

## Zoom Settings for Elmbridge U3A Members

This document lists the settings in Zoom and highlights the important ones for security and usability. All members are recommended to review their settings when they start using Zoom.

Members can change some settings in the Zoom application, but some are only found by logging onto Zoom from a browser and going into “My Account”.

Settings have been high lighted **red** where:

- Elmbridge U3A have locked the settings for members who are using Elmbridge U3A Zoom accounts to ensure that the meetings have an adequate level of security - or
- Members are potentially likely to want to change the settings according to their requirements

The default setting that we recommend is shown in Capitals. If your Zoom account is created as part of the Elmbridge U3A account then you will have these settings when you start using Zoom. If your existing account is moved into the Elmbridge U3A account then only your settings that clash with a locked value will be changed.

The settings are shown in the order that they appear in Zoom/My Account/Settings on a browser and under the headings shown in **blue**.

### Meeting

#### Schedule A Meeting

**Host video:** Start meetings with host video on. YES

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

**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. COMPUTER AUDIO. If attendees wish to ring in on their phone, then change to “telephone and computer audio”.

**Join before host:** Allow participants to join the meeting before the host arrives. Set to YES for paid licences for convenience. Set to NO for free licences because the 40-minute count down starts as soon as the first participant signs in.

**Note:** A Personal Meeting ID (PMI) is a 9 to 11-digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings

**Enable Personal Meeting ID:** YES, so only one meeting id can be used

**Use Personal Meeting ID (PMI) when scheduling a meeting:** YES, so only one meeting id is used for convenience

**Use Personal Meeting ID (PMI) when starting an instant meeting:** YES, so only one meeting id is used for convenience

**Require a password for Personal Meeting ID (PMI):** YES to provide meeting security. Locked for Elmbridge U3A account

**Only authenticated users can join meetings:** The participants need to authenticate prior to joining the meetings. Authentication means signing on to Zoom. YES, to provide adequate meeting security Locked for Elmbridge U3A account

**Only authenticated users can join meetings from Web client:** The participants need to authenticate prior to joining meetings from a web client, that is to say a browser. YES, to provide adequate meeting security Locked for Elmbriage U3A account

**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. YES, to provide adequate meeting security Locked for Elmbriage U3A account

**Require a password for instant meetings:** A random password will be generated when starting an instant meeting: YES, to provide adequate meeting security Locked for Elmbriage U3A account

**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. YES, for convenience. Locked for Elmbriage U3A account.

**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 meetings with an alphanumeric password, a numeric version will be generated. YES

**Mute participants upon entry:** Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. NO but if people are often noisy then change to YES.

**Upcoming meeting reminder:** Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. YES

## In Meeting (Basic)

**Chat:** Allow meeting participants to send a message visible to all participants. YES.

**Prevent participants from saving chat:** Saved chat will take up space on the participants machine, their choice. NO

**Private chat:** Allow meeting participants to send a private 1:1 message to another participant. YES

**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. NO. Saved chats take up space so there is a choice to make.

**Play sound when participants join or leave:** Play sound when participants join or leave. YES, helpful alert heard by host and attendees. There is an option to record and play their own voice for a participant joining by telephone

**File transfer:** Hosts and participants can send files through the in-meeting chat. YES

**Feedback to Zoom:** Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and enable users to provide feedback to Zoom at the end of the meeting. YES

**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. YES, for convenience so hosts can easily share workload

**Always show meeting control toolbar:** Always show meeting controls during a meeting: NO, but personal preference may mean Yes.

**Show Zoom windows during screen share:** NO, except if you are trying to demonstrate Zoom usage.

**Screen sharing:** Allow host and participants to share their screen or content during meetings. Who can share? Normally all participants but only host can start sharing when someone else is already doing so. ALL

**Disable desktop/screen share for users:** Disable desktop or screen share in a meeting and only allow sharing of selected applications. NO

**Annotation:** Allow participants to use annotation tools to add information to shared screens. YES

**Whiteboard:** Allow participants to share whiteboard during a meeting. YES, and normally auto save whiteboard content when sharing is stopped is enabled.

**Remote control:** During screen sharing, the person who is sharing can allow others to control the shared content. YES

**Nonverbal feedback:** Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. YES

**Allow removed participants to re-join:** Allows previously removed meeting participants to re-join. YES

**Allow participants to rename themselves:** Allow meeting participants to rename themselves. NO to avoid confusion

**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. NO

## In Meeting (Advanced)

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

**Breakout room:** Allow host to split meeting participants into separate, smaller rooms. NO

**Remote support:** Allow meeting host to provide 1:1 remote support to another participant. NO

**Closed captioning:** Allow host to type closed captions or assign a participant/third party device to add closed captions. NO

**Save Captions:** Allow participants to save fully closed captions or transcripts. NO

**Far end camera control:** Allow another user to take control of your camera during a meeting. NO

**Group HD video:** Activate higher quality video for host and participants. (This will use more bandwidth.). NO

**Virtual background:** Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings. YES

**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. NO

**Auto-answer group in chat:** Allow host and participants to share their screen or content during meetings. NO

**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. NO

**Use HTML format email for Outlook plugin:** Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin. YES

**Allow users to select stereo audio in their client settings:** Allow users to select stereo audio during a meeting. NO, high performance overhead for all participants. Locked for Elmbridge U3A account

**Allow users to select original sound in their client settings:** Allow users to select original sound during a meeting. NO, can cause poor sound quality for all participants due to removal of noise cancelling. Locked for Elmbridge U3A account

**Select data centre regions for meetings/webinars hosted by your account:** Include all data centre regions to provide the best experience for participants joining from all regions. Opting out of data centre regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions. NO

**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. NO, for convenience. Change to Yes if you wish to check who you admit to the meeting

**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. NO but set to Yes if any participant is unable to use the Zoom client

**Allow live streaming meetings:** NO

## Email Notification

**When attendees join meeting before host:** Notify host when participants join the meeting before them. YES

**When a meeting is cancelled:** Notify host and participants when the meeting is cancelled. YES

**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. YES

**Schedule Privilege:** Only in special circumstances

**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. NO

**Only show default email when sending email invites:** Restrict choice of email system to use. NO