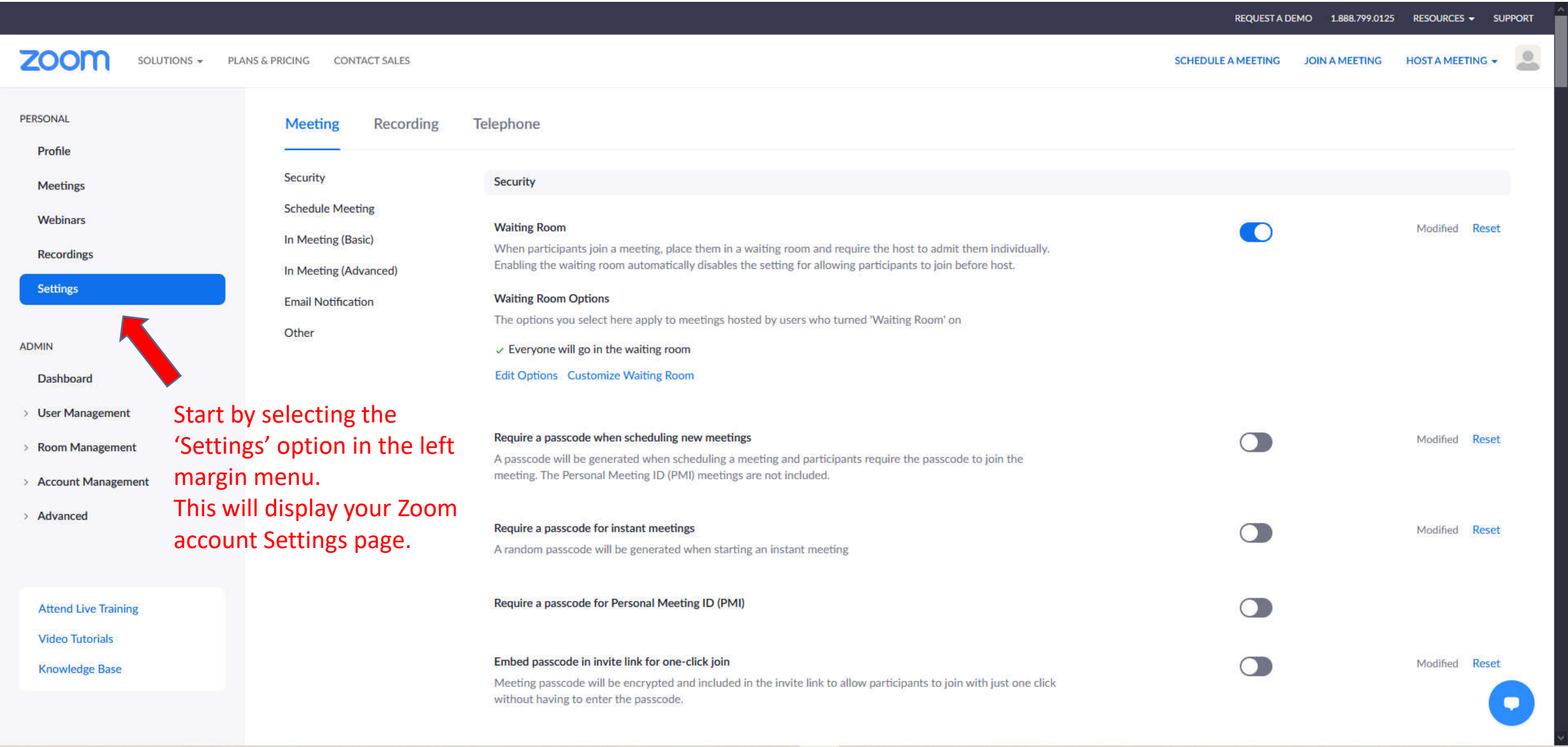
Zoom Account Settings – page 1

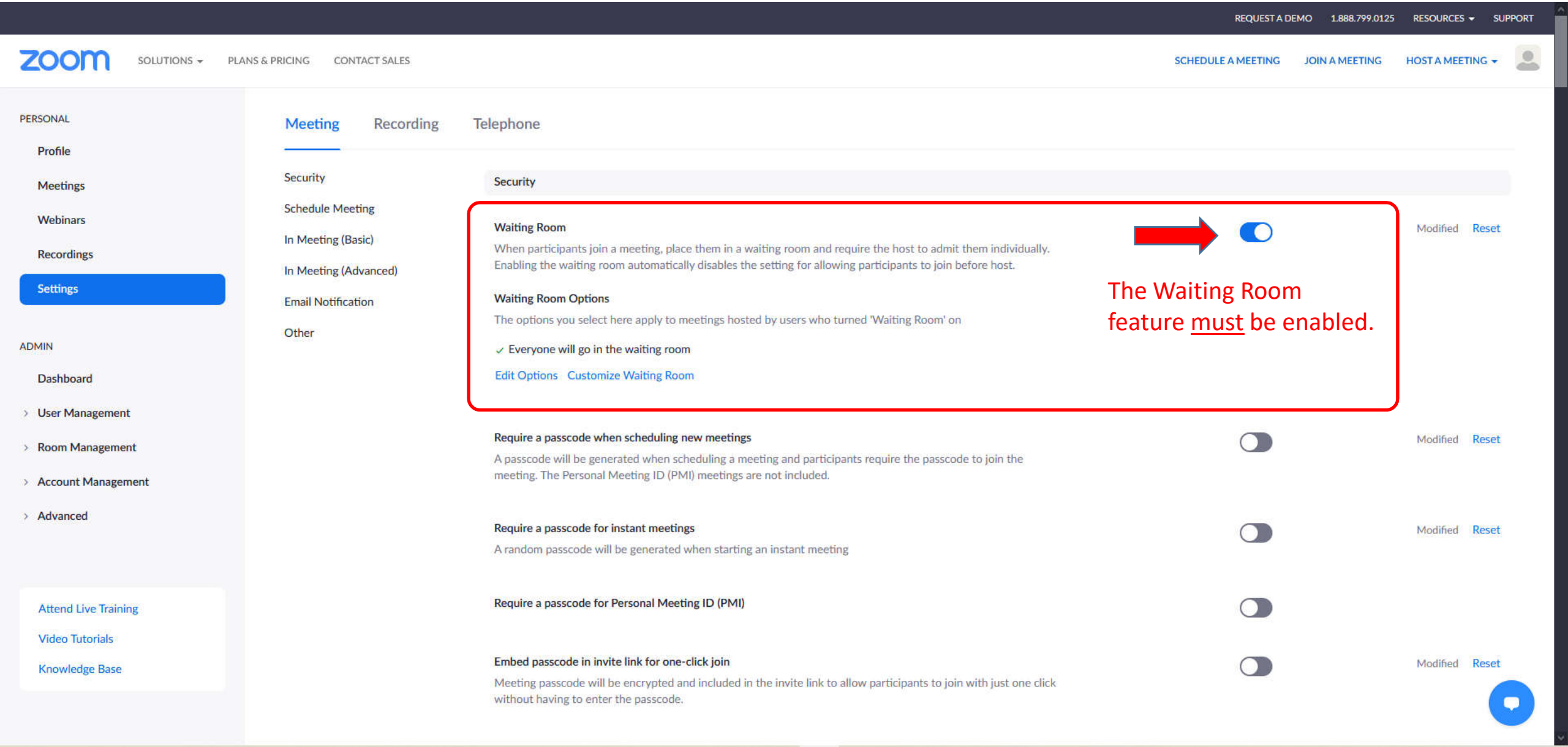
Bard Lifetime Learning Institute LLI



Start by selecting the 'Settings' option in the left margin menu.
This will display your Zoom account Settings page.

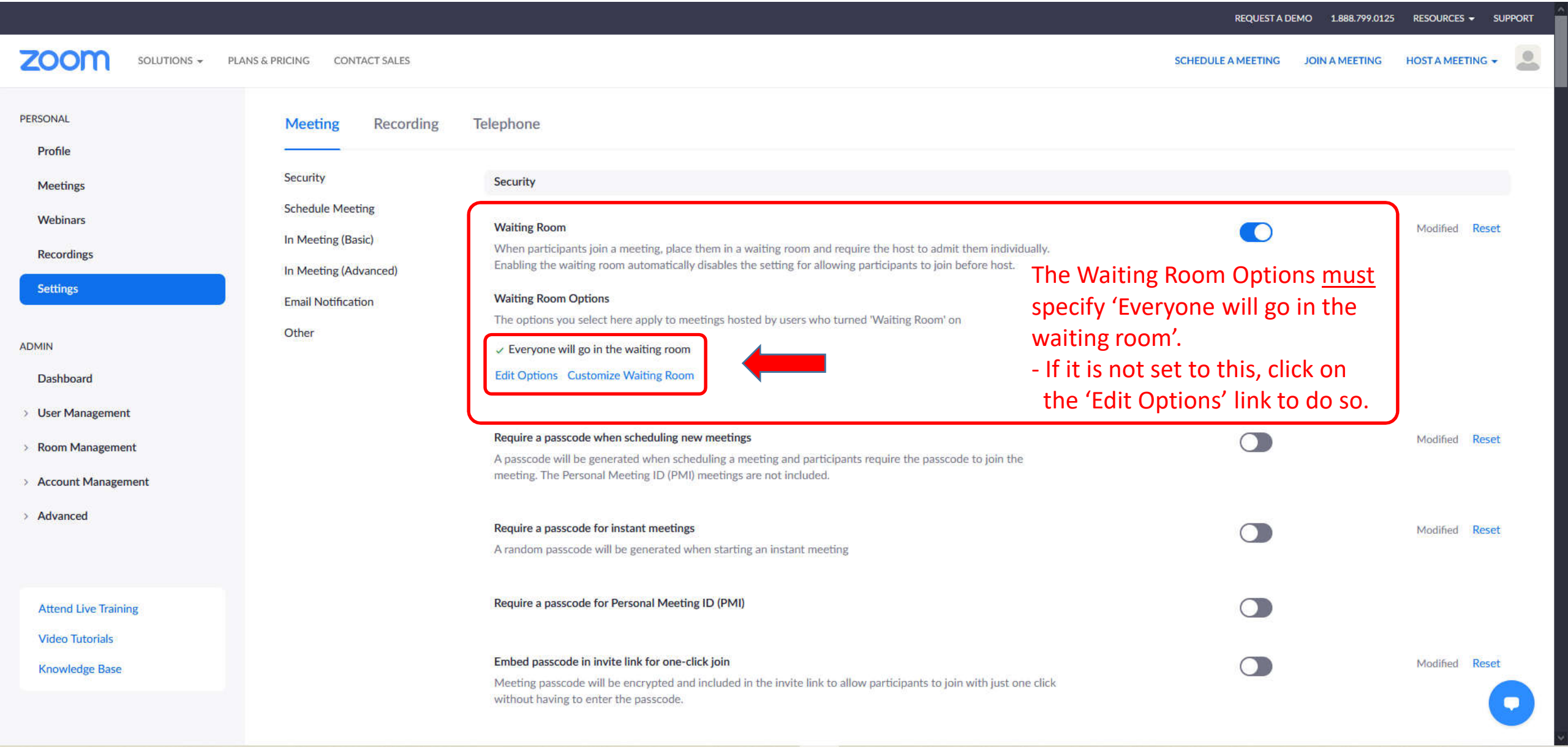
Zoom Account Settings – page 2

Bard Lifetime Learning Institute

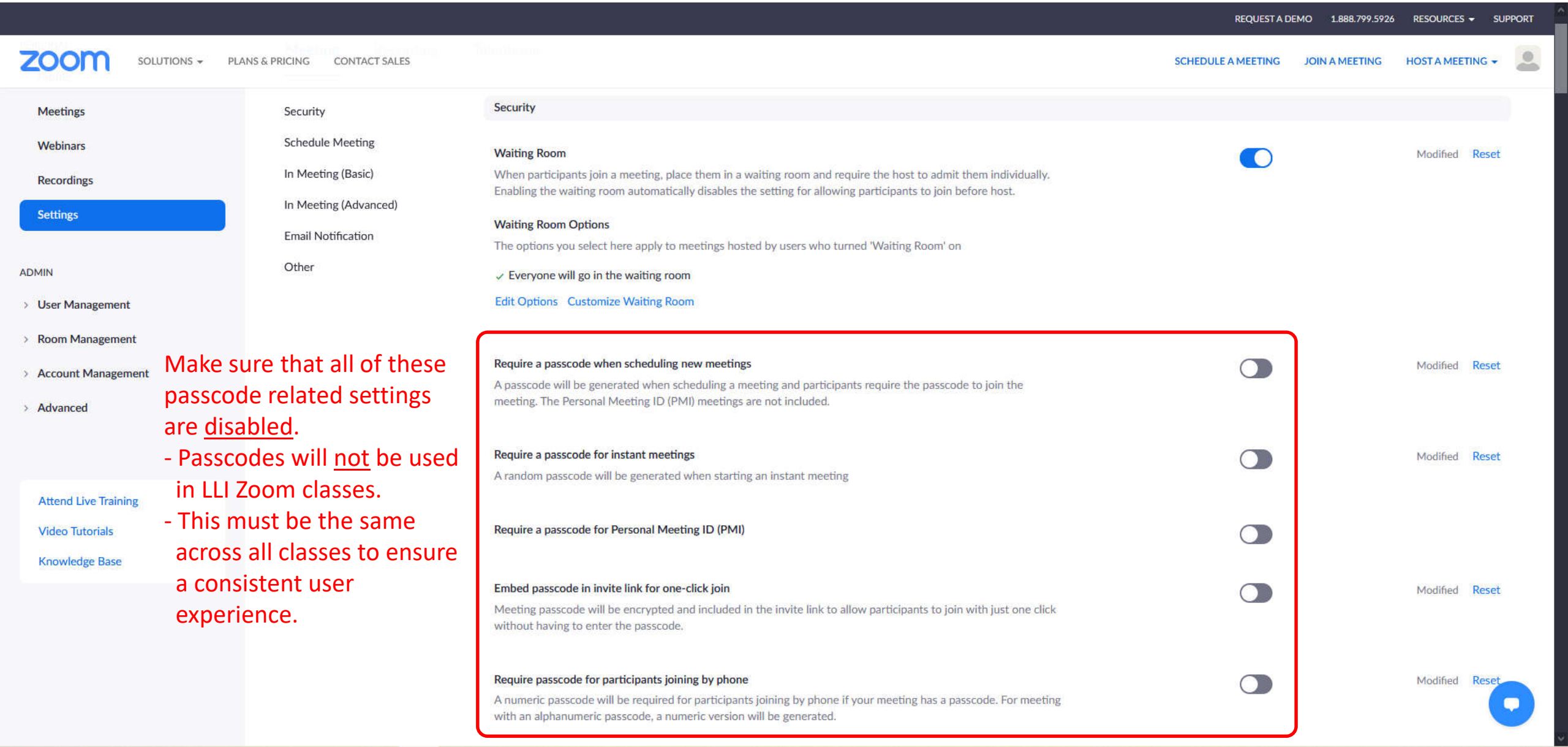


Zoom Account Settings – page 3

Bard Lifetime Learning Institute



Zoom Account Settings – page 4

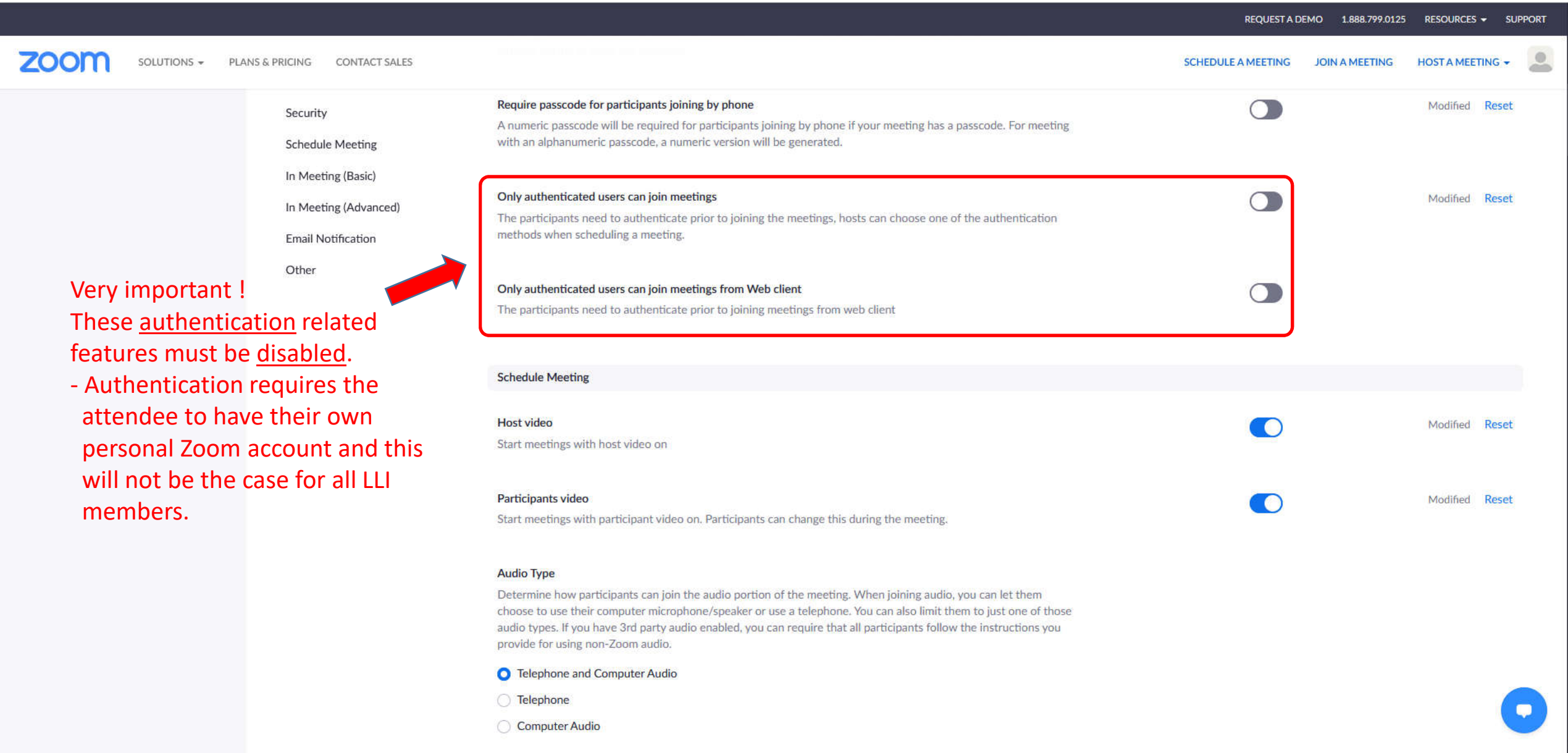


Make sure that all of these passcode related settings are disabled.

- Passcodes will not be used in LLI Zoom classes.
- This must be the same across all classes to ensure a consistent user experience.

Zoom Account Settings – page 5

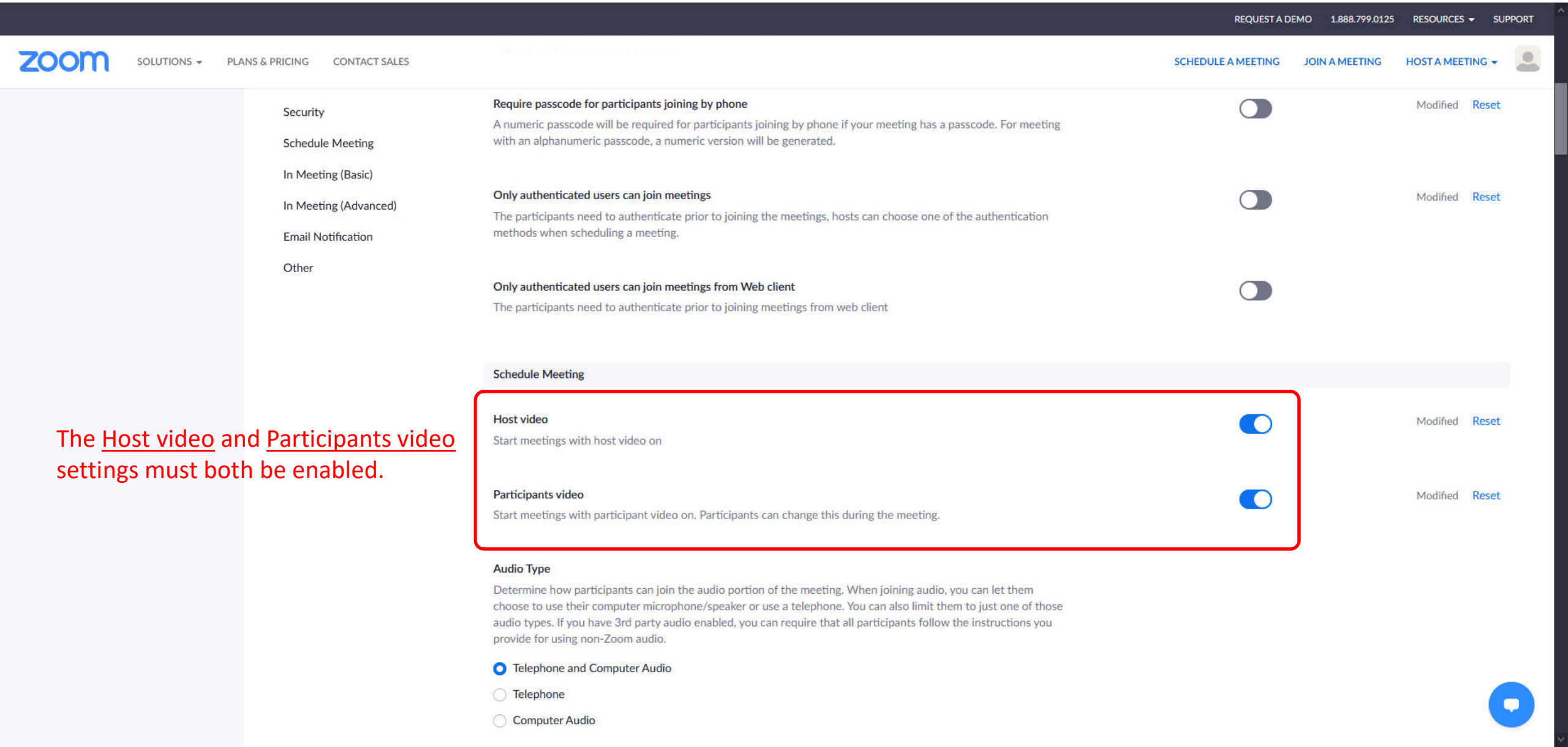
Bard Lifetime Learning Institute LLI



Very important !
These authentication related features must be disabled.
- Authentication requires the attendee to have their own personal Zoom account and this will not be the case for all LLI members.

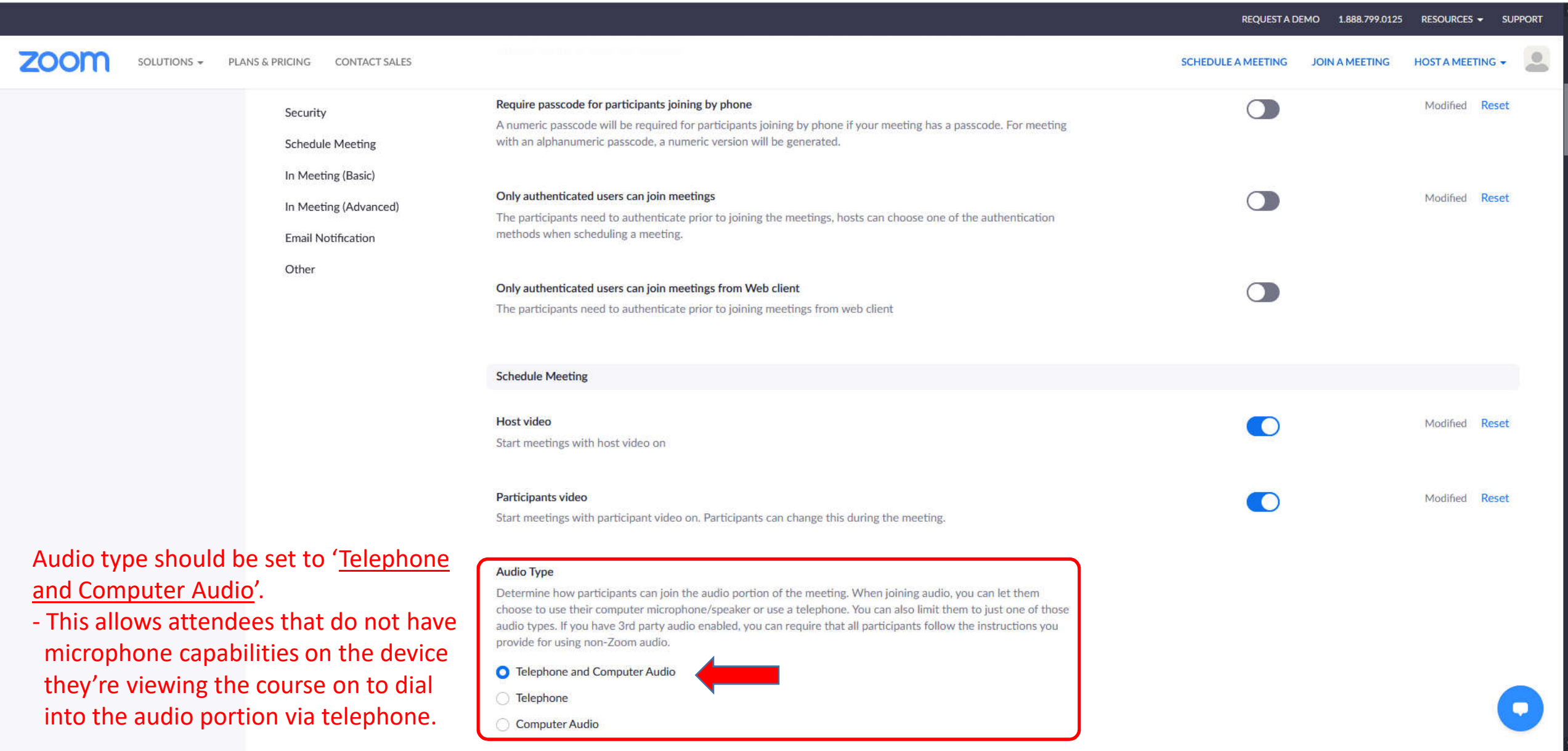
Zoom Account Settings – page 6

Bard Lifetime Learning Institute



The Host video and Participants video settings must both be enabled.

Zoom Account Settings – page 7

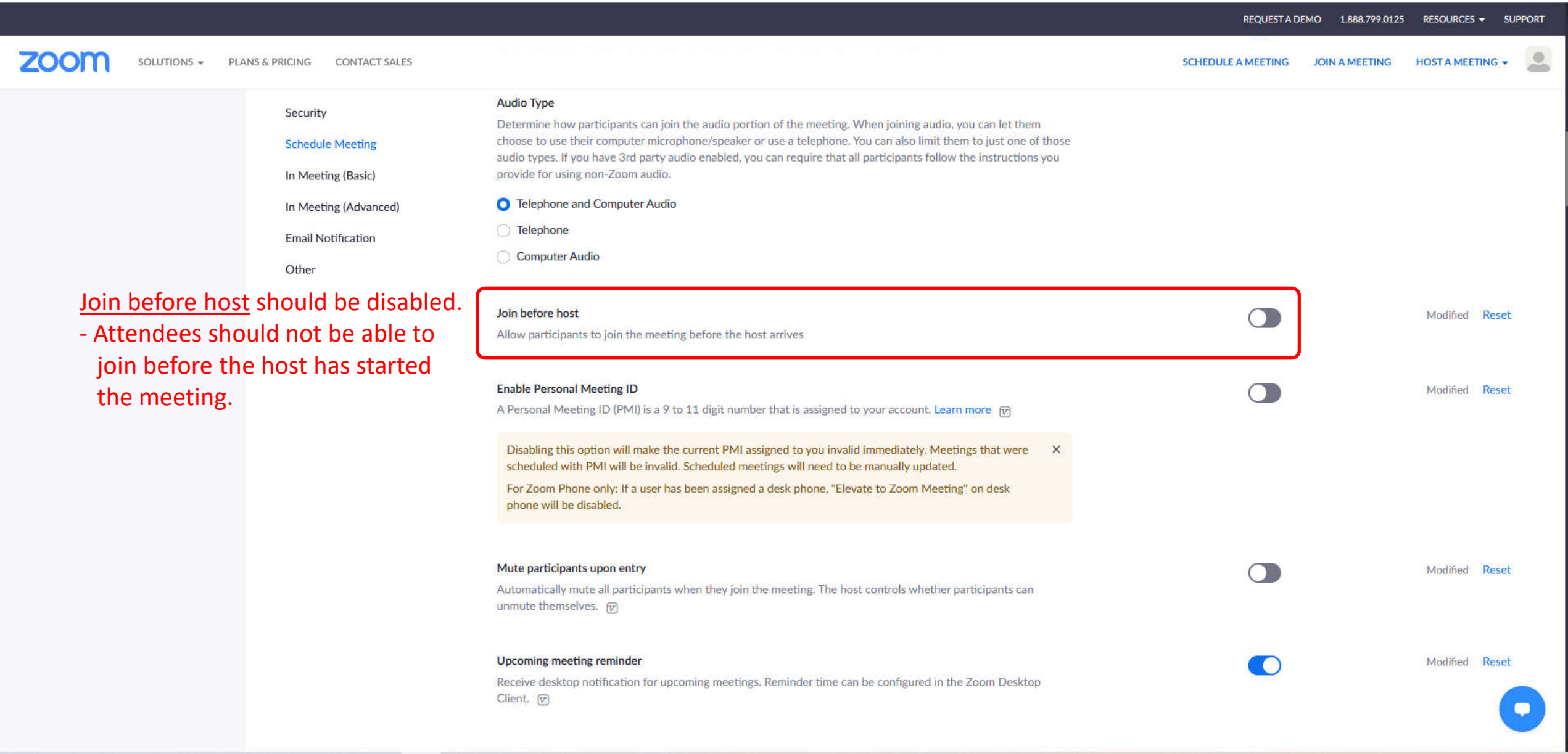


Audio type should be set to ‘Telephone and Computer Audio’.

- This allows attendees that do not have microphone capabilities on the device they’re viewing the course on to dial into the audio portion via telephone.

Zoom Account Settings – page 8

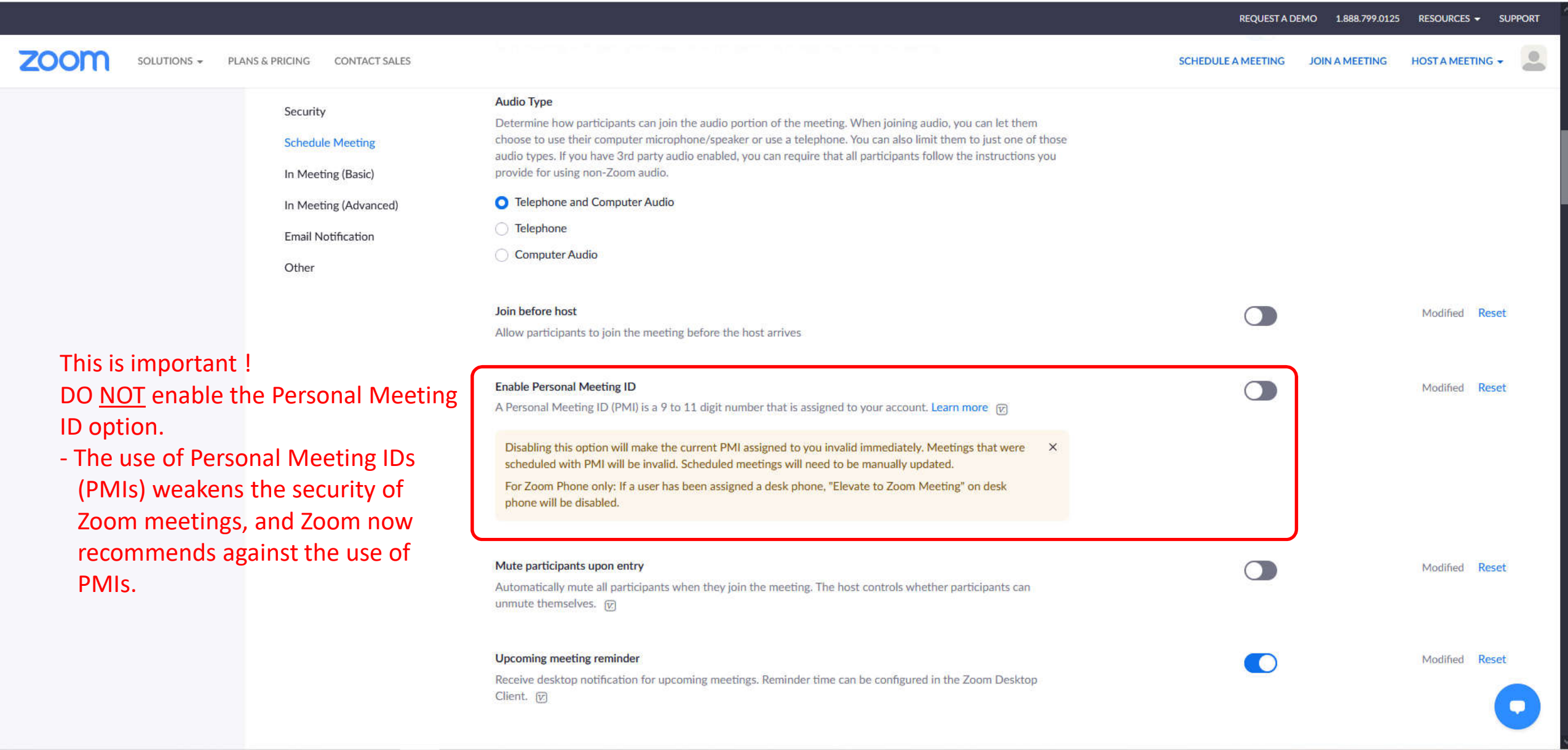
Bard Lifetime Learning Institute



Join before host should be disabled.
- Attendees should not be able to join before the host has started the meeting.

Zoom Account Settings – page 9

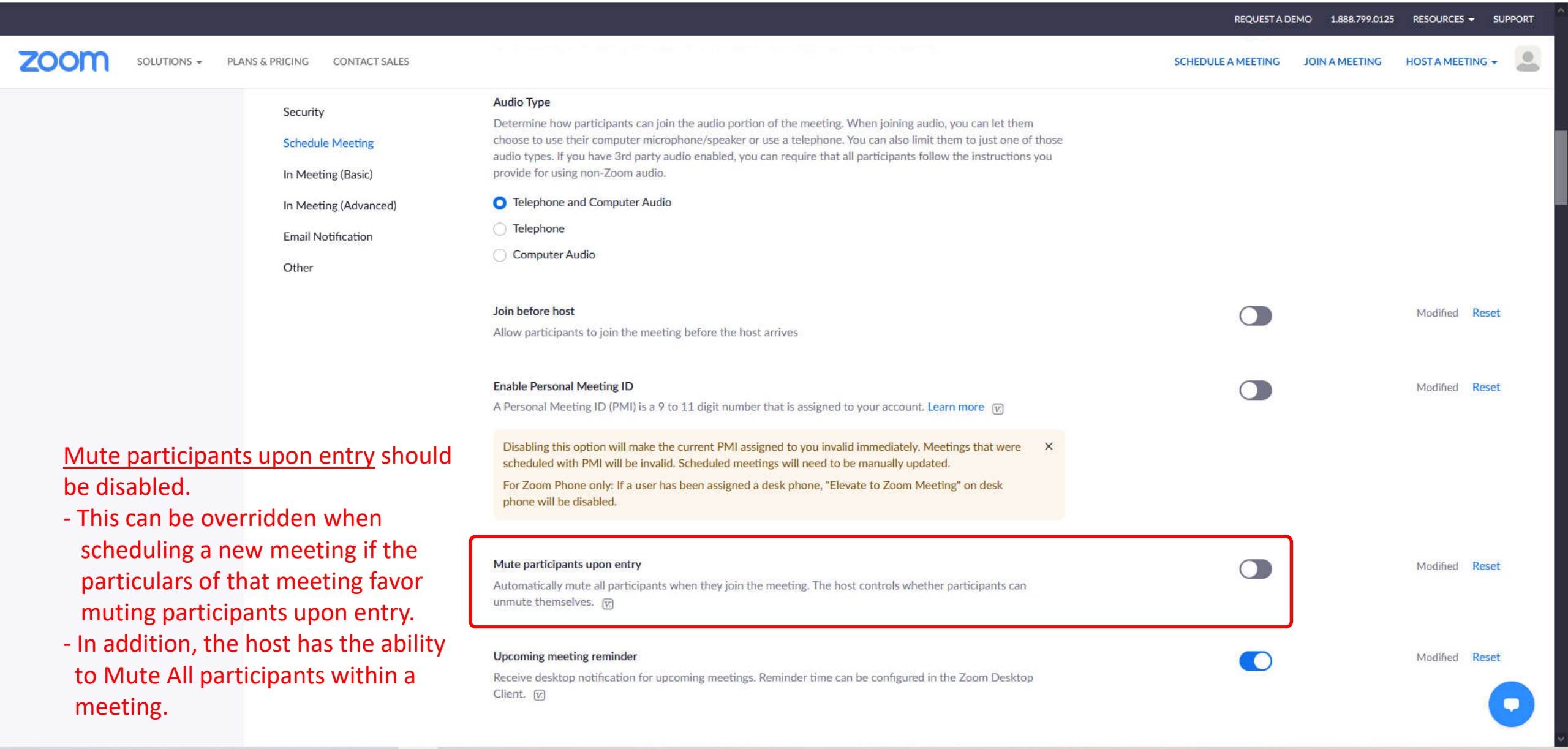
Bard Lifetime Learning Institute



This is important !
DO NOT enable the Personal Meeting ID option.
- The use of Personal Meeting IDs (PMIs) weakens the security of Zoom meetings, and Zoom now recommends against the use of PMIs.

Zoom Account Settings – page 10

Bard Lifetime Learning Institute

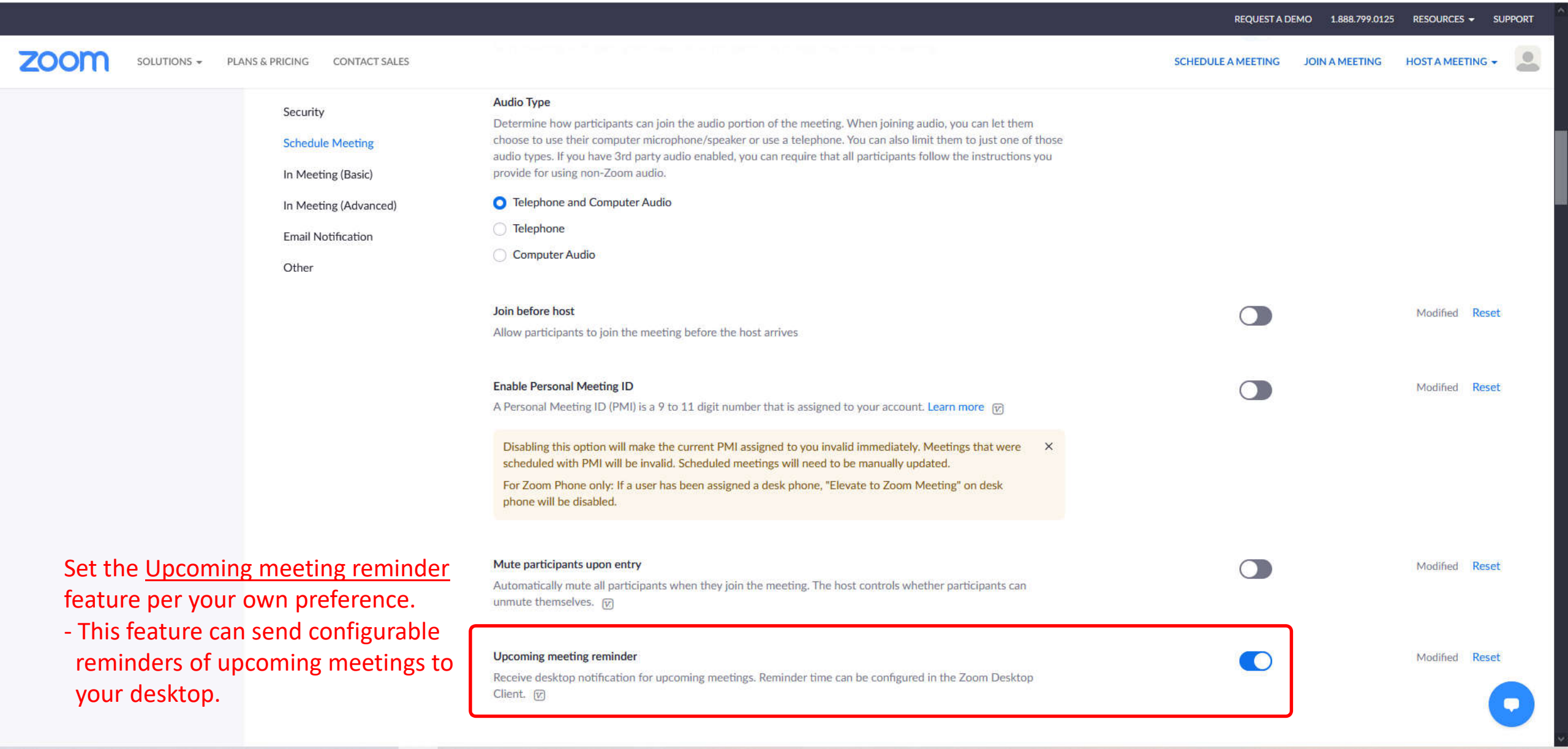


<u>Mute participants upon entry</u> should be disabled.

- This can be overridden when scheduling a new meeting if the particulars of that meeting favor muting participants upon entry.
- In addition, the host has the ability to Mute All participants within a meeting.

Zoom Account Settings – page 11

Bard Lifetime Learning Institute

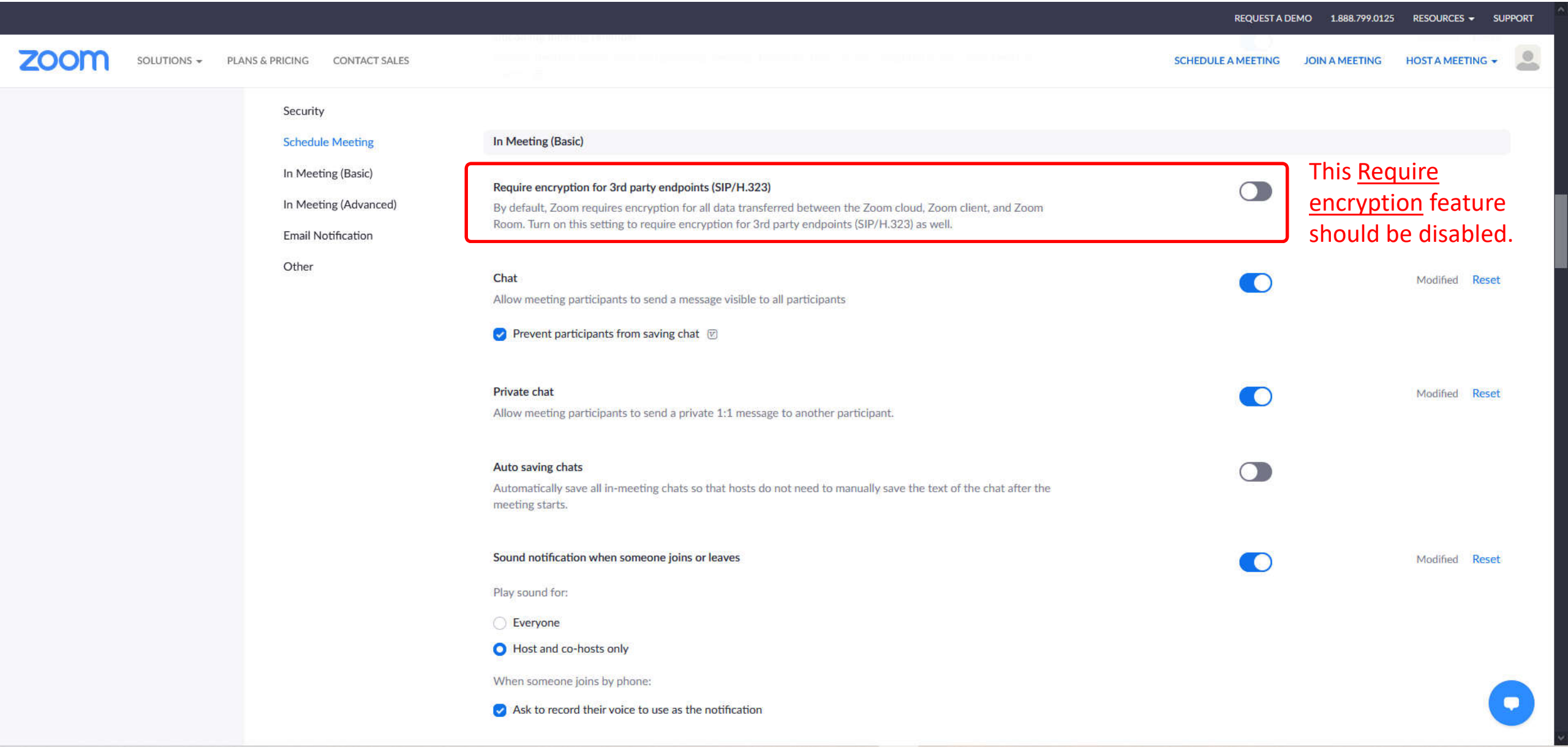


Set the <u>Upcoming meeting reminder</u> feature per your own preference.

- This feature can send configurable reminders of upcoming meetings to your desktop.

Zoom Account Settings – page 12

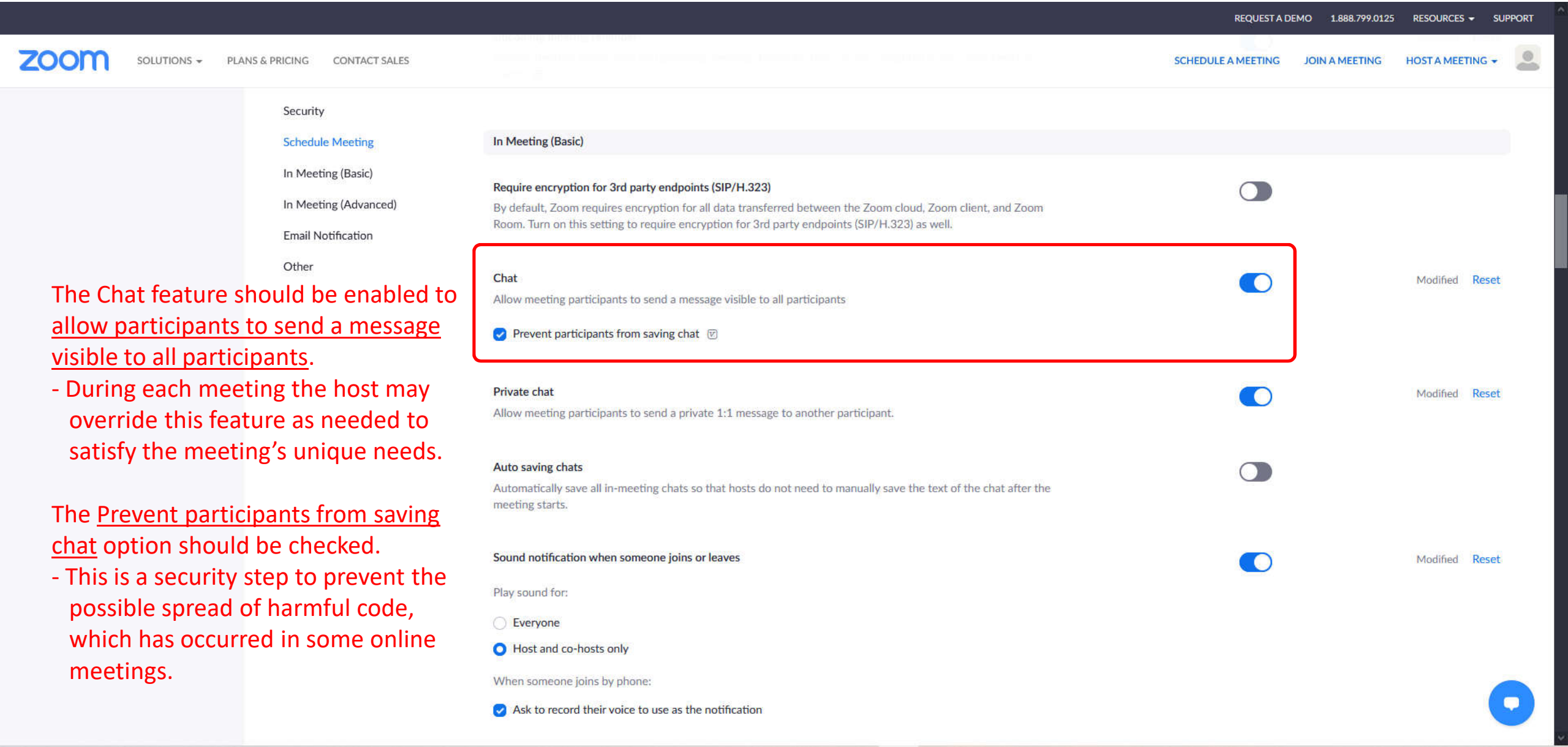
Bard Lifetime Learning Institute



This Require encryption feature should be disabled.

Zoom Account Settings – page 13

Bard Lifetime Learning Institute



The Chat feature should be enabled to <u>allow participants to send a message visible to all participants</u>.

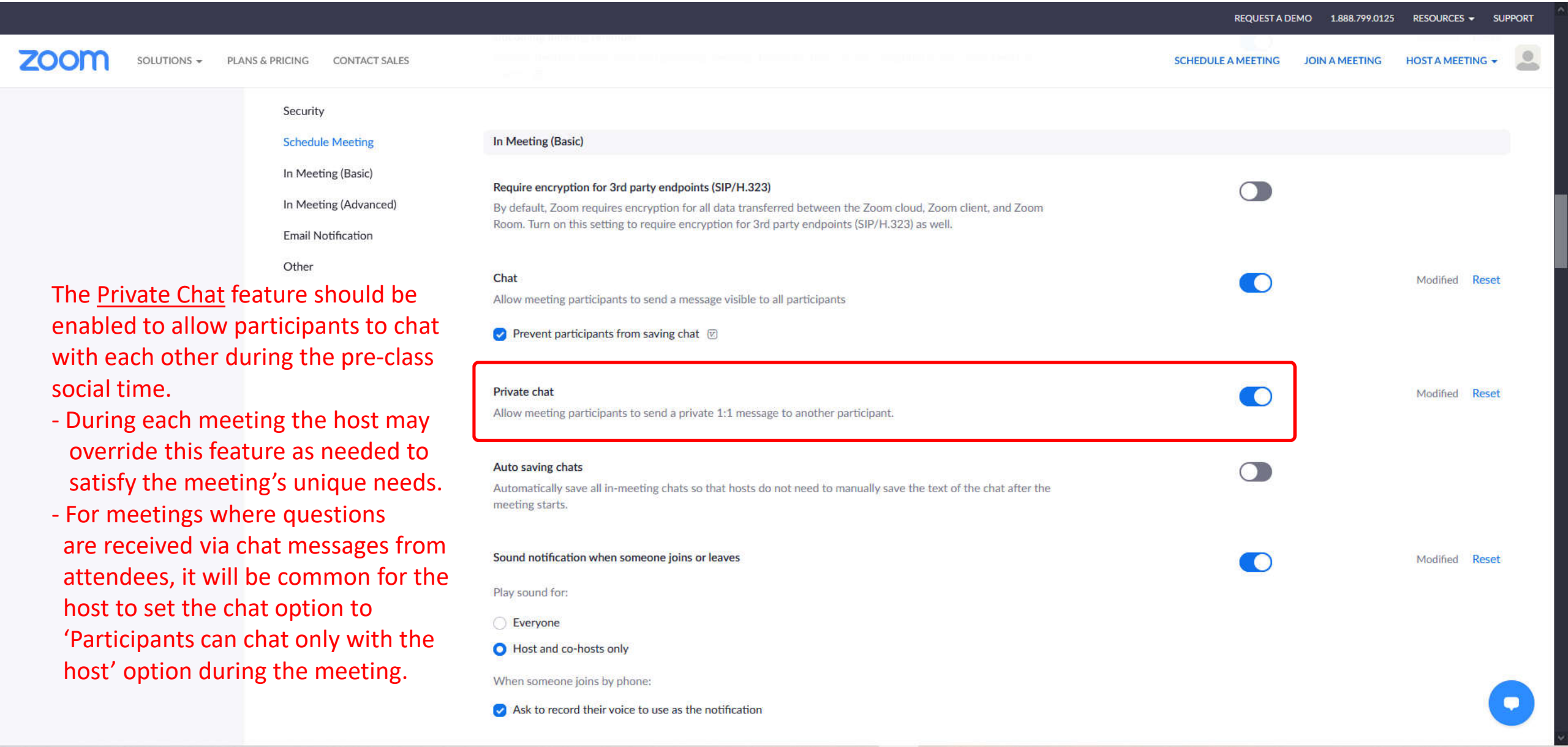
- During each meeting the host may override this feature as needed to satisfy the meeting's unique needs.

The <u>Prevent participants from saving chat</u> option should be checked.

- This is a security step to prevent the possible spread of harmful code, which has occurred in some online meetings.

Zoom Account Settings – page 14

Bard Lifetime Learning Institute

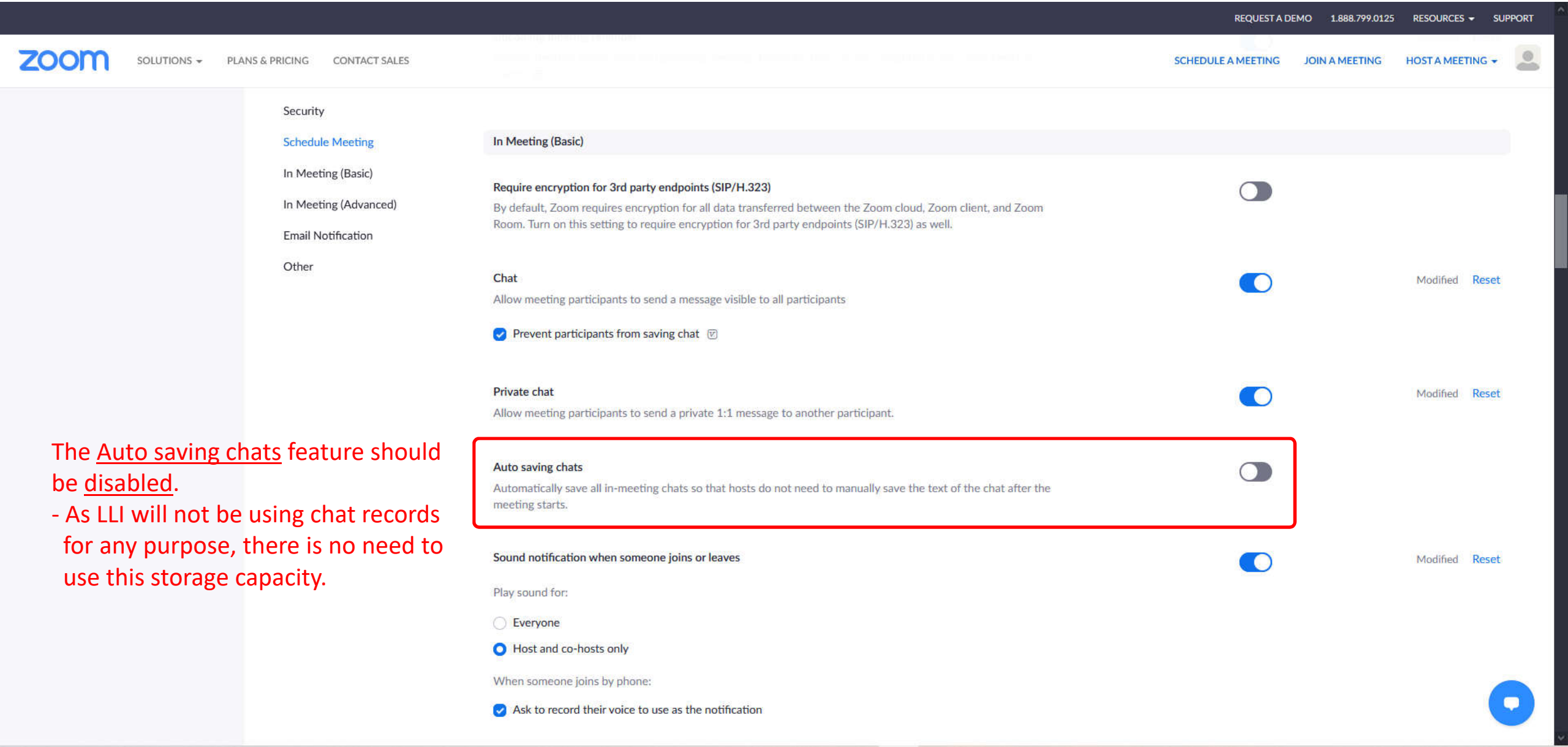


The Private Chat feature should be enabled to allow participants to chat with each other during the pre-class social time.

- During each meeting the host may override this feature as needed to satisfy the meeting's unique needs.
- For meetings where questions are received via chat messages from attendees, it will be common for the host to set the chat option to 'Participants can chat only with the host' option during the meeting.

Zoom Account Settings – page 15

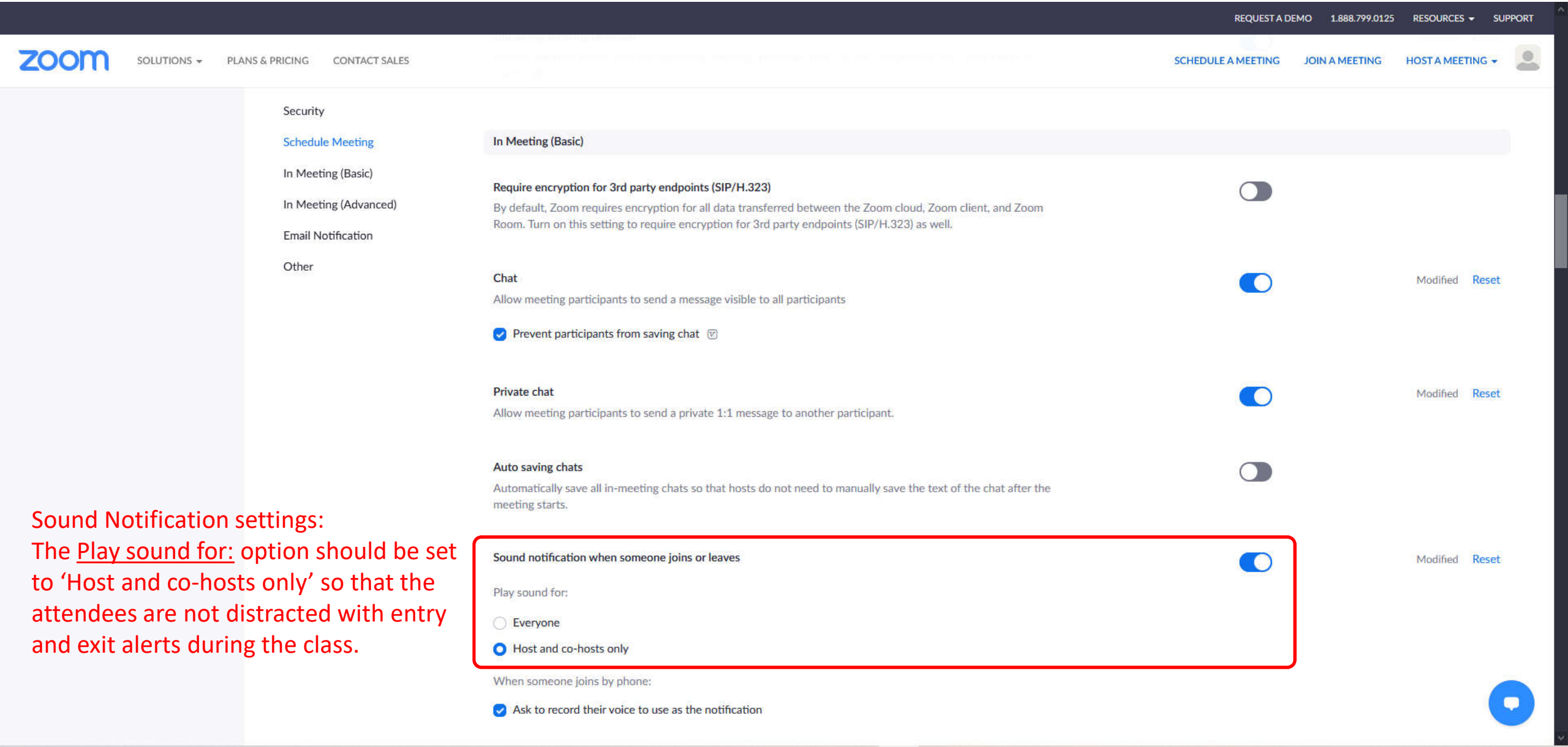
Bard Lifetime Learning Institute LLI



The Auto saving chats feature should be disabled.

- As LLI will not be using chat records for any purpose, there is no need to use this storage capacity.

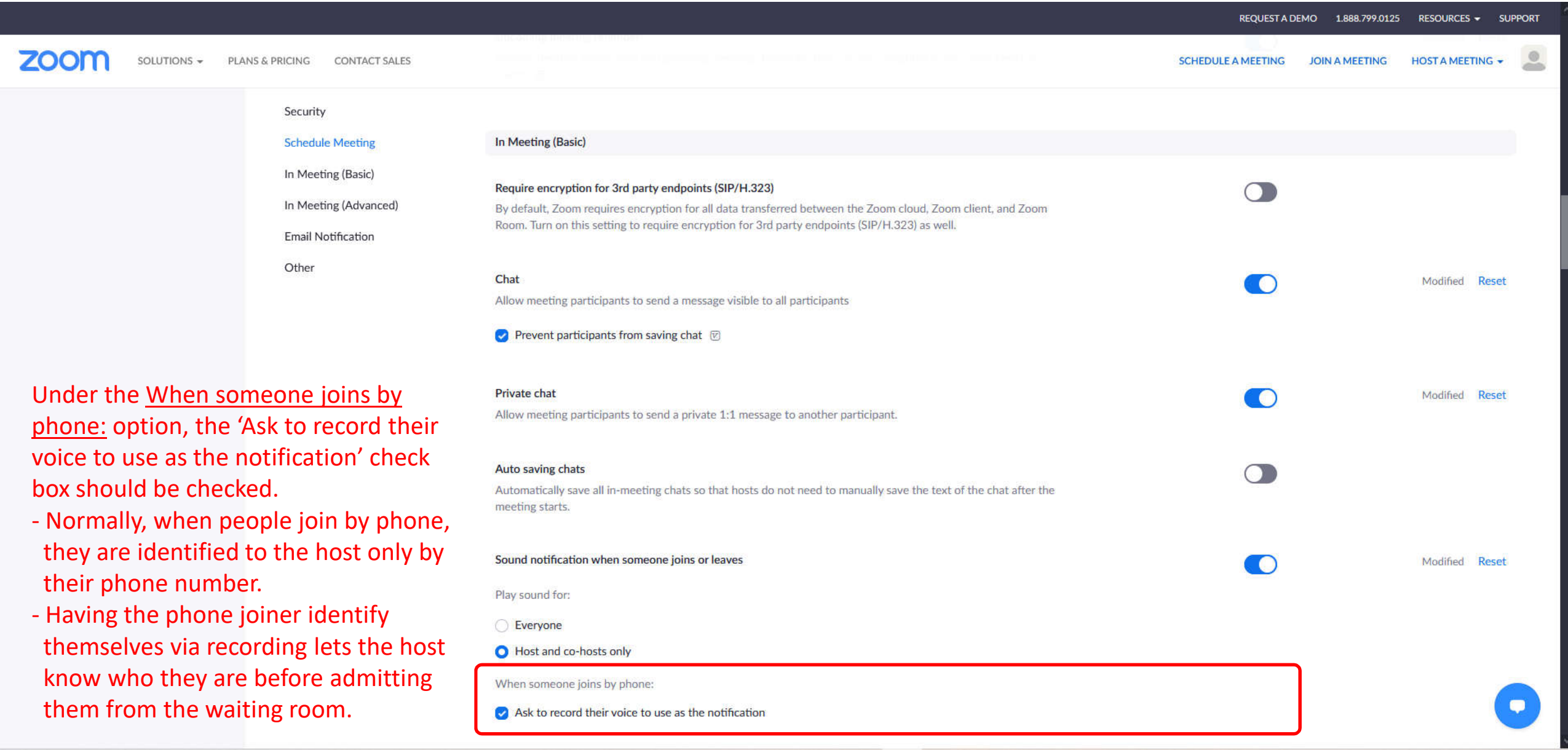
Zoom Account Settings – page 16



Sound Notification settings:
The Play sound for: option should be set to 'Host and co-hosts only' so that the attendees are not distracted with entry and exit alerts during the class.

Zoom Account Settings – page 17

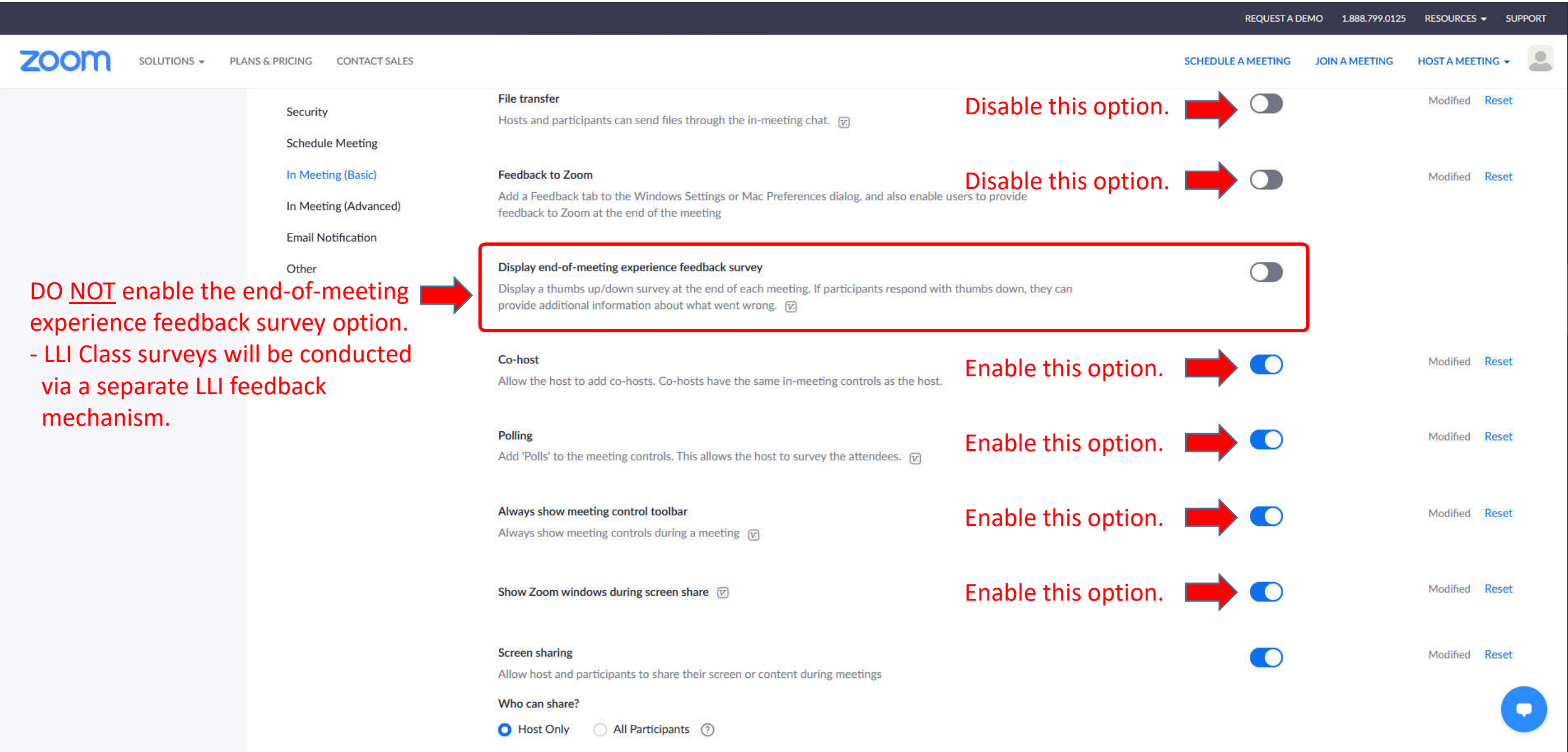
Bard Lifetime Learning Institute



Under the <u>When someone joins by phone:</u> option, the 'Ask to record their voice to use as the notification' check box should be checked.

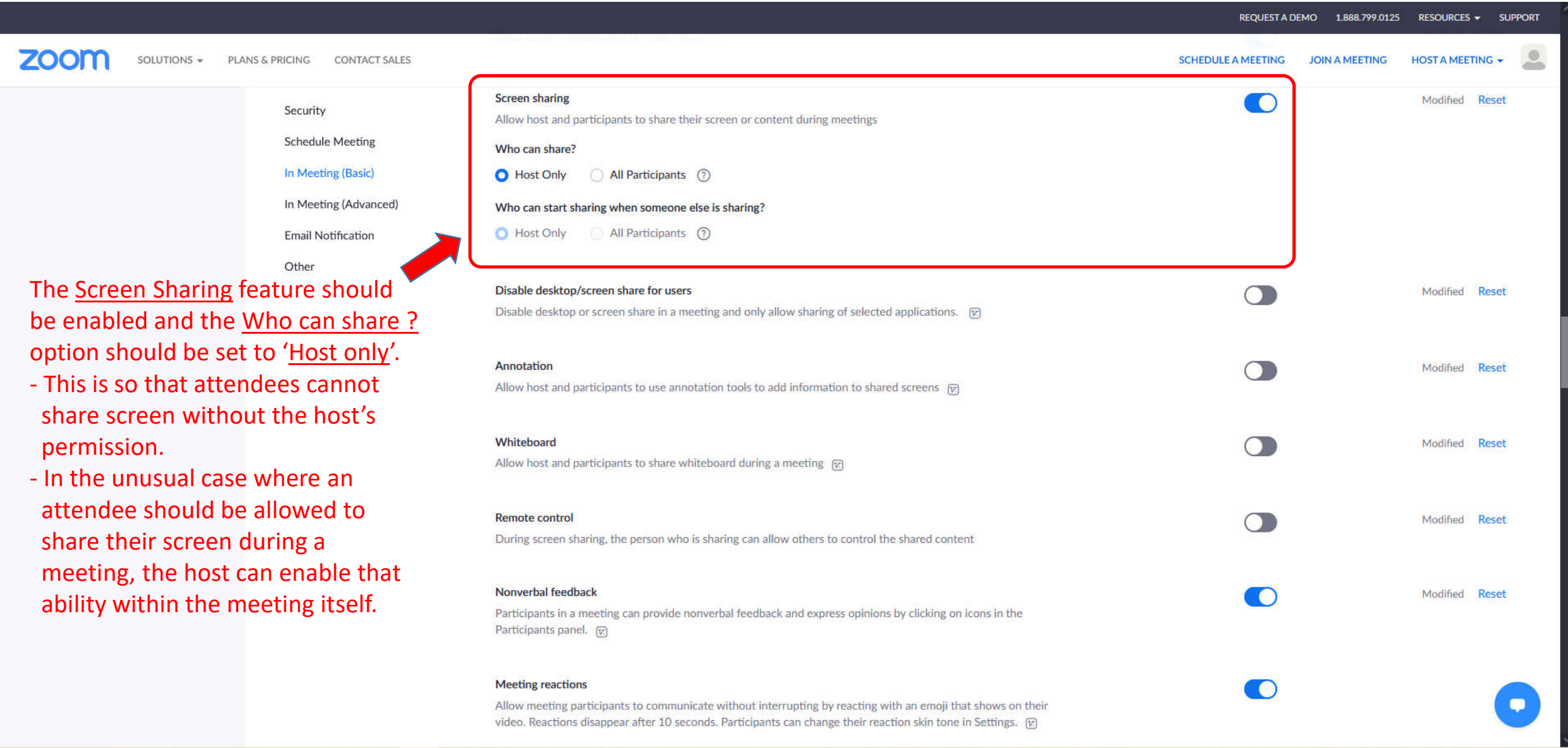
- Normally, when people join by phone, they are identified to the host only by their phone number.
- Having the phone joiner identify themselves via recording lets the host know who they are before admitting them from the waiting room.

Zoom Account Settings – page 18



DO NOT enable the end-of-meeting experience feedback survey option.
- LLI Class surveys will be conducted via a separate LLI feedback mechanism.

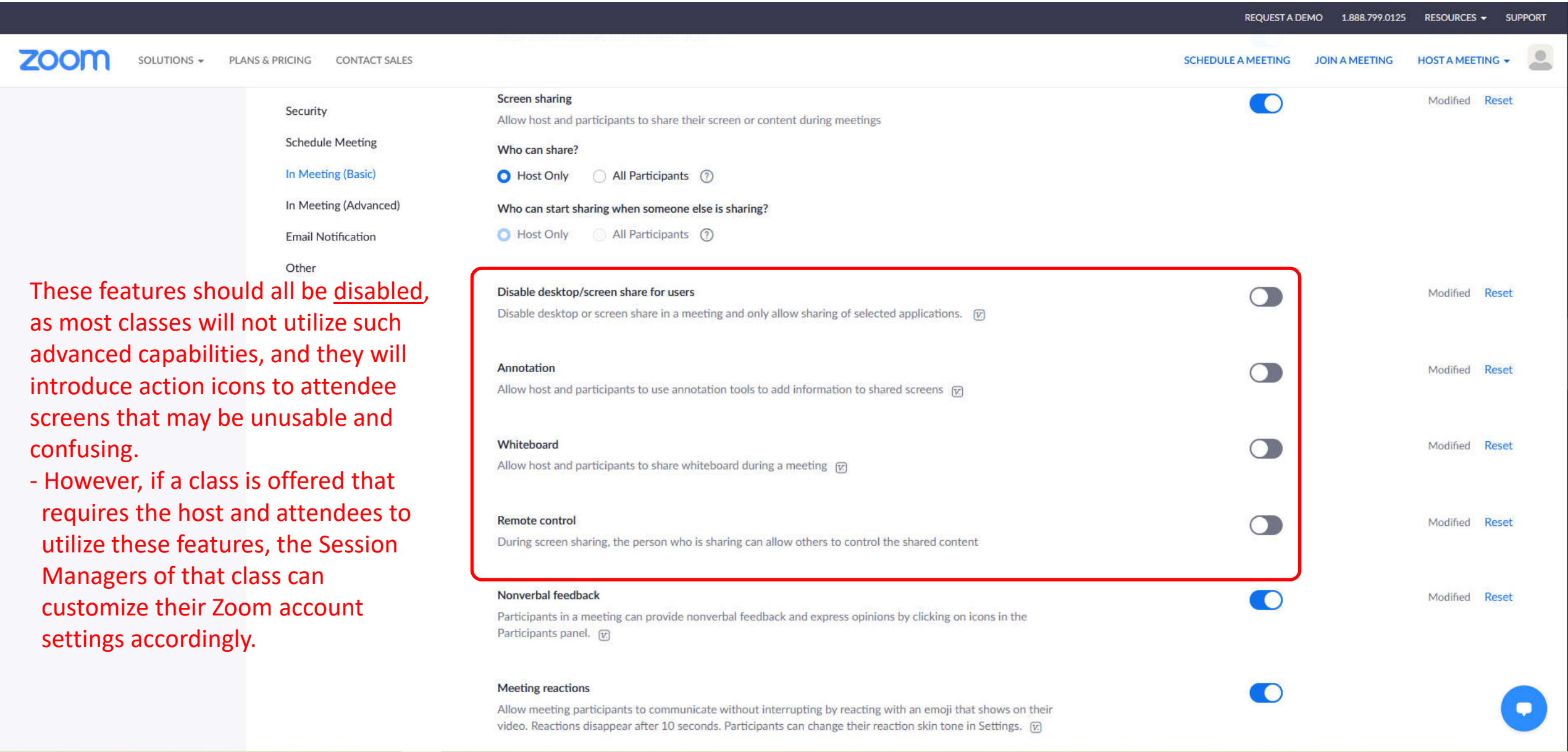
Zoom Account Settings – page 19



The Screen Sharing feature should be enabled and the Who can share ? option should be set to 'Host only'.

- This is so that attendees cannot share screen without the host's permission.
- In the unusual case where an attendee should be allowed to share their screen during a meeting, the host can enable that ability within the meeting itself.

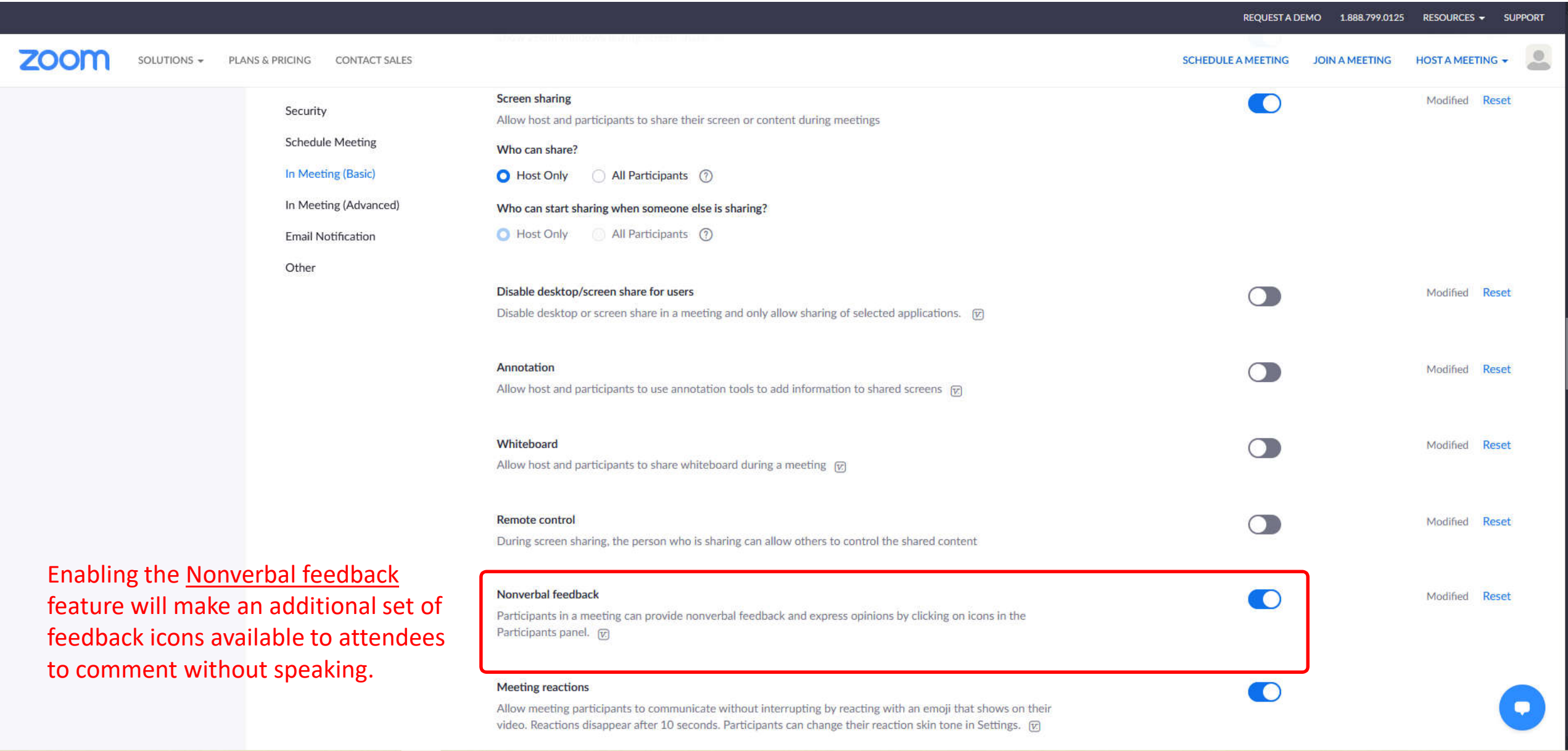
Zoom Account Settings – page 20



These features should all be disabled, as most classes will not utilize such advanced capabilities, and they will introduce action icons to attendee screens that may be unusable and confusing.

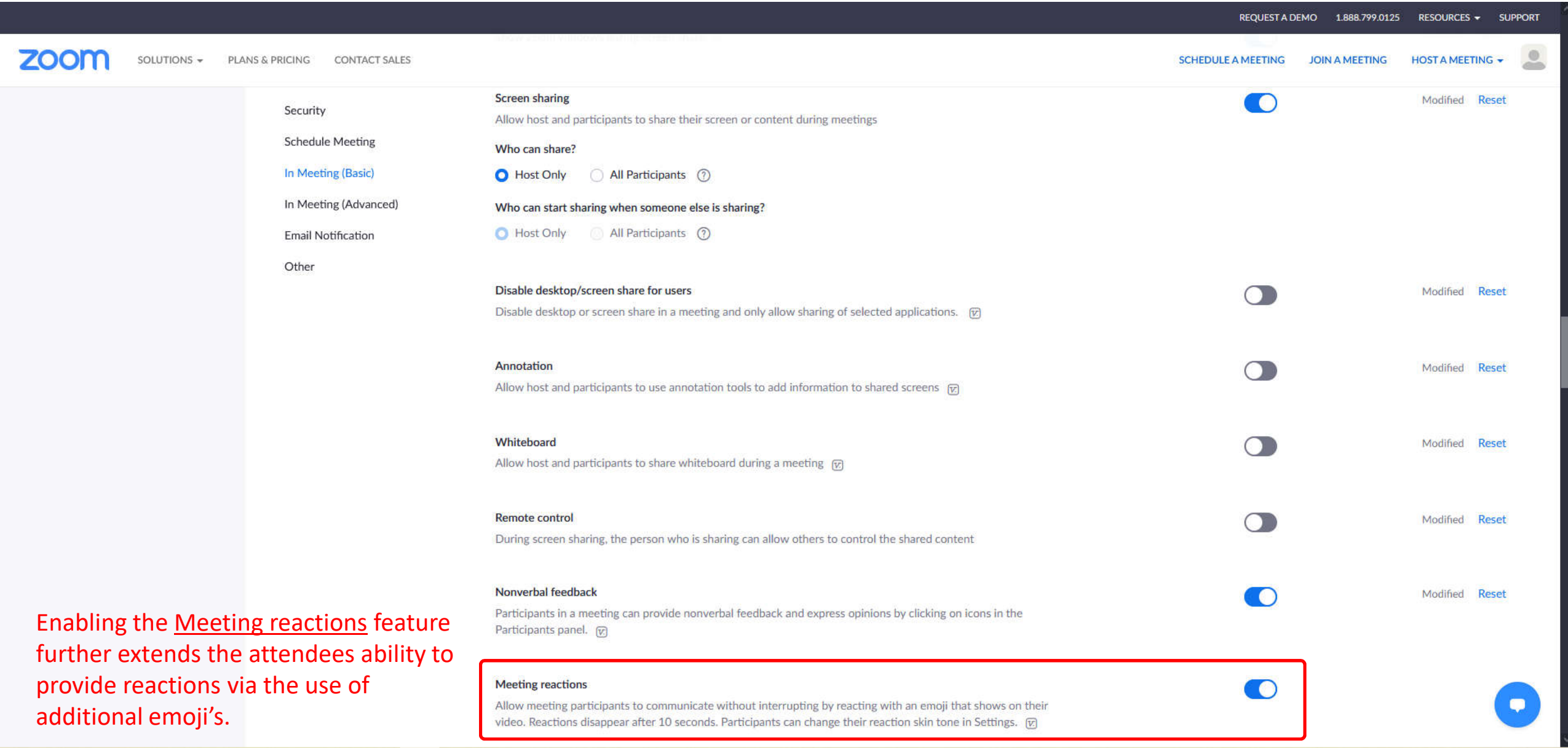
- However, if a class is offered that requires the host and attendees to utilize these features, the Session Managers of that class can customize their Zoom account settings accordingly.

Zoom Account Settings – page 21



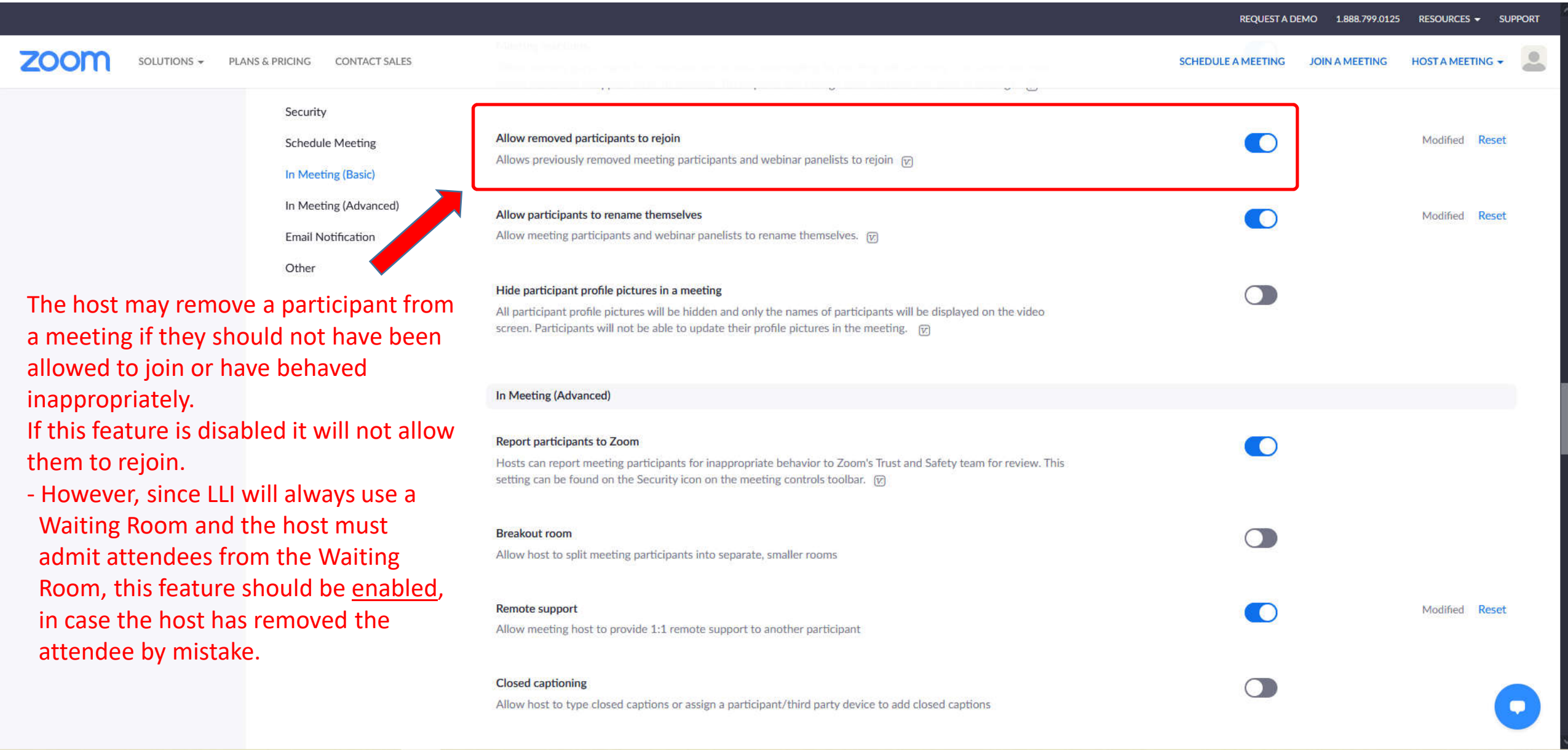
Enabling the Nonverbal feedback feature will make an additional set of feedback icons available to attendees to comment without speaking.

Zoom Account Settings – page 22



Enabling the Meeting reactions feature further extends the attendees ability to provide reactions via the use of additional emoji's.

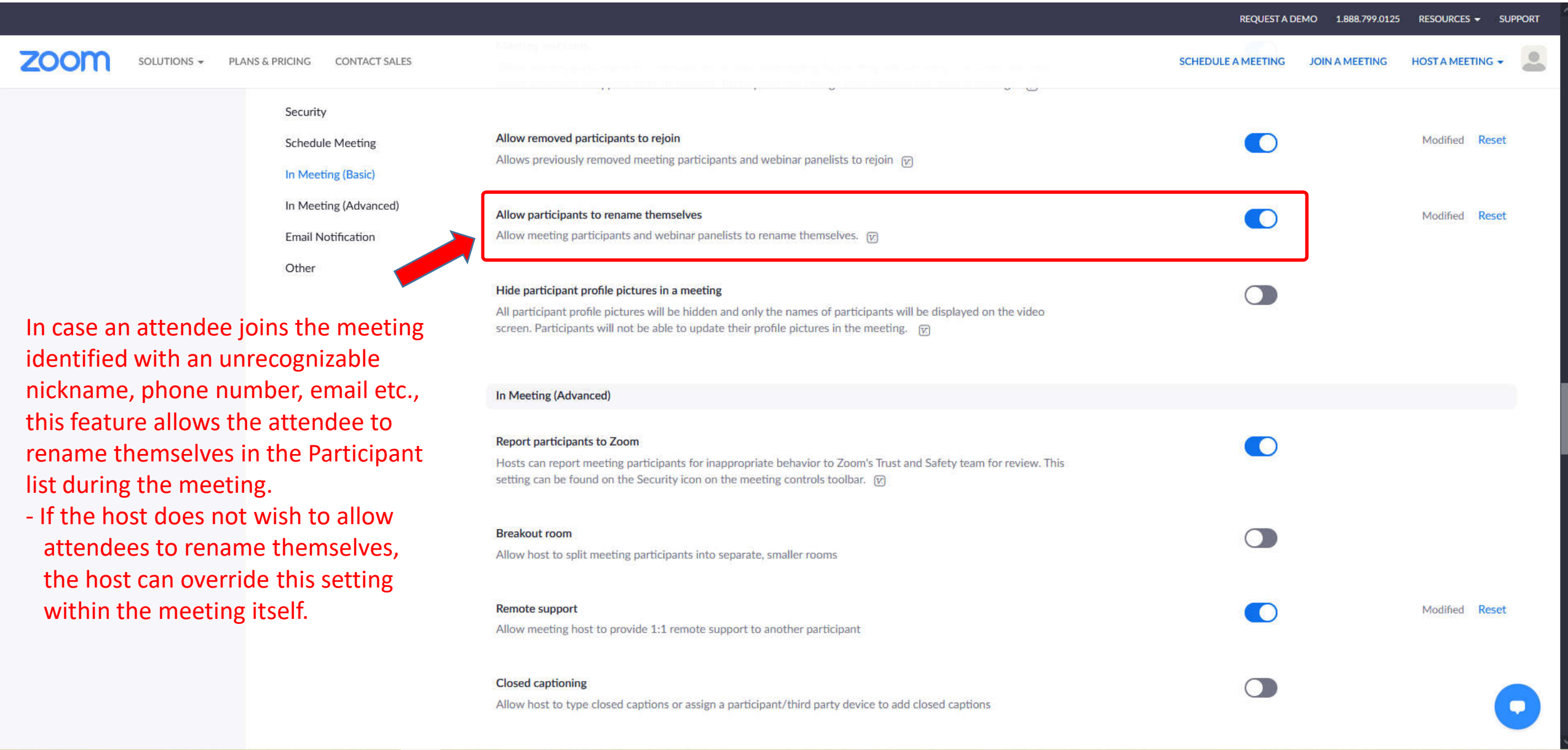
Zoom Account Settings – page 23



The host may remove a participant from a meeting if they should not have been allowed to join or have behaved inappropriately.
If this feature is disabled it will not allow them to rejoin.

- However, since LLI will always use a Waiting Room and the host must admit attendees from the Waiting Room, this feature should be enabled, in case the host has removed the attendee by mistake.

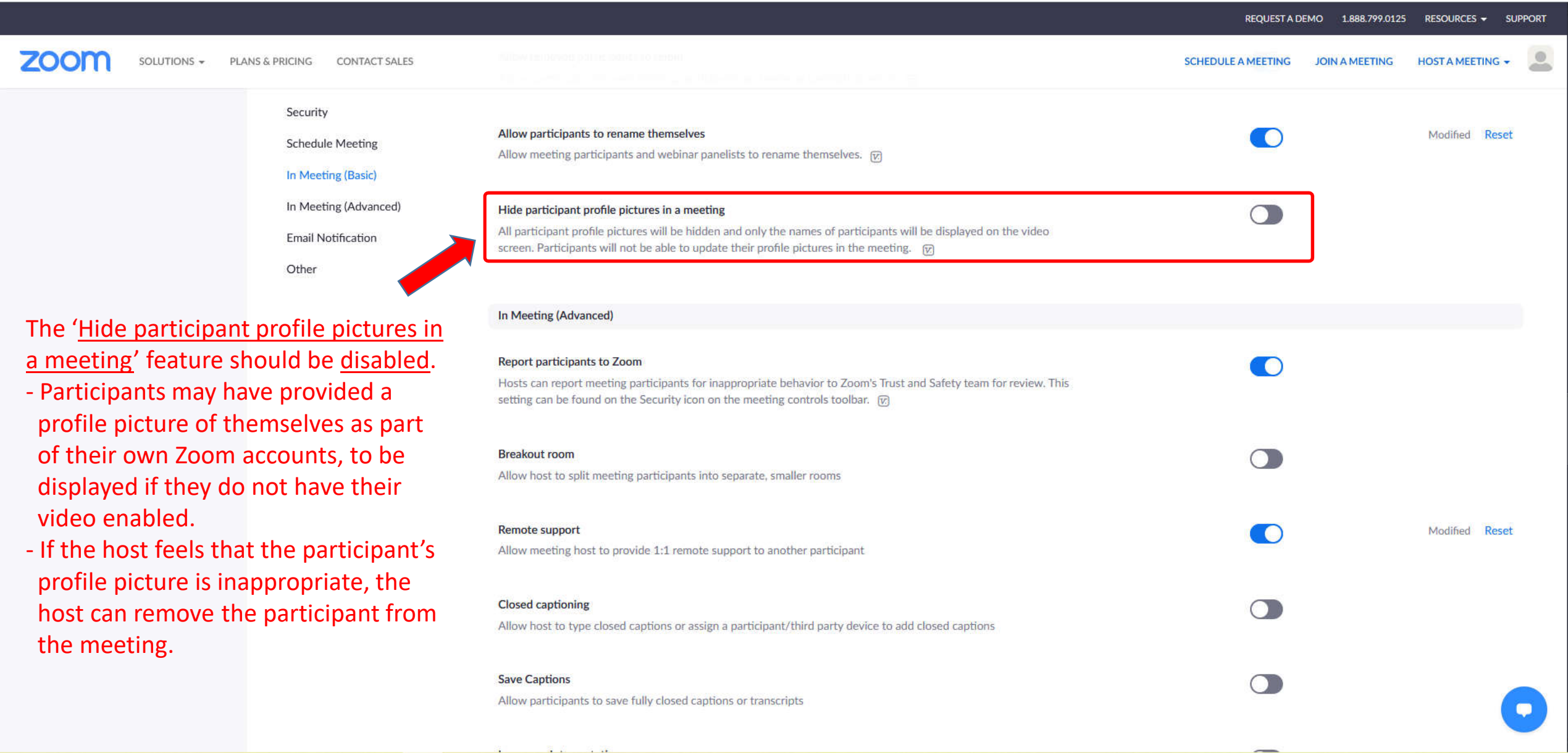
Zoom Account Settings – page 24



In case an attendee joins the meeting identified with an unrecognizable nickname, phone number, email etc., this feature allows the attendee to rename themselves in the Participant list during the meeting.

- If the host does not wish to allow attendees to rename themselves, the host can override this setting within the meeting itself.

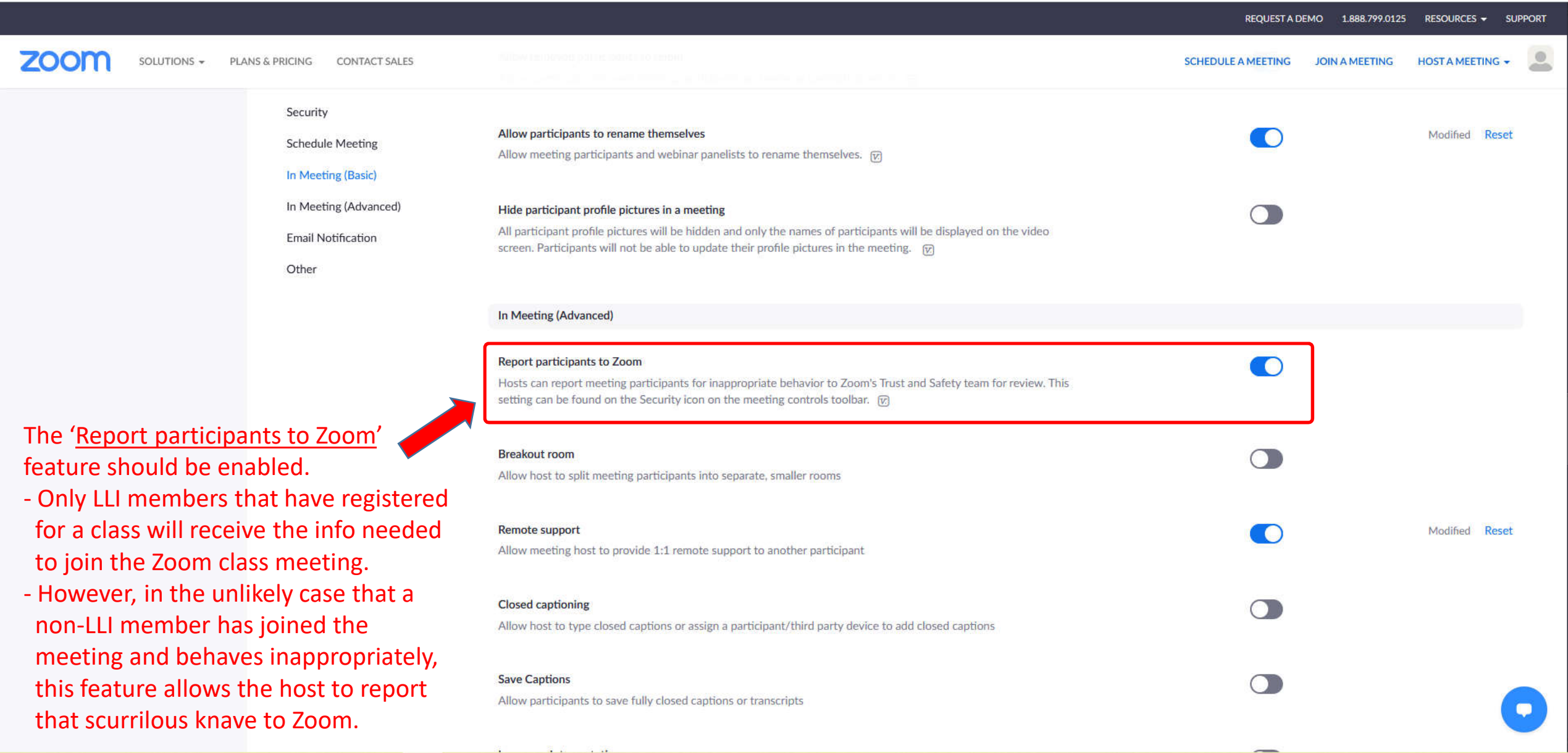
Zoom Account Settings – page 25



The '<u>Hide participant profile pictures in a meeting</u>' feature should be <u>disabled</u>.

- Participants may have provided a profile picture of themselves as part of their own Zoom accounts, to be displayed if they do not have their video enabled.
- If the host feels that the participant's profile picture is inappropriate, the host can remove the participant from the meeting.

Zoom Account Settings – page 26

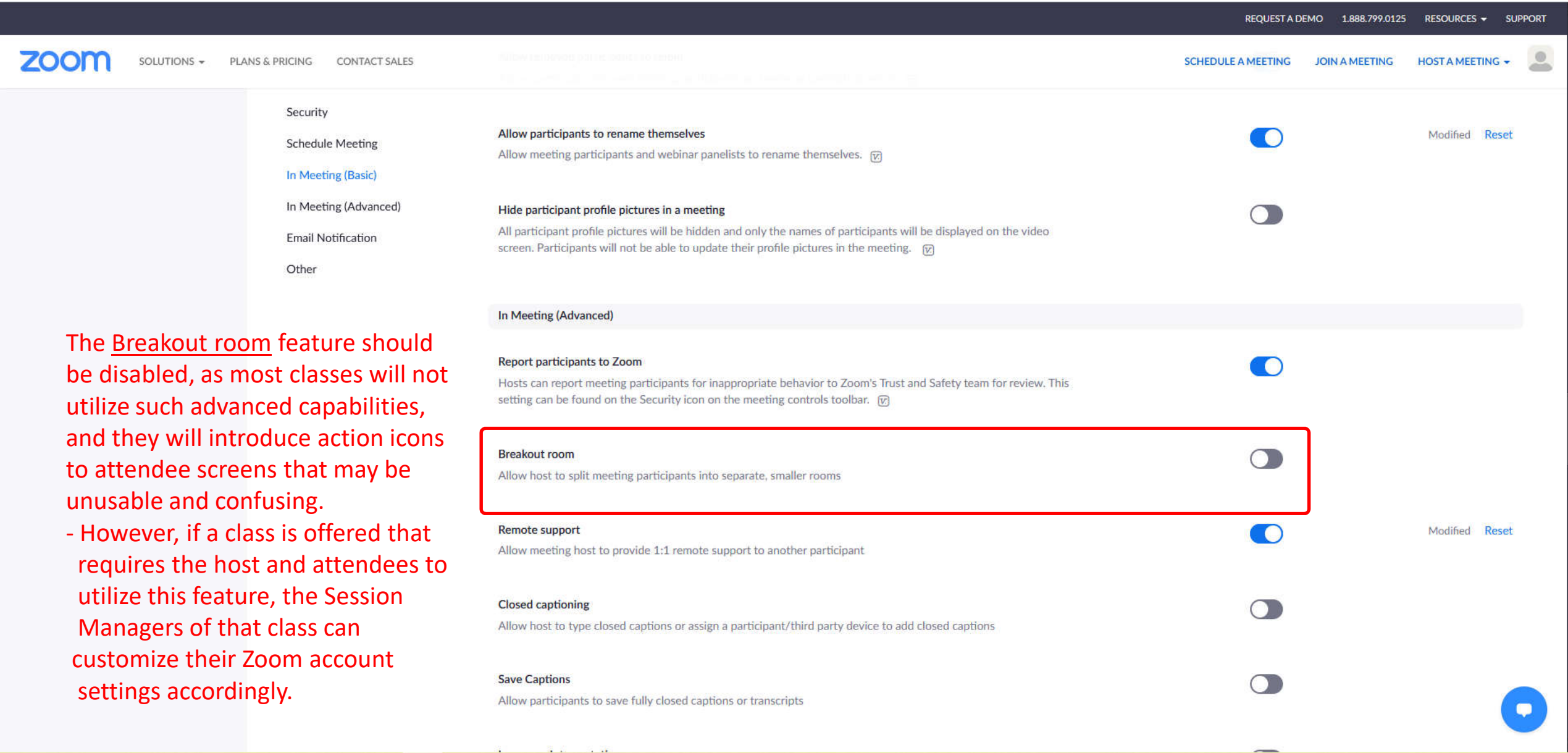


The ‘Report participants to Zoom’ feature should be enabled.

- Only LLI members that have registered for a class will receive the info needed to join the Zoom class meeting.
- However, in the unlikely case that a non-LLI member has joined the meeting and behaves inappropriately, this feature allows the host to report that scurrilous knave to Zoom.

Zoom Account Settings – page 27

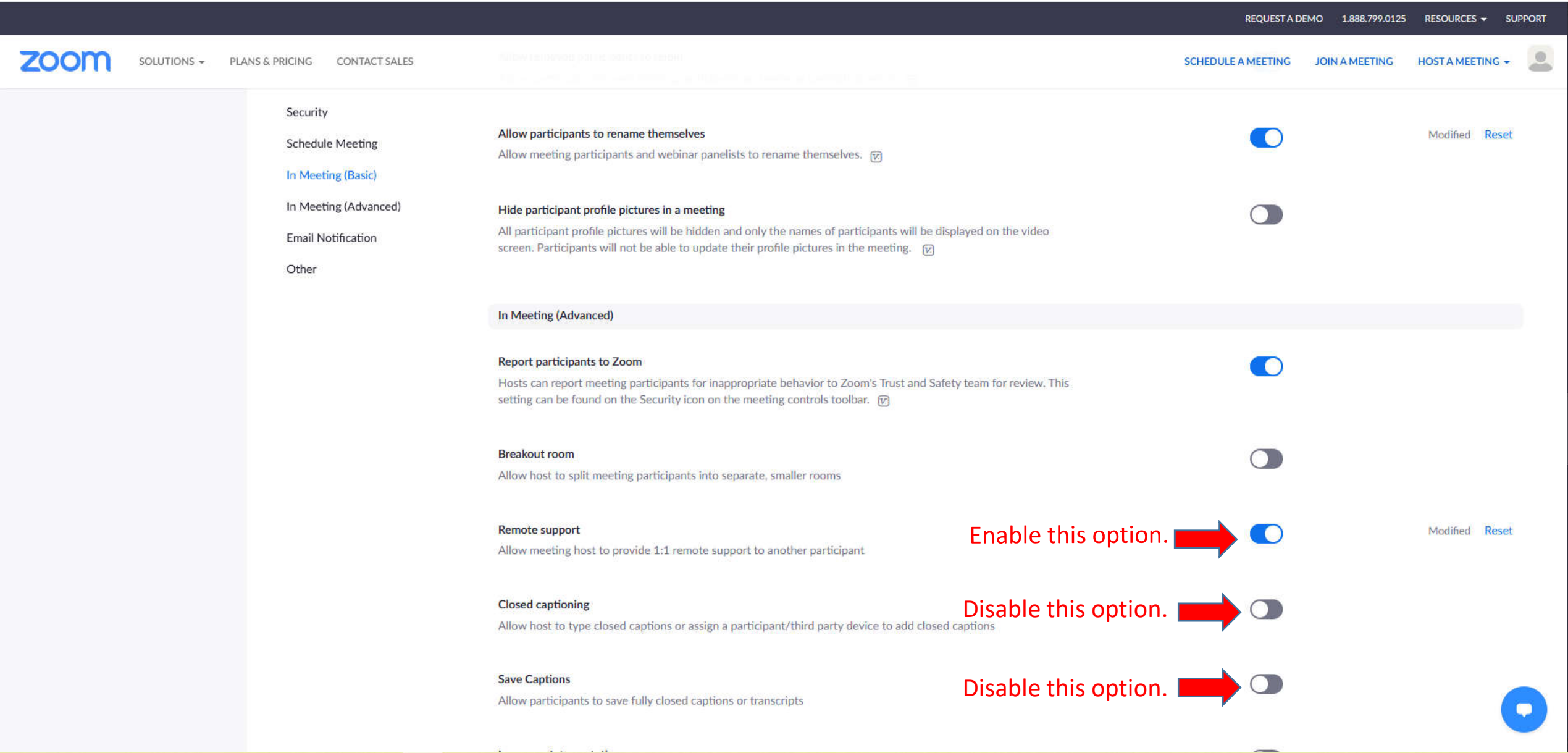
Bard Lifetime Learning Institute



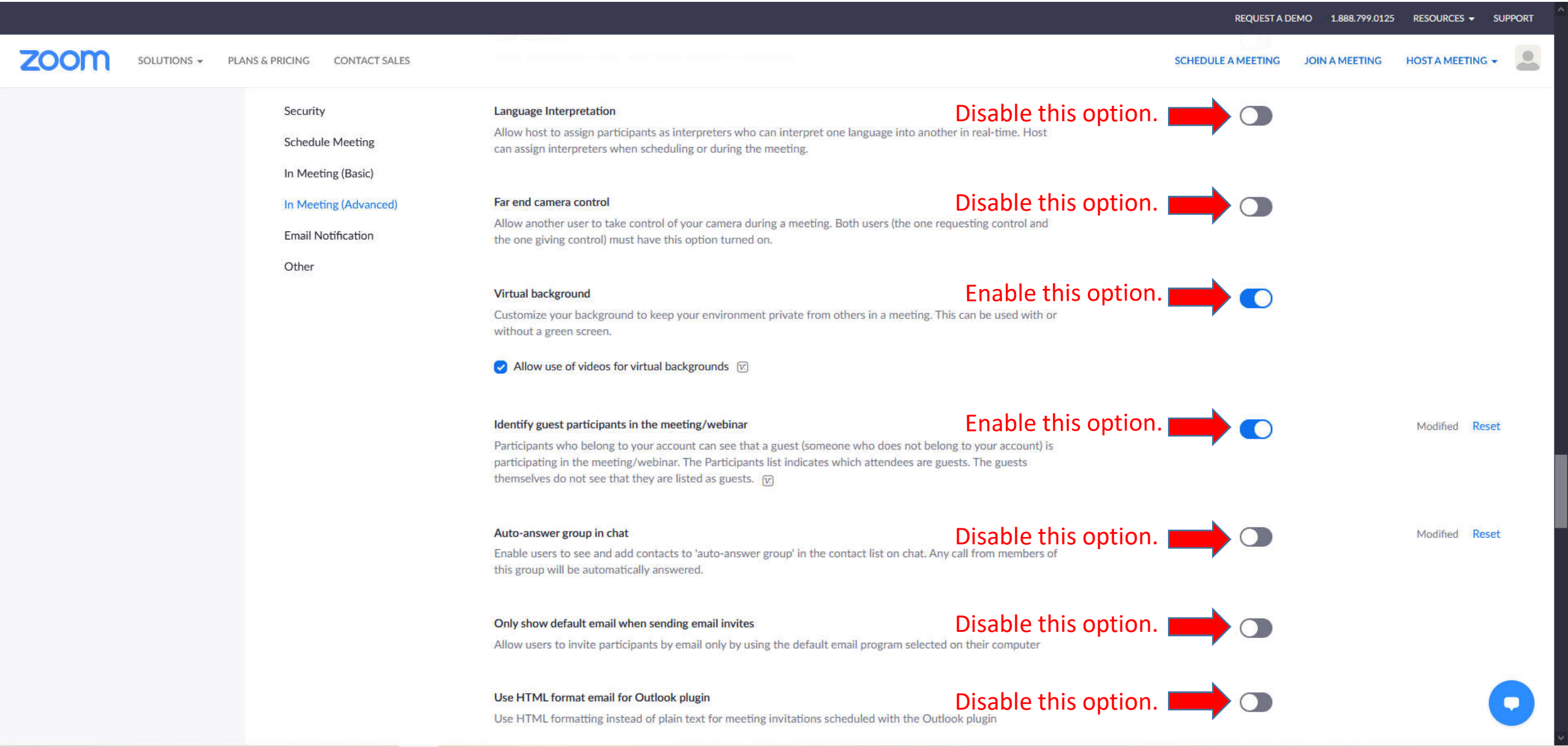
The Breakout room feature should be disabled, as most classes will not utilize such advanced capabilities, and they will introduce action icons to attendee screens that may be unusable and confusing.

- However, if a class is offered that requires the host and attendees to utilize this feature, the Session Managers of that class can customize their Zoom account settings accordingly.

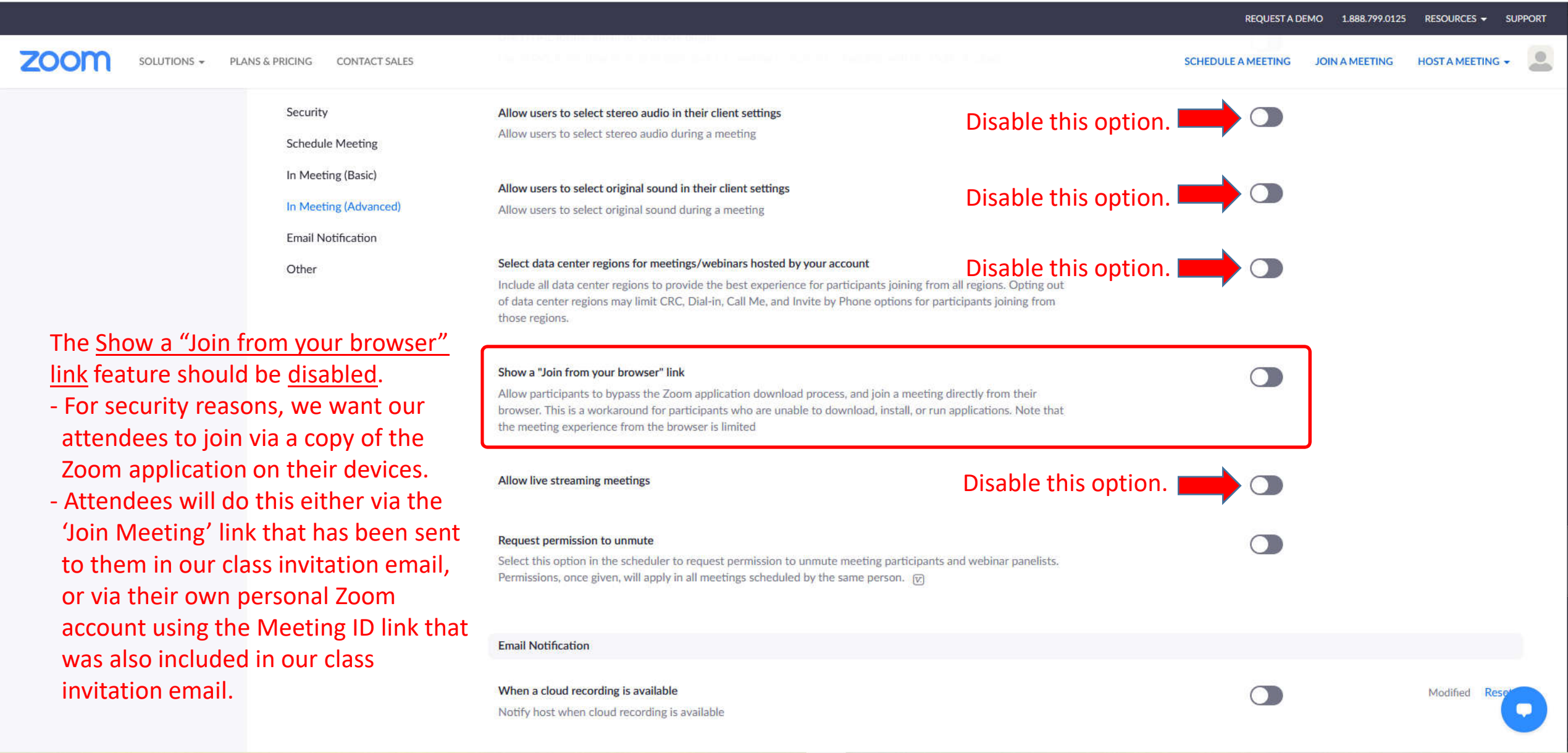
Zoom Account Settings – page 28



Zoom Account Settings – page 29



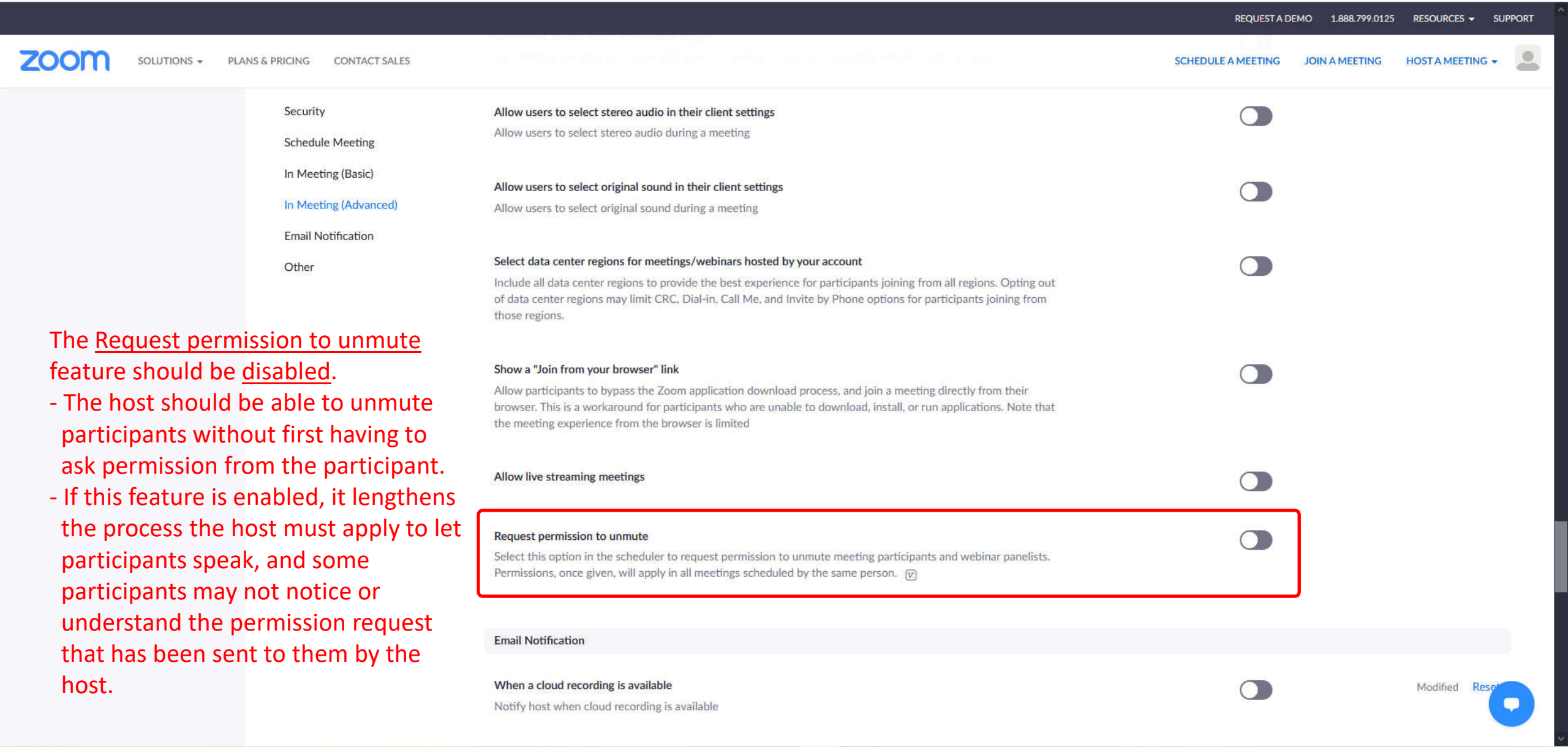
Zoom Account Settings – page 30



The Show a "Join from your browser" link feature should be disabled.

- For security reasons, we want our attendees to join via a copy of the Zoom application on their devices.
- Attendees will do this either via the 'Join Meeting' link that has been sent to them in our class invitation email, or via their own personal Zoom account using the Meeting ID link that was also included in our class invitation email.

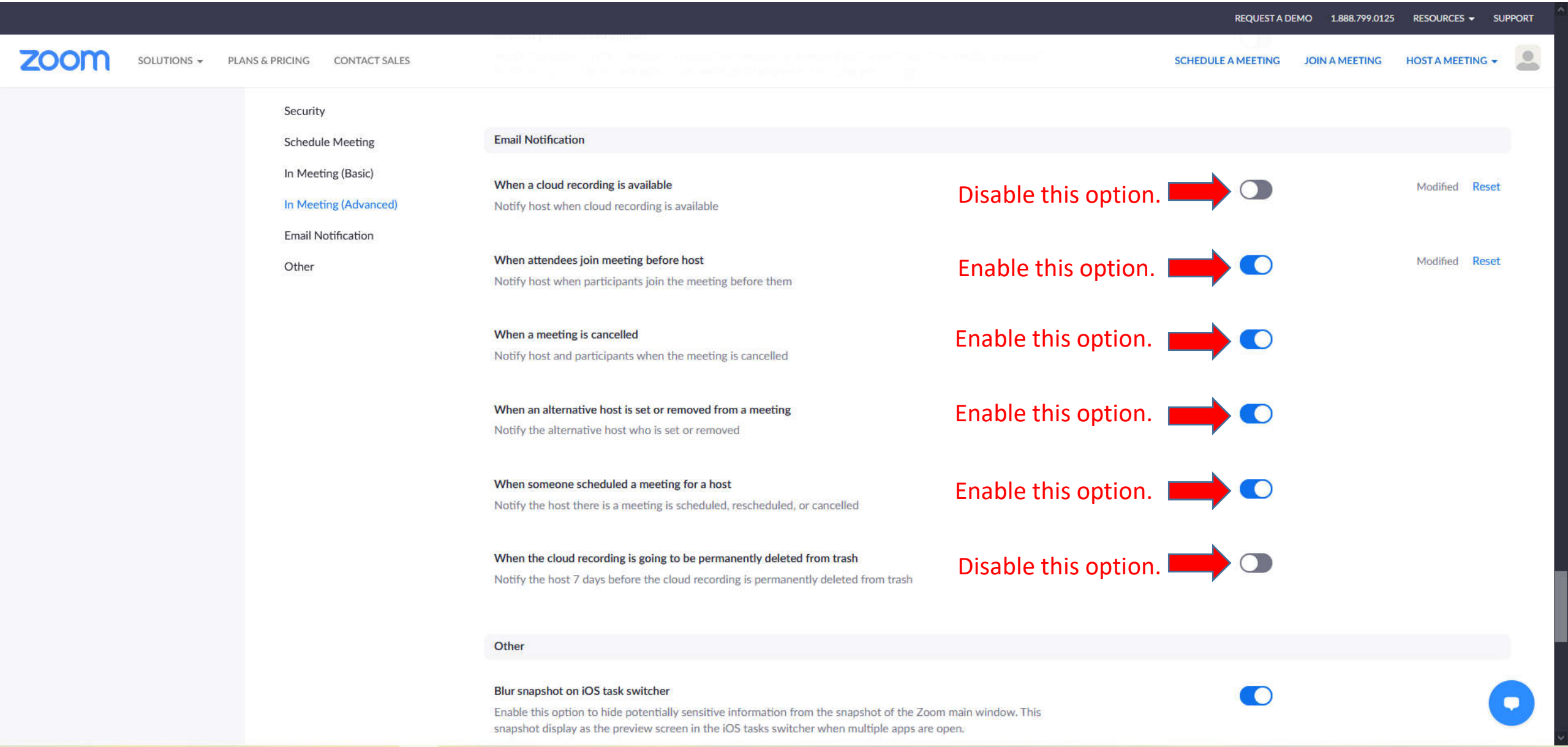
Zoom Account Settings – page 31



The Request permission to unmute feature should be disabled.

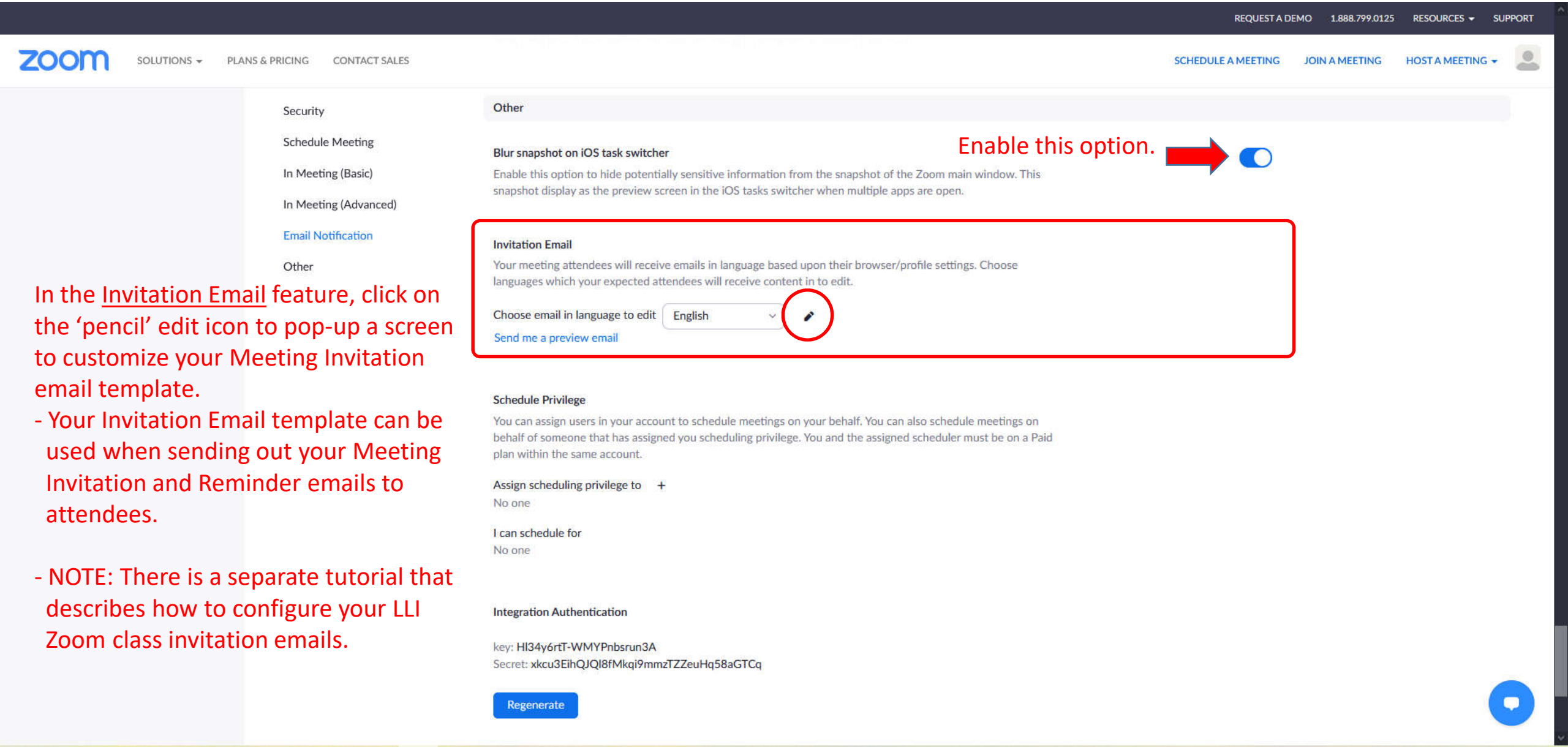
- The host should be able to unmute participants without first having to ask permission from the participant.
- If this feature is enabled, it lengthens the process the host must apply to let participants speak, and some participants may not notice or understand the permission request that has been sent to them by the host.

Zoom Account Settings – page 32



Zoom Account Settings – page 33

Bard Lifetime Learning Institute LLI



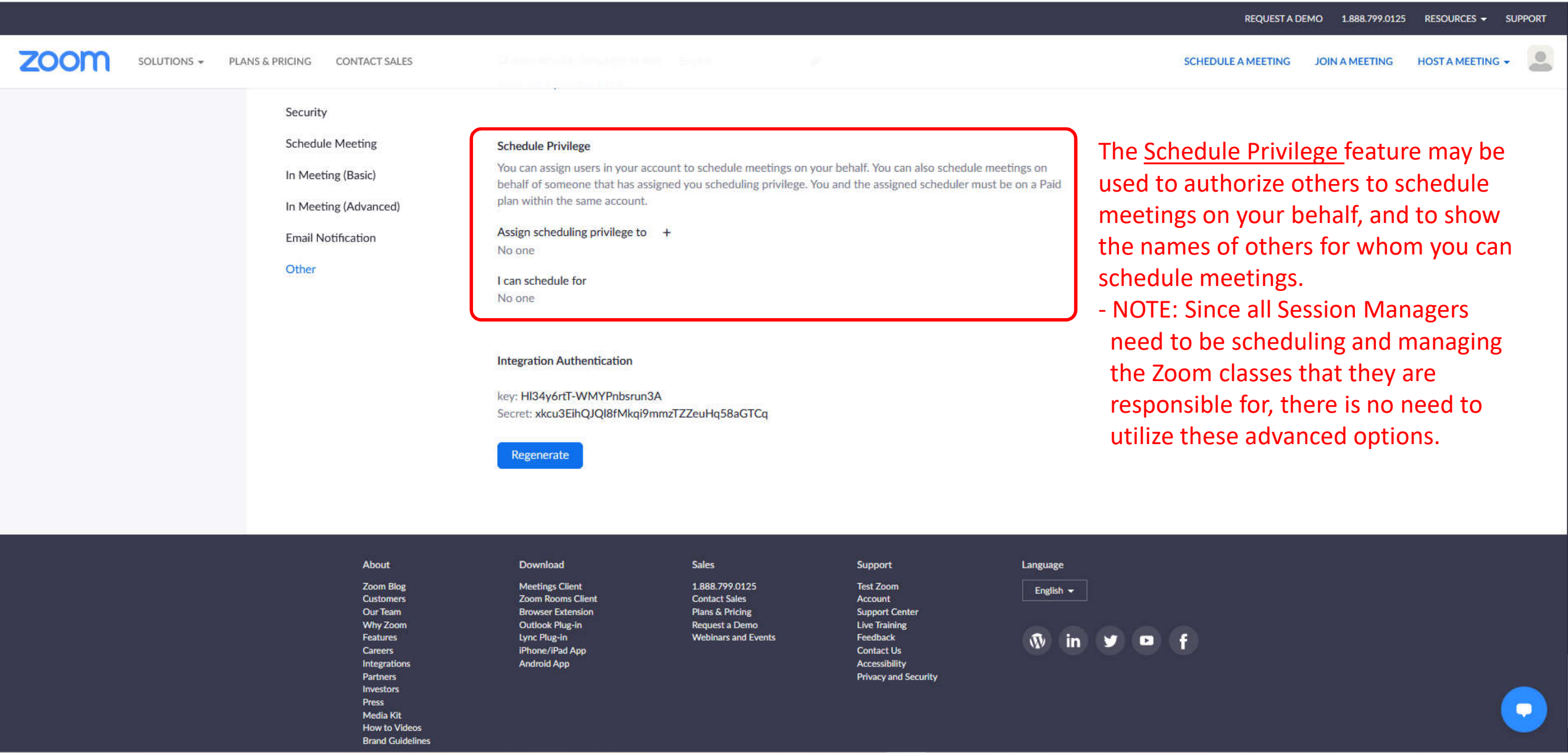
In the Invitation Email feature, click on the 'pencil' edit icon to pop-up a screen to customize your Meeting Invitation email template.

- Your Invitation Email template can be used when sending out your Meeting Invitation and Reminder emails to attendees.

- NOTE: There is a separate tutorial that describes how to configure your LLI Zoom class invitation emails.

Zoom Account Settings – page 34

Bard Lifetime Learning Institute LLI



The Schedule Privilege feature may be used to authorize others to schedule meetings on your behalf, and to show the names of others for whom you can schedule meetings.

- NOTE: Since all Session Managers need to be scheduling and managing the Zoom classes that they are responsible for, there is no need to utilize these advanced options.