Zoom Meeting Settings

Contents

Settings

On the CSUS Zoom portal, on the left click on **Settings**, then **Meeting.** You can scroll through them or go to one group like In Meeting (Basic).
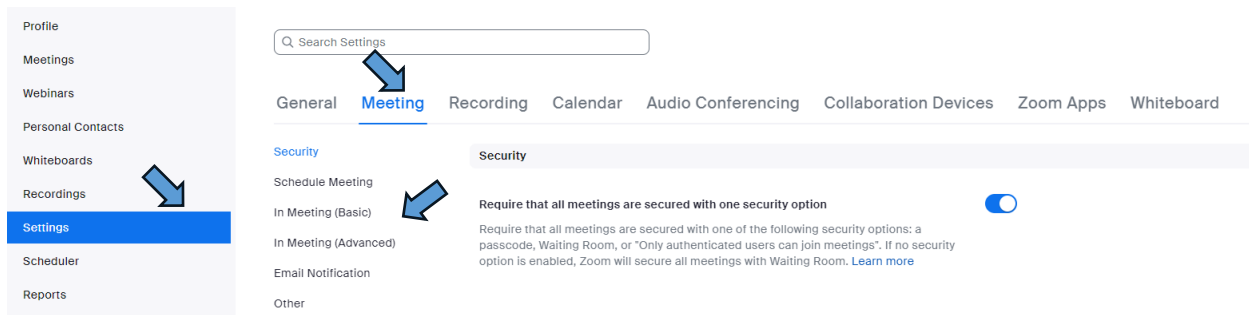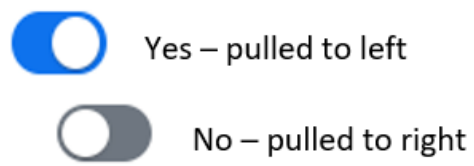

Zoom and CSUS sets up its own defaults for our meeting settings but we might want to change some of them. The green highlighted settings are the ones that you should consider modifying. The rational for making the modification is indicated in italics. The ones highlighted in the light yellow, you might or might not want to modify.

These are what are recommended for the typical seminar. It might be that not all these settings will work for your seminar.

The numbers are just there in case someone wants to ask about a particular setting. They have no reference to the actual Zoom settings. There is a new number for each on/off button.

Yes – pulled to left

No – pulled to right

As you entered each modification, Zoom saved it automatically so there is no final save.

General   **Meeting**   Recording   Calendar   Audio Conferencing   Collaboration Devices   Zoom Apps   Whiteboard

The settings are divided up into different groupings. Below are recommendations for **Meeting** and **Recording**. Leave the rest as is.

Meeting

Security Section

1	Yes	Require that all meetings are secured with one security option	Modify
2	No	Waiting Room – *personal choice but if they are in the waiting room, you have to move everyone in each time when they have a legitimate link to join.*	
		Waiting Room Options – personal choice	
3	Yes	Require a password for when scheduling new meetings	Modify
4	No	Require a password for instant meeting	
5	No	Require a passcode for Personal Meeting ID (PMI)	
6	Yes	Require passcode for participants joining by phone – adds a little security. (This is when they call in to the meeting; if they join via a Zoom app on their phone, it is just like joining from other devices.)	Modify
7	Yes	Embed passcode in invite link for one-click join – *this makes it very easy for your enrollees.*	
8	No	Only authenticated users can join meetings	
		Meeting & Webinar Authentication Options – *not needed*	
		If Waiting Room is not enabled, phone dial-in only will **Be Allowed to join the meeting**	
9	No	Block users in specific domains from joining	
10	No	Only authenticated users can join meeting from Web client	
11	No	Allow or block entry for users from specific countries/regions	
	No	Display Okta Authentication for end-to-end encryption – *locked by CSUS*	

Schedule Meetings Section

1	Yes	Host video *Starts the meeting with host video on*	Modify
2	Yes	Participants video – *When you schedule a particular meeting, you can override this setting for that particular meeting.*	Maybe Modify
		Audio type: **Telephone and Computer Audio**	
3	Yes	Allow participants to join before host – *You can adjust to anytime, 5 minutes or 10 minutes before start time. When you schedule a particular meeting, you can override this setting for that meeting.*	Modify
4	No	Enable continuous meeting chat	
5	No	Allow Zoom Rooms to start meeting with Host Key – *locked by CSUS*	
6	Yes	Enable Personal Meeting ID	
7	No	Use Personal Meeting ID when scheduling a meeting	
8	No	Use Personal Meeting ID when starting an instant meeting	
9	No	Add watermark	
10	No	Mute all participants when they join a meeting *If you have a meeting with a larger audience, you can set that particular meeting not allow audio by participants*	

11	No	Upcoming meeting reminder *These reminders would go to your SacLink account.*	
12	No	Meeting Templates	
13	No	Webinar Templates	

In Meeting (Basic) Section

1	No	Require Encryption for 3rd Party Endpoints (H323/SIP)	
2	Yes	Meeting Chat click – set to Allow	
		Drop down should have Allow **Everyone and anyone directly**	
	No	Usually, we don't allow participants to saving chat - do not check	
	No	Usually, we do not check to allow only users in your account	
3	Yes	New meeting chat experience – allow all three of features	
	Check	Allow participant to delete messages in meeting chat	
	Check	Enable the Screenshot feature in meeting chat	
	Check	Allow participants to react to meeting chat messages using emojis	
4	Yes	Meeting chat – Direct messages	
5	No	Meeting chat – Auto save	
6	No	Sound notification when someone joins or leaves	
7	Yes	Send files via meeting chat *Hosts & participants can send files to one or to all participants during the meeting.*	Modify
		No need to limit files sharing by type or size	
8	No	Display end-of-meeting experience feedback survey	
9	Yes	Co-host	
10	Yes	Meeting Polls/Quizzes	
		Click to allow host to create advanced polls and quizzes	
		Click to allow host to upload image for each question	
		Do not click to require answers to be anonymous – *unless that is something you want.*	
		No need to allow alternative host since we do not use them *This is not the same as co-host*	
		Click to allow host to create breakout rooms from poll results	
11	No	Meeting Survey	
12	No	Show raised hand in toolbar – *not necessary because enrollees would not have this in other meetings*	
13	No	Show Zoom windows during screen share	
14	Yes	Screen sharing	
		How many participants can share at a time? Set for One participant	
		Who can share? *For most seminars, you will want to leave it as host only since only the leader will be sharing or anyone you make co-host. This will stop participants from showing something that maybe the shouldn't.* *But for some seminars, special interest groups and committee meetings you might want the participants to share, but usually only one at a time.*	Maybe Modify
	Host Only	Who can start sharing when someone else is sharing? Usually that is the Host Only.	
15	No	Disable desktop screen sharing for meetings you host	
	No	Disable screen sharing when guests are in the meeting	Locked by CSUS
16	No	Annotation *Usually this would be off, but in some meetings, you might want to allow it and you can do that once the meeting is started.*	
17	Yes	Whiteboard (Classic)	
		Yes, allow saving of whiteboard content	

		No, do not automatically create export	
18	Yes	Remote control	
		Allow remote controlling user to share clipboard	
19	No	Slide control	
20	Yes	Nonverbal feedback	
21	Yes	Meeting reactions	
		Allow All emojis	
22	No	Join different meetings simultaneously on desktop	
23	No	Allow removed participants to rejoin *They will automatically be able to rejoin another occurrence of the meeting – like the following week.*	
24	Yes	Show invitee list in the Participants Panel	
25	Yes	Allow participants to rename themselves	
26	Yes	Allow host or co-host to rename participants in the waiting room	
27	No	Hide participant's profile picture	

In Meeting (Advanced) Section

1	No	Report to Zoom. *If our participants are having issues in the meeting, they should report them to the Leader or the Renaissance Board.*	Modify
2	Yes	Q&A in meeting	Modify
3	Yes	Breakout room	Locked by CSUS
		Yes, allow host to assign to breakout room when scheduling	
		Yes, allow host to broadcast message to participants	
		Yes, allow host to broadcast voice to breakout rooms	
4	Yes	Remote support *This might come in handy if Tech Host needs to help leader or a participant. Before it can be used the participant would get a message asking if it is okay to allow remote support of their device.*	Modify
5	Yes	Manual captions	
		Allow host to type or assign a participant to type - *it doesn't hurt to click this one, but it usually isn't needed.*	
		Allow use of caption API Token to integrate with 3rd-party Closed Captions services – *this should be checked*	
6	Yes	Automated captions	
		We don't usually restrict the enable captions to any one person or persons. So don't click.	
7	Yes	Full transcript	
8	Yes	Save Captions	
		We don't usually restrict this to any one person or persons. So don't click	
9	Yes	Language Interpretation – *by default it is set to yes, so it doesn't hurt to leave it.*	
10	No	Sign Language interpretation view	
11	No	Far end camera control	
12	Yes	Group HD video	Locked by CSUS
		Standard HD (720P)	Locked by CSUS
13	Yes	Virtual background *It allows them more privacy.*	
		Do not allow use of videos for virtual backgrounds *It takes up so much bandwidth for all participants.*	Modify
	Yes	Video filters	

14	Yes	Immersive View	
15	No	Focus Mode	
16	No	Identify guest participants in meeting/webinar	
17	No	Auto-answer group in chat	
18	No	Only show default email when sending email invites	
19	No	Use HTML format email for Outlook plugin	
20	No	Allow users to select stereo audio in their client settings	
21	No	Show a "Join from our browser" link	
22	No	Show a "Always join from browser" option when joining from join.zoom.us	
23	No	Allow live streaming meetings	Modify
24	No	Show a custom disclaimer when starting or joining a meeting	Locked by CSUS
25	No	Request permission to unmute	
26	Yes	Enable "Stop incoming video" feature	
27	No	Save Gallery View – *a few meetings, like a book club might want to keep a seating order.*	
28	No	Sort Gallery View	
29	No	Allow users to join external webinars and events through mesh in the local area network	

Email Notification Section

		All the setting in this section would be no because the notifications will go to your SacLink account and most members do not access that email.	Modify

Other Section

1	No	Call a SIP/H.323 room system directly from the client	
		Invitation Email: **English**	
		Schedule Privilege – leave at no one	

Recording

Recording

1	Yes	Local recording	
	Yes	Save chat messages from the meeting / webinar	
	Yes	Save closed caption as a VTT file	
	Yes	Host can give meeting participants permission to record locally	
Cloud recording			
2	Yes	Record active speaker with shared screen	
		Record gallery view with shared screen	
		Record active speaker, gallery view and shard screen separately	
	Yes	Record audio-only files	
	Yes	Record one audio file for all participants	
		Record a separate audio file of each participant	
	Yes	Record the Interpretation	
	Yes	Record sign language interpreter	
	Yes	Record language interpreter	
	Yes	Save chat messages from the meeting / webinar	
Advanced cloud recording settings			
		Add a timestamp to the recording	
		Display participants' names in the recording	
	Yes	Record thumbnails when sharing	
		Optimize the recording for 3rd party video editor	

	Yes	Create audio transcript	
		Smart Recording	
	Yes	Save panelist chat to the recording	
		Save poll results shared during the meeting/webinar	
	Yes	Save closed caption as a VTT file	
3	Yes	Allow cloud recording sharing	
4	No	Automatic recording – *some people might want this, especially if they do not have a Tech Host – but it means they need edit the dead time out of the recording before the meeting actually starts.*	
5	No	IP Address Access Control	
6	No	Require uses to authenticate before viewing cloud recordings	
7	No	Set recording as on-demand by default	
8	No	Require passcode to access shared cloud recordings	
9	No	Viewers can see the transcript	
10	Yes	Viewers can see the chat	
11	No	Delete cloud recording after a specified number of days	Locked by CSUS
12	Yes	The host can delete cloud recordings	Appears locked
13	N0	Recording notifications – Zoom clients	Locked by CSUS
		Recording notifications – Phone users	Locked by CSUS

For more information on recording, click here.
Recordings in Zoom Meetings_Fall 2021 B (csus.edu)

For more information click on this link.
Settings and Configuration for Zoom Meetings – Zoom Support

Settings vs Scheduling a Meeting

When you **schedule a meeting**, it uses the settings that you have previously set up in your account in the **Settings**. You can override the following settings as you schedule a particular meeting:

> Requiring a Meeting Passcode
> Enable waiting room
> Require authentication to join
> Video on or off for Host and Participant
> Audio use Telephone and/or Computer audio
> Allow participants to join before host – or change time allowed
> Mute participants upon entry
> Breakout rooms pre-assign
> Record the meeting auto (this is set only in the meeting schedule – it is not in the Settings)
> Approve or block entry to users from specific regions/countries

Profile

Meetings

Webinars

Recordings

Settings

Account Profile
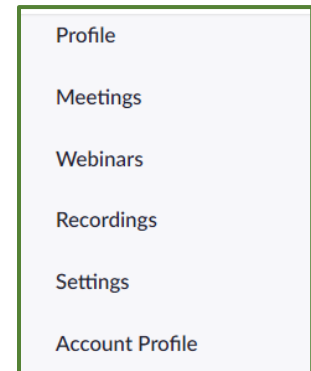
If you want any of the other settings changed for your meetings, you have to go back to your **Settings**. But, when you change a setting other than the list above, it changes them for **all** our previously scheduled meetings as well as future meetings.

If you change a setting from the above list in your setting section, it does not affect your currently scheduled meeting.