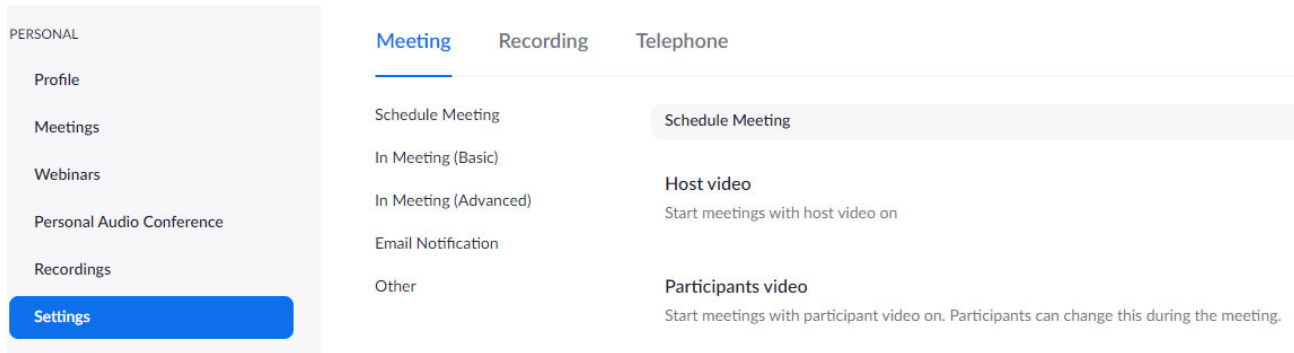


## Changing Settings on your Zoom account:

When you log into your account with a web browser & click on **“Settings”** on the left hand side. Here you can change your meeting and recording settings. Some options will be grayed out, these cannot be changed as they are locked at the administrative level for all users and some options will not show up for basic account holders.



Most of the settings are self explanatory, so we will concentrate on the security related settings. Blue or button to the right means the option is turned on or enabled.

### Join before host

Allow participants to join the meeting before the host arrives



Allows participants to join before you do as host. Some people have it on, some people have it off - the choice is up to you. For total access this should be turned off & the waiting room enabled.

---

### Use Personal Meeting ID (PMI) when scheduling a meeting

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



Again up to you. When scheduling a meeting you can choose to use your personal meeting ID or not, even if this is turned off.

---

### Use Personal Meeting ID (PMI) when starting an instant meeting



Up to you if you want to use your personal meeting ID when starting an instant meeting. You can always use it and then enable the waiting room as soon as you start the meeting if you want to have more control over who attends the 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.



### Only authenticated users can join meetings from Web client

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



We are currently configuring these settings. It will most likely be set so users would have to have a Zoom account & be signed in to join the meeting if you turn this setting on.

---

### 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.



If turned on, when scheduling a meeting, you can require a password & set the password for the meeting. You still have the option to require & set a password when scheduling a meeting if this is off.

---

### Require a password for Personal Meeting ID (PMI)

If turned on, any instant meetings will require a password to join.



---

### 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.



If turned on, the password will be in the meeting link, so those joining with the link won't have to enter the password separately.

### 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.

If turned on, anyone joining by phone only will require a password to join.

---

### Mute participants upon entry



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [?](#)

If turned on, all participants mics will be muted, so they have to unmute to be heard. Great for initial control of the meeting.

---

### Chat



Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat [?](#)

If turned on, you can allow the chat function to work, but participants cannot save the chat.

---

### Private chat



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

If turned on, participants can chat with the host(s) but not privately with each other.

---

### File transfer



Hosts and participants can send files through the in-meeting chat. [?](#)

If turned on, files can be sent by the host or participants to everyone or specific participants using the chat function.

---

### Screen sharing



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

In almost every meeting something will be shared, so this will be on.

#### Who can share?

Host Only  All Participants [?](#)

This will be the most common setting—allowing all participants to share and only the host who can share if someone else is sharing. This can be changed during the meeting under Advanced Sharing Options by the green Share Screen icon if you don't want to allow participants to share their screen.

#### 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. [?](#)

This removes the “screen” or desktop options so you can only share a whiteboard or open application and not the entire desktop when activated. This applies to the host as well.

---

### Annotation



Allow participants to use annotation tools to add information to shared screens [?](#)

Again, this option can be disabled once in the meeting, so can be left to “on” here.

---

### Whiteboard



Allow participants to share whiteboard during a meeting [?](#)

Auto save whiteboard content when sharing is stopped

This cannot be changed during a meeting, so if you don't want to have the whiteboard function available, you can disable it.

### Allow removed participants to rejoin



Allows previously removed meeting participants and webinar panelists to rejoin

If turned on, anyone you remove from the meeting will be able to rejoin.

---

### Allow participants to rename themselves



Allow meeting participants and webinar panelists to rename themselves.

If turned on, participants can rename themselves. I would be encouraging participants to be joining with their actual names.

---

### 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.

If turned on & the participant turns their video off, their name will appear in their video window instead of their image (or still pic of them working).

---

### 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.

When turned on, through the security icon, you can report anyone to Zoom that joined your meeting and caused a disruption. This is locked on so you cannot shut it off.

---

### Waiting room



When attendees 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 attendees to join before host.

#### Choose which participants to place in the waiting room:

- All participants
- Guest participants only
- Allow internal participants to admit guests from the waiting room if the host is not present

Customize the title, logo, and description

If turned on, you can select if you want all participants to go into the waiting room, or only those who have not signed into Zoom. You can also enable the waiting room once you have started your meeting from the security icon on the toolbar. When enabled from there it puts all participants into the waiting room for you to admit.

---