: ON**
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.
17. **Display end-of-meeting experience feedback survey** **Default: OFF**

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.

- 18. Co-host Default: OFF**
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.
- 19. Polling Default: OFF**
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.
- 20. Allow host to put attendee on hold Default: OFF**
Allow hosts to temporarily remove an attendee from the meeting.
- 21. Always show meeting control toolbar Default: OFF**
Always show meeting controls during a meeting.
- 22. Allow to share Zoom windows in desktop sharing Default: OFF**
Show Zoom Desktop application when sharing screen
- 23. Annotation Default: ON**
Allow participants to use annotation tools to add information to shared screens.
- 24. Whiteboard Default: ON**
Allow participants to share a whiteboard that includes annotation tools.
- 25. Remote control Default: ON**
During screen sharing, the person who is sharing can allow others to control the shared content.
- 26. Nonverbal feedback Default: OFF**
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

IN MEETING (ADVANCED)

- 27. Breakout room Default: OFF**
Allow host to split meeting participants into separate, smaller rooms.
- 28. Remote support Default: OFF**
Allow meeting host to provide 1:1 remote support to another participant
- 29. Closed captioning Default: OFF**
Allow host to type closed captions or assign a participant/third party device to add closed captions

- 30. Far end camera control Default: OFF**
Allow another user to take control of your camera during a meeting
- 31. Virtual background Default: OFF**
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.
- 32. Identify guest participants in the meeting/webinar Default: OFF**
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.
- 33. Auto-answer group in chat Default: OFF**
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.
- 34. Only show default email when sending email invites Default: OFF**
Allow users to invite participants by email only by using the default email program selected on their computer
- 35. Use HTML format email for Outlook plugin Default: OFF**
Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin
- 36. Allow users to select stereo audio in their client settings Default: OFF**
- 37. Allow users to select stereo audio during a meeting Default: OFF**
- 38. Allow users to select original sound in their client settings Default: OFF**
- 39. Allow users to select original sound during a meeting Default: OFF**
- 40. Screen sharing Default: ON**
Allow host and participants to share their screen or content during meetings.
- 41. Attention tracking Default: OFF**
Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.
- 42. Waiting room Default: OFF**
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.

43. Show a "Join from your browser" link **Default: OFF**
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

44. Allow live streaming the meetings **Default: OFF**
Allow hosts to live stream their meetings to Workplace by Facebook or Custom Live Streaming Service

EMAIL NOTIFICATION

45. When a cloud recording is available **Default: OFF**
Notify host when cloud recording is available.

46. When attendees join meeting before host **Default: ON**
Notify host when participants join the meeting before them.

47. When a meeting is cancelled **Default: ON**
Notify host and participants when the meeting is cancelled

48. When an alternative host is set or removed from a meeting **Default: OFF**
Notify the alternative host who is set or removed.

OTHER

49. Blur snapshot on iOS task switcher **Default: OFF**
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.

50. Invitation Email **Default: OFF**
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	English
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Recording Tab

1. Local Recording **Default: ON**
Allow hosts and participants to record the meeting to a local file

2. **Automatic recording**

Default: OFF

Record on local computer under Libraries>Documents>Zoom in a folder with date and title of meeting

3. **Multiple audio notifications of recorded meeting**

Default: OFF

Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If this option is disabled, users will only hear one notification message per meeting.

Security Considerations

Besides requiring a meeting password, you have three other options:

- **Lock the Meeting:** when you're in the meeting, click *Participants* at the bottom of your Zoom window. In the participants pop-up box, you will see a button that says *Lock Meeting*. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.
- **Expel a Participant:** still in that participants menu, you can mouse over a participant's name, and several options will appear, including *Remove*. Click that to kick a participant out of the meeting. They can't get back in if you then click *Lock Meeting*.
- **Attendee On-Hold:** if you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select *Start Attendee On-Hold* to activate this feature.

Other host controls include locking screen-sharing, enabling/disabling participant recording, and disabling in-meeting chat.

Sessions run in a secure infrastructure cloud platform. The sessions are encrypted. After the meeting, no session information is retained on the Zoom routers or any participant's devices. If recorded, the file is located on that customer's local machine.