Recommended Zoom Settings

The following Zoom settings are recommended.

Meeting Settings

1. **Set the participant video to OFF as default**. S/he can turn it one when ready. This prevents unexpected visual images from happening.

Participants video

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

2. **Mute participants upon entry.** Participants who join late often have background noise that can be disruptive. Having them muted when joining prevents such disruptions.

Mute participants upon entry

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

3. **Auto-Save Chats.** This saves a copy of the chat window to your computer without you having to remember to do so. This setting works for all Zoom meetings.

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.

4. **Allow host to put attendee on hold.** This provides an option to the instructor in the event there is a disruptive student either intentionally, or due to environmental noise.

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

5. **Whiteboard and Auto-Save Whiteboard Content** when sharing is stopped. If you plan to use the Whiteboard with your class, be sure to auto-save the whiteboard.

Whiteboard

Allow participants to share whiteboard during a meeting ⓥ

☑ Auto save whiteboard content when sharing is stopped

6. **Breakout Room.** If you plan to do any group events, turn this feature on. Optionally, you can set up the breakroom participants in advance of you click the box.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

○ Allow host to assign participants to breakout rooms when scheduling

7. **Virtual Background.** Users may be less likely to share their cameras if they can use a virtual background behind them.

Virtual background

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

8. **Show a "Join from your Browser" link**. It is very likely that this is required for some Chromebook users to join the Zoom meeting for your class.

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

9. **Waiting room for all participants.** This is probably the best way to prevent the Zoombombing that has been happening. (See additional notes in last section.)

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Choose which participants to place in the waiting room:

● All participants
○ Guest participants only ?

Recording Settings

1. **Cloud recording turned ON.** The only way an instructor will get a cloud recording with a transcript is to have this setting turned on. Additionally, some items should not be checked. You should not record the gallery in most meetings. An exception would be some group projects and you know there are no minors present.

2. **Automatic Recording.** When you turn this on, you will see the option to record in the cloud and allow the host to pause/stop the auto recording in the cloud. Both need to be turned on for an instructor to pre-record lectures with transcript to the cloud.

# Preventing and Controlling "Zoombombing"

Zoombombing is the new phrase for events when an instructor is teaching and someone intentionally enters the Zoom event to cause a disruption. It is very upsetting to the instructor and generally results in class being cancelled.

To prevent and be prepared to handle such an event, take the following steps:

- Meeting setting #2 when combined with an instructor who selects the option to not allow participants to unmute themselves can go a long way in preventing noise disruptions.
- Meeting setting #4 provides the option to remove an attendee. The way to do that is through the participants list -> run your mouse over the student's name -> click on MORE.


  The click on the REMOVE option from the next drop-down menu. Be sure the setting to allow the participant to rejoin is turned OFF
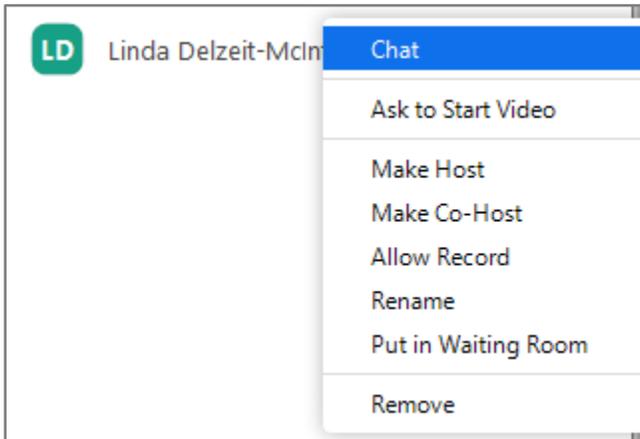

- Meeting setting #9 puts all those who want to join into a Waiting Room and they must wait for you to bring them into the meeting. When the mouse runs over the name of the person in the meeting room, you can "Admit" them or remove them. If a student joins your meeting from within the Canvas TechConnectSSO, their name will appear.
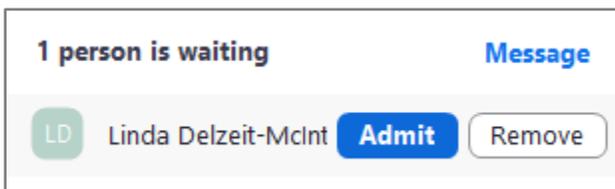
Student/Participant View when joining a meeting with a Waiting Room. This is the pop-up window that appears. Students must enable pop-ups or they will not see this.
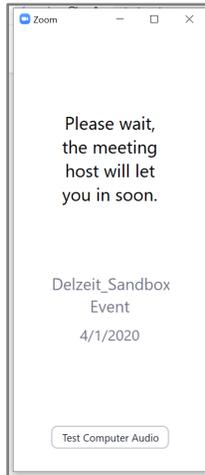
Teacher/Zoom Host view when notified someone is in the waiting room. This appears on the Zoom toolbar**.**
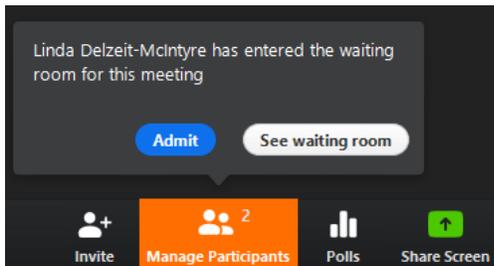
Zoom Tutorials – videos prepared by Zoom to help you learn to use the many features.