

Zoom SETTINGS

Zoom has more settings options than the ones listed below. Most can be left in their default mode. Highlighted below are recommended settings for you to stop and consider for your Zoom room. Either for security considerations or for enhancing student and family engagement during a Zoom meeting.

SECURITY CONSIDERATIONS

Found under "Security"

| | |
|---|---|
| Waiting room Participants wait for the Host to admit them. | ON (blue)  |
| Require a passcode when scheduling new meetings. | ON (blue) |
| Several additional passcode choices. | <i>Choice</i> |

Found under "Schedule Meeting"

| | |
|--|--|
| Use Personal Meeting ID when scheduling meetings | OFF (gray)  |
|--|--|

Found under "In Meeting (Basic)"

| | |
|--|--|
| Require Encryption for 3 rd Party Endpoints (“3 rd Party Endpoints” = Participants) | ON (blue)  |
| Play sound when participants join or leave | ON (blue) |
| Allow removed participants to rejoin | OFF (gray)  |

CHOICES to Enhance Participant Engagement

Found under “In Meeting (Basic)”

| | |
|--|--|
| Chat Allow in settings, then you have the choice to stop or start inside the Zoom room. | ON (blue)  |
| File Transfer | ON (blue) |
| Polling | ON (blue) |
| Always show meeting control toolbar | ON (blue) |
| Show Zoom windows during screen share | ON (blue) |
| Screen Sharing Allow in Settings, and then you have the choice inside the Zoom room to let others share or not. | ON (blue)  |
| Annotation Allow in settings, then have choice to stop or start inside the Zoom room. | Choice |
| Whiteboard | Choice |
| Remote Control Can select participant to edit document when sharing screen inside the zoom room. | Choice |
| Meeting Reactions | ON (blue) |
| Allow participants to rename themselves | Choice |
| Hide participant’s profile picture | Choice |

Found under “In Meeting (Advanced)”

| | |
|---|--------|
| Breakout room Need to turn on in settings if you want to have the option to use in your zoom room. | Choice |
| Virtual Background | Choice |

NOTE: In Zoom SETTINGS, click the gray or blue “button” to toggle and change individual features.

