



Zoom Account Settings – page 1

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Waiting Room

Waiting Room Options

Require a passcode when scheduling new meetings

Require a passcode for instant meetings

Require a passcode for Personal Meeting ID (PMI)

Embed passcode in invite link for one-click join

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

Everyone will go in the waiting room

Require a passcode when scheduling new meetings

Require a passcode for instant meetings

Require a passcode for Personal Meeting ID (PMI)

Embed passcode in invite link for one-click join

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

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

A random passcode will be generated when starting an instant meeting

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

Everyone will go in the waiting room

Edit OptionsCustomize Waiting Room

Waiting Room

Require a passcode when scheduling new meetings

Require a passcode for instant meetings

Require a passcode for Personal Meeting ID (PMI)

Embed passcode in invite link for one-click join

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

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

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LLI Learning
Institute

The Waiting Room feature must be enabled.

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Schedule Meeting

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Other

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.

✓ Everyone will go in the waiting room

Edit OptionsCustomize Waiting Room

Require a passcode when scheduling new meetings

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

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting

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Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

The Waiting Room Options must specify 'Everyone will go in the waiting room'.

- If it is not set to this, click on the 'Edit Options' link to do so.

Bard Lifetime
LLI Learning
Institute

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.

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Schedule Meeting

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Email Notification

Other

Require passcode for participants joining by phone

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

☐

Modified [Reset](#)

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.

☐

Modified [Reset](#)

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

☐

Modified [Reset](#)

Schedule Meeting

Host video

Start meetings with host video on

☒

Modified [Reset](#)

Participants video

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

☒

Modified [Reset](#)

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

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.

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Schedule Meeting

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Email Notification

Other

Require passcode for participants joining by phone

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

Modified [Reset](#)

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The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Modified [Reset](#)

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Schedule Meeting

Host video

Start meetings with host video on

Modified [Reset](#)

Participants video

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

Modified [Reset](#)

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


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

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Other

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

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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

Schedule Meeting

Host video
Start meetings with host video on

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

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

ModifiedReset

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.

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



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Schedule Meeting

In Meeting (Basic)

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Other

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Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

ModifiedReset

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. [Learn more](#)

Disabling this option will make the current PMI assigned to you invalid immediately. Meetings that were scheduled with PMI will be invalid. Scheduled meetings will need to be manually updated.

For Zoom Phone only: If a user has been assigned a desk phone, "Elevate to Zoom Meeting" on desk phone will be disabled.

ModifiedReset

Mute participants upon entry

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

ModifiedReset


Upcoming meeting reminder

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

ModifiedReset


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

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Schedule Meeting

In Meeting (Basic)

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Other

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☒ Telephone and Computer Audio

☐ Telephone


☐ Computer Audio


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ModifiedReset

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

ModifiedReset

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.

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

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

Join before host

Allow participants to join the meeting before the host arrives

Modified [Reset](#)

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. [Learn more](#)

Modified [Reset](#)

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

Modified [Reset](#)

Upcoming meeting reminder

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

Modified [Reset](#)

Mute participants upon entry 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.

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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

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Allow participants to join the meeting before the host arrives

Modified Reset

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A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. [Learn more](#)

Disabling this option will make the current PMI assigned to you invalid immediately. Meetings that were scheduled with PMI will be invalid. Scheduled meetings will need to be manually updated.

For Zoom Phone only: If a user has been assigned a desk phone, "Elevate to Zoom Meeting" on desk phone will be disabled.

Modified Reset

Mute participants upon entry

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

Modified Reset

Upcoming meeting reminder

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

Modified Reset

Set the Upcoming meeting reminder feature per your own preference.
- This feature can send configurable reminders of upcoming meetings to your desktop.

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

Modified Reset

Prevent participants from saving chat

Private chat

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

Modified Reset

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.

Sound notification when someone joins or leaves

Play sound for:

Everyone

Host and co-hosts only

When someone joins by phone:

Ask to record their voice to use as the notification

Modified Reset

This Require encryption feature should be disabled.

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat

Private chat

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

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.

Sound notification when someone joins or leaves

Play sound for:

☐ Everyone

☒ Host and co-hosts only

When someone joins by phone:

☒ Ask to record their voice to use as the notification

Modified Reset

Modified Reset

Modified Reset


The Chat feature should be enabled to allow participants to send a message visible to all participants.

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

The Prevent participants from saving chat option should be checked.

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

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Basic)


Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

☐

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat 

Private chat

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

☒

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.

☐

Sound notification when someone joins or leaves

Play sound for:

☐ Everyone

☒ Host and co-hosts only

When someone joins by phone:

☒ Ask to record their voice to use as the notification

Modified

Reset

Modified

Reset

Modified

Reset



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.

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Schedule Meeting

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Other

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat

Private chat

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

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.

Sound notification when someone joins or leaves

Play sound for:

☐ Everyone

☒ Host and co-hosts only

When someone joins by phone:

☒ Ask to record their voice to use as the notification

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.

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Other

In Meeting (Basic)

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By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat

Private chat

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

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.

Sound notification when someone joins or leaves

Play sound for:

☐ Everyone

☒ Host and co-hosts only

When someone joins by phone:

☒ Ask to record their voice to use as the notification

Modified Reset

Modified Reset

Modified Reset

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.

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In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat

Modified

Reset

Private chat

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

Modified

Reset

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.

Sound notification when someone joins or leaves

Play sound for:

☐ Everyone

☒ Host and co-hosts only

When someone joins by phone:

☒ Ask to record their voice to use as the notification

Under the When someone joins by phone: 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.

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HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

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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.

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.

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

Who can share?

☒ Host Only

☐ All Participants

Disable this option.

Disable this option.

Enable this option.

Enable this option.

Enable this option.

Enable this option.

Modified [Reset](#)

Modified [Reset](#)

Modified [Reset](#)

Modified [Reset](#)

Modified [Reset](#)

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Modified [Reset](#)

Modified [Reset](#)

DO NOT enable the end-of-meeting experience feedback survey option.

- LLI Class surveys will be conducted via a separate LLI feedback mechanism.

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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 ?

Disable desktop/screen share for users

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

Annotation

Allow host and participants to use annotation tools to add information to shared screens [?]

Whiteboard

Allow host and participants to share whiteboard during a meeting [?]

Remote control

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

Nonverbal feedback

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

Meeting reactions

Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings. [?]

Modified Reset

Modified Reset

Modified Reset

Modified Reset

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Modified Reset

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.

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Modified Reset

Modified Reset

Modified Reset

Modified Reset

Modified Reset

Modified Reset

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.

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Screen sharing

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

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Who can share?

Host Only All Participants [?](#)

Who can start sharing when someone else is sharing?

Host Only All Participants [?](#)

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Modified [Reset](#)

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Modified [Reset](#)

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Modified [Reset](#)

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Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings. [?](#)

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

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

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 ?

Disable desktop/screen share for users

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

Annotation

Allow host and participants to use annotation tools to add information to shared screens [v]

Whiteboard

Allow host and participants to share whiteboard during a meeting [v]

Remote control

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

Nonverbal feedback

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

Meeting reactions

Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings. [v]

Modified Reset

Modified Reset

Modified Reset


Modified Reset

Modified Reset

Modified Reset

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

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Schedule Meeting


In Meeting (Basic)


In Meeting (Advanced)

Email Notification

Other


Allow removed participants to rejoin


Allows previously removed meeting participants and webinar panelists to rejoin. 



Modified [Reset](#)


Allow participants to rename themselves


Allow meeting participants and webinar panelists to rename themselves. 



Modified [Reset](#)


Hide participant profile pictures in a meeting


All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. 



In Meeting (Advanced)


Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. 




Breakout room

Allow host to split meeting participants into separate, smaller rooms



Remote support


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



Modified [Reset](#)

Closed captioning


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

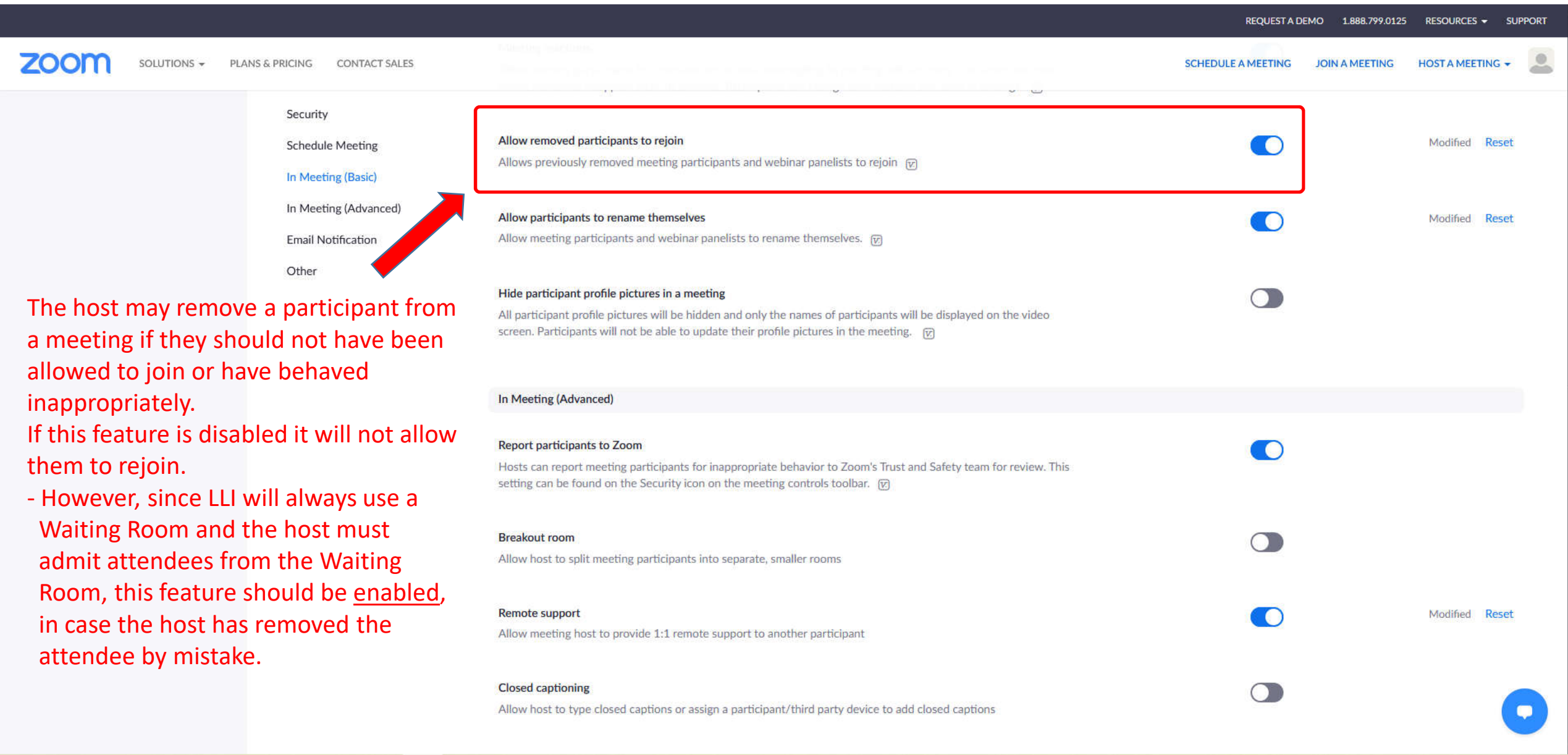


The host may remove a participant from a meeting if they should not have been allowed to join or have behaved inappropriately.

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.





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Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

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Allows previously removed meeting participants and webinar panelists to rejoin.

Modified [Reset](#)

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

Modified [Reset](#)

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Remote support

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

Modified [Reset](#)


Closed captioning

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

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.

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Security

Schedule Meeting


In Meeting (Basic)

In Meeting (Advanced)

Email Notification


Other

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves. 

ModifiedReset


Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. 

ModifiedReset

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. 

ModifiedReset

Breakout room

Allow host to split meeting participants into separate, smaller rooms

ModifiedReset

Remote support

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

ModifiedReset

Closed captioning

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

ModifiedReset

Save Captions

Allow participants to save fully closed captions or transcripts

ModifiedReset

The 'Hide participant profile pictures in a meeting' feature should be disabled.

- 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.

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Schedule Meeting

In Meeting (Basic)

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Email Notification

Other

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

Modified [Reset](#)

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Remote support

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

Modified [Reset](#)

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

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.

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Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

Modified [Reset](#)

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Remote support

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

Modified [Reset](#)

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

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.

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HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

Modified [Reset](#)

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In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Remote support

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

Modified [Reset](#)

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

Enable this option.

Disable this option.

Disable this option.

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Schedule Meeting

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Email Notification

Other

Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

Disable this option. → ☐

Far end camera control

Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.

Disable this option. → ☐

Virtual background

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Enable this option. → ☒

☒ Allow use of videos for virtual backgrounds ☐

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. ☐

Enable this option. → ☒

Modified [Reset](#)

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.

Disable this option. → ☐

Modified [Reset](#)

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


Disable this option. → ☐

Use HTML format email for Outlook plugin

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

Disable this option. → ☐

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Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)

Email Notification

Other

Allow users to select stereo audio in their client settings


Allow users to select stereo audio during a meeting

Disable this option. 

☐

Allow users to select original sound in their client settings


Allow users to select original sound during a meeting

Disable this option. 

☐

Select data center regions for meetings/webinars hosted by your account

Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.

Disable this option. 


☐

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

Disable this option. 

☐

Request permission to unmute

Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person. 

☐


Email Notification

When a cloud recording is available

Notify host when cloud recording is available

☐

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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.

Modified [Reset](#)



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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Select data center regions for meetings/webinars hosted by your account

Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.

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Allow live streaming meetings

Request permission to unmute

Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person. [v]

Email Notification

When a cloud recording is available

Notify host when cloud recording is available

Modified

Reset

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.

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Email Notification

When a cloud recording is available

Notify host when cloud recording is available

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 going to be permanently deleted from trash


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

Other

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.


Disable this option.



☐

Modified [Reset](#)


Enable this option.



☒

Modified [Reset](#)


Enable this option.



☒

Modified [Reset](#)


Enable this option.



☒

Modified [Reset](#)


Enable this option.



☒

Modified [Reset](#)

Disable this option.



☐

Modified [Reset](#)

☒

Modified [Reset](#)

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JOIN A MEETING

HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Other

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.

Enable this option. →

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 English ▾

[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

Integration Authentication

key: HI34y6rtT-WMYPnbsrun3A

Secret: xkcu3EihQJQI8fMkqi9mmzTZZeuHq58aGTCq

Regenerate

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.

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Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

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

Integration Authentication

key: HI34y6rtT-WMYPnbsrun3A

Secret: xkcu3EihQJl8fMkqi9mmzTZZeuHq58aGTCq

Regenerate

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.

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