Zoom settings, hints and tips

Action needed! By 30 May you should have updated your Zoom Client (the app) to version 5.0. This version does now provide full encryption of Zoom meetings. If you haven't updated by 30 May, Zoom will force the update otherwise you won't be able to join any meetings. This needs to be done by everyone.

Before you create and run your first meeting, update your settings:

After you have signed-up and signed into your Zoom account it's worth taking the time to make sure you have it set up in the most appropriate manner for your meetings. There are many settings and they may look daunting. It's just a case of working through them one at a time. Care is needed when using Zoom for the first time because some defaults may not be desirable for your own or your group's anonymity and security. So, consult the table below and change your settings to match these before scheduling and conducting your first meeting. They will then apply to any meeting you schedule.

From the Zoom home page

Profile - edit to make sure it contains your Christian name and surname initial; add a profile pic if you wish – this obviously helps others to identify you and put them at ease.

Set the Date and Time and choose the time zone for the UK. This is needed to make sure meetings are scheduled correctly and the phone numbers displayed for callers are UK numbers. Otherwise everything will default to west-coast USA. If you've accidentally scheduled a meeting where this has happened you can edit the individual meeting to change it. Just select **Meetings** (underneath Profile), click on the meeting in question and then the button 'Edit this meeting' at the bottom. Remember to click the 'save' button after you've made your changes.

Settings

Name	Setting	Comments
Host video	Off	People will see your profile pic (if any) to start
		with. Just click 'start video' button when
		you're ready to participate
Participants video	On	You want to see who's joining
Audio type	On	Select 'Telephone and computer audio'
Join before host	Off	Mutually exclusive with 'Waiting Room'
Use personal meeting ID (PMI)	Off	Don't use your personal ID to schedule general
when scheduling a meeting		meetings
Use personal meeting ID (PMI)	On	Use for casual, one-to-one chats.
when starting an instant		
meeting		
Only authenticated users can	Off	'Authenticated users' means they have to have
join meeting		a Zoom account and be logged into it. See note
		1. below

join meetings from web client Require a password when scheduling new meetings Require a password for Personal meeting ID (PMI) Embed password in meeting link for one-click join Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3rd party endpoints Chat On Jis desn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Jis safeguarding, and keeps people's attention on the meeting. Auto saving chats Play sound when participants join or leave File transfer Feedback to Zoom Off Display end-of-meeting experience survey Co-host Polling Off Off Always good to have a co-host or two for larger meeting. But not needed in a regular meeting. Always show meeting control toolbar Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below See note 1. below See note 1. below Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below See note 1. below Participants link if set to 'OFF' everyone will have to enter the password to join. See note 1. below See note 1. below Participants link if set to 'OFF' everyone will have to enter the password to join. See note 1. below See note 1. below Participants of On See note 1. below See note 1. below Participants do 'OFF' everyone will have to enter the password to join. See note 1. below See note 1. below	<u> </u>	1	
Require a password when scheduling new meetings Require a password for Personal meeting ID (PMI) Embed password in meeting link for one-click join Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3rd party endpoints Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Play sound when participants of Pied transfer Fiel transfer Feedback to Zoom Off Maintain personal anonymity Doff Safeguarding management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar For use with screen share On Tool bar appears at the bottom of the window. Handy for quick access to meeting below Who can share? Select 'Host only' option. See note 1. Select 'All meetings using PMI'. See note 1. below Select 'All meetings using PMI'. See note 1. below If set to 'ON' then people can join just by clicking the link. If set to 'ON' then people can join just by clicking the link. If set to 'ON' then people can join just by clicking the link. If set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Only authenticated users can	Off	As above. See note 1. below
scheduling new meetings On Select 'All meetings using PMI'. See note 1. below Embed password in meeting link for one-click join with for one-click join wave to enter the password to join. See note 1. below If set to 'ON' then people can join just by clicking the link. If set to 'OFF' everyone will have to enter the password to join. See note 1. below Require password for participants joining by phone On See note 1. below Mute participants on entry On Always handy to have a reminder Require encryption for 3rd party endpoints On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave Off Safeguarding, and keeps people's attention on the meeting. File transfer Off Maintain personal anonymity Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Off Maintain personal anonymity Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, s	join meetings from web client		
Require a password for Personal meeting ID (PMI) Embed password in meeting link for one-click join Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3''d On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Always handy to have a reminder Require encryption for 3''d On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tik the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show meeting control toolbar Disable desktop/screen share On Who can share? Select 'Host only' option. See note 2. below Don't want them displaying anything that	Require a password when	On	See note 1. below
Personal meeting ID (PMI) Embed password in meeting link for one-click join Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3''d Private chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Don't want to save anything Play sound when participants of large meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experimeds survey. Co-host Polling Always show meeting control toolbar Always show meeting control Always show meeting control Con Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions For use with screen share On Who can share? Select 'Host only' option. See note 1. Below If set to 'ON' then people can join just by clicking the link. If set to 'ON' then people can join just by clicking the link. If set to 'ON' then people and in just should be noted. If set to 'ON' then people can join just by clicking the link. If set to 'ON' then people and in just sho 'OFF' everyone will have to enter the password to join. See note 1. Below Participants can unmute themselves when ready Participants can unmute themselves when ready Always handy to have a reminder Always handy to have a reminder Always show deep participants to save anything on the desktop client. Polling Off Maintain personal anonymity Display end-of-meeting off Maintain personal anonymity This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions	scheduling new meetings		
Embed password in meeting link for one-click join If set to 'ON' then people can join just by clicking the link. If set to 'OFF' everyone will have to enter the password to join. See note 1. below Require password for participants joining by phone	Require a password for	On	Select 'All meetings using PMI'. See note 1.
link for one-click join Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3'rd party endpoints Chat On Always handy to have a reminder Private chat On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show meeting control toolbar Disable desktop/screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Personal meeting ID (PMI)		below
Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3rd On Participants will fill for the meeting. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Don't want to save anything Play sound when participants off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always show meeting control toolbar Always show meeting control toolbar Always show meeting control toolbar Disable desktop/screen share On Participants can unmute themselves when ready Always handy to have a reminder Always freedy a reminder Polity Safeguarding, and keeps people's attention on the meeting. Safeguarding, and keeps people's attention on the meeting. Safeguarding, and keeps people's attention on the meeting. Mays and keeps people's attention on the meeting. Safeguarding, and keeps people's attention on the meeting. Mays anonying! Just annoying! Always andy to have a co-host or two for larger meeting annonymity Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control functions Show Zoom windows during on the window. Handy for quick access to mee	Embed password in meeting	Off	If set to 'ON' then people can join just by
Require password for participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3rd On Participants will find description on the meeting. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during screen share On Who can share? Select 'Host only' option. See note 1. below Participants ac unmute themselves when ready Participants can unmute themselves when ready Participants can unmute themselves when ready Always handy to have a reminder Always freedy a reminder Polling North Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Just annoying!	link for one-click join		clicking the link. If set to 'OFF' everyone will
Require password for participants joining by phone Mute participants on entry On Participants can unmute themselves when ready Upcoming meeting reminder Require encryption for 3 rd On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting off Maintain personal anonymity Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting. But not needed in a regular meeting. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show meeting control functions Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	,		
Participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3'd On Always handy to have a reminder Require encryption for 3'd Private encryption for 3'd On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			
Participants joining by phone Mute participants on entry Upcoming meeting reminder Require encryption for 3'd On Always handy to have a reminder Require encryption for 3'd Private encryption for 3'd On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Require password for	On	See note 1. below
Mute participants on entry Upcoming meeting reminder Require encryption for 3rd Party endpoints On Always handy to have a reminder Require encryption for 3rd Porty endpoints On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show meeting control toolbar On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	1		
ready		On	Participants can unmute themselves when
Upcoming meeting reminder Require encryption for 3rd On Always handy to have a reminder Require encryption for 3rd On This doesn't currently work! Zoom 5.0 on 30 May will fix. Good security practice. Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	mate participants on entry		•
Require encryption for 3rd	Uncoming meeting reminder	On	,
Party endpoints Chat Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Auto saving chats Play sound when participants join or leave File transfer Off Don't want to save anything Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off Always show meeting control toolbar Always show zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share Off Tick the box 'Prevent participants from saving chat'. Tick the box 'Prevent participants from saving chat'. Safeguarding, and keeps people's attention on the meeting. Alkeps people's attention on the meeting. Always and keeps people's attention on the meeting. Always and for security reasons. Maintain personal anonymity Maintain perso			
Chat On Tick the box 'Prevent participants from saving chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			•
Chat'. Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off Always show meeting control toolbar Always show windows during screen share Screen sharing On Disable desktop/screen share Off Off Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share Off Don't want to save anything Alkeps people's attention on the meeting. Always annoying! Just annoying! Just annoying! Just annoying! Akeep participants attention focused on the meeting. And for security reasons. Maintain personal anonymity Maintain personal anonymity Maintain personal anonymity Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during Screen share On		On	
Private chat Off Safeguarding, and keeps people's attention on the meeting. Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Chat	011	
Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Weep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share	Private chat	Off	
Auto saving chats Off Don't want to save anything Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during screen share Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share Off Don't want them displaying anything that	Filvate Chat	011	
Play sound when participants join or leave File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during Show Zoom windows during Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Auto soving shots	Ott	
File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	_		
File transfer Off Keep participants attention focused on the meeting. And for security reasons. Feedback to Zoom Off Maintain personal anonymity Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during screen share Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	1	OII	Just annoying:
Feedback to Zoom Display end-of-meeting experience survey Co-host Off Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Conscience meeting. On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that		0,((Kanana distanta di adia di adam tan
Feedback to Zoom Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during Show Zoom windows during screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	File transfer	Off	····
Display end-of-meeting experience survey Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Always show windows during Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	- "	0.00	-
Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during Screen share Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that		_	
Co-host On Always good to have a co-host or two for larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during Screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that		Off	Maintain personal anonymity
larger meeting management. Co-hosts are assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On For use with screen sharing below Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	·	_	<u> </u>
assigned once the meeting is running, from the desktop client. Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share On For use with screen sharing below Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Co-host	On	, 0
Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during Screen share On For use with screen sharing below Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			
Polling Off This can be set to 'ON' if you want participants to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			
to vote on a proposal, say in a Group Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions For use with screen sharing below Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions For use with screen sharing below Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions			·
Conscience meeting. But not needed in a regular meeting. Always show meeting control toolbar Show Zoom windows during Screen share Screen share On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Polling	Off	
Always show meeting control toolbar Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share regular meeting. Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions For use with screen sharing below Who can share? Select 'Host only' option. See note 2. below Don't want them displaying anything that			to vote on a proposal, say in a Group
Always show meeting control toolbar Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Tool bar appears at the bottom of the window. Handy for quick access to meeting control functions For use with screen sharing below Who can share? Select 'Host only' option. See note 2. below Don't want them displaying anything that			Conscience meeting. But not needed in a
toolbar Handy for quick access to meeting control functions Show Zoom windows during screen share On For use with screen sharing below Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			regular meeting.
Show Zoom windows during on screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share functions For use with screen sharing below Who can share? Select 'Host only' option. See note 2. below Don't want them displaying anything that	Always show meeting control	On	Tool bar appears at the bottom of the window.
Show Zoom windows during screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	toolbar		Handy for quick access to meeting control
screen share Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that			functions
Screen sharing On Who can share? Select 'Host only' option. See note 2. below Disable desktop/screen share On Don't want them displaying anything that	Show Zoom windows during	On	For use with screen sharing below
note 2. below Disable desktop/screen share On Don't want them displaying anything that	screen share		
note 2. below Disable desktop/screen share On Don't want them displaying anything that	Screen sharing	On	Who can share? Select 'Host only' option. See
1, 0, 1	_		·
	Disable desktop/screen share	On	Don't want them displaying anything that
	• •		might be dodgy/distracting!

Miniteboard Off Not needed Remote control Off Not needed Allow removed participants to repjoin back in. See note 1. below Allow participants to rename themselves Report participants to Zoom On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Hide participant profile pictures in a meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off N/A Save captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Off Definitely not! Group HD video Off Sit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Off N/A Allow users to select stereo audio in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting, Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/A When a cloud recording is Off N/A When a cloud recording is Off M/A	Annotation	Off	Not needed
Remote control Nonverbal feedback Allow removed participants to re-join Allow participants to rename themselves Report participants to Zoom Hide participant profile pictures in a meeting Allow a meeting Off On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Allow participant profile pictures in a meeting Allow participant profile pictures in a meeting Off On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Everyone should see who is in the meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Auto-answer in group chat Off N/A Auto-answer in group chat Off N/A Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Allow users to select tereo audio in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ink Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R			
Nonverbal feedback			
Allow removed participants to re-join Allow participants to rename themselves Report participants to Zoom Hide participant profile pictures in a meeting Profile Allow participants to Zoom On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Everyone should see who is in the meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off N/A Save captioning Off N/A Save captions Off N/A Grar end camera Control Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ilink Allow live streaming meetings Off N/R Allow live streaming meetings Off N/R			
re-join Allow participants to rename themselves Report participants to Zoom On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Hide participant profile pictures in a meeting Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off Definitely not! Group HD video Off Definitely not! Group HD video Off Off Definitely not and be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting / will be sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room Allow is fine from browser" On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ilink Allow live streaming meetings Off N/R Allow live streaming meetings Off N/R Allow live streaming meetings Off N/R			
Allow participants to rename themselves Report participants to Zoom Report participants to Zoom On Can only report anyone if the 'authenticated' setting above are turned on. See note 1. below Everyone should see who is in the meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off N/A Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	' '	OII	·
Report participants to Zoom Report participants to Zoom Report participant profile pictures in a meeting Remote support Off Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Con be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Remote support Off N/A Save captions Off Rar end camera Control Off Group HD video Off Off Off Could give performance problems if set to ON Virtual background Off Riof fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" link Allow live streaming meetings Off N/R		Off	
Report participants to Zoom Hide participant profile pictures in a meeting Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Closed captioning Closed captioning Group HD video Virtual background Off Off Off Off Off Bit of un but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off Off Off Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Everyone should see who is in the meeting in the meeting of the you'll only see their profile name. Everyone should see who is in the meeting in the meeting of the you'll only see their profile name. Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Off N/A Definitely not! Could give performance problems if set to ON Poff un but can be distracting. Can screen your background if it's sensitive. N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting invites Off N/A Only show default when sending meeting of meeting show default when sending meeting invites Off N/A Only show default when sending meeting of meeting show default when sending meeting invites Off N/A Only show default when sending meeting of meeting show default when sending meeting show default when sending meeting show default when sending meeting s		OII	Not needed, host can rename if they ask
Hide participant profile pictures in a meeting although if they don't have a profile pictures in a meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Otholok plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		00	Can anly report anyone if the 'authenticated'
Hide participant profile pictures in a meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing N/A Save captions Off N/A Save captions Far end camera Control Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Allow users to select original sound in their client settings Allow users to select original sound in their client settings Allow are sound on their client settings Allow are sound on their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In imited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Report participants to 20011	OII	
pictures in a meeting although if they don't have a profile pic you'll only see their profile name. Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Off N/A Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Off N/A Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Hido participant profile	Off	
Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In M/R Allow live streaming meetings Off N/R		OII	,
Breakout room On Can be useful to 'screen' unknown participants or chat privately to newcomers. See note 3. Remote support Off Only turn on if you know what you are doing Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Off N/A Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Image: Off N/R Allow live streaming meetings Off N/R Allow live streaming meetings Off N/R	pictures in a meeting		
Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Off N/A Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Proakout room	On	
Remote support Off Only turn on if you know what you are doing Closed captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Breakout room	OII	
Closed captioning Off N/A Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Remote support	Off	
Save captions Off N/A Far end camera Control Off Definitely not! Group HD video Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	• •		
Far end camera Control Off Off Off Off Could give performance problems if set to ON Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Off Off Off Off Off Off Off Off Off Of	·		
Group HD video Virtual background Off Virtual background Off Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ink In Could give performance problems if set to ON Bit of fun but can be distracting. Can screen your background if it's sensitive. N/A N/A N/A Select MTML format for email Off N/A N/A Select 'Europe' check box only. Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ink Off N/R Allow live streaming meetings Off N/R	-		
Virtual background Off Bit of fun but can be distracting. Can screen your background if it's sensitive. Identify guest participants in the meeting/webinar Auto-answer in group chat Off Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ink Allow live streaming meetings Off N/R			•
Identify guest participants in the meeting/webinar Auto-answer in group chat Off Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/A N/A N/A N/A Select 'Europe' check box only. Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In My A Limited function but useful if some of your users do not have the skills to download, install and run apps	-		
Identify guest participants in the meeting/webinar Auto-answer in group chat Off Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In MA Off N/A Select 'Europe' check box only. Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" In MA Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Virtual background	OII	
Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Identify guest participants in	Off	
Auto-answer in group chat Off N/A Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		OII	N/A
Only show default when sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Ilink Allow live streaming meetings Off N/A N/A Select 'Europe' check box only. Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		Off	N/A
Sending meeting invites Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" Iink Allow live streaming meetings Off N/R			
Use HTML format for email Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	· ·	OII	N/A
Outlook plugin Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		Off	N/A
Allow users to select stereo audio in their client settings Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/A N/A Select 'Europe' check box only. Limited function but useful if some or two co-hosts can help with this. N/A Select 'Europe' check box only. Limited function but useful if some or two co-hosts can help with this.			IVA
Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	.)	Off	N/Δ
Allow users to select original sound in their client settings Select data center regions for meetings/webinars hosted by your account Waiting room Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		011	IVA
Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" link Allow live streaming meetings On N/R	_	Off	N/Δ
Select data center regions for meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	_		
meetings/webinars hosted by your account Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		On	Select 'Furone' check hox only
your account Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	_		Scient Editope check box only.
Waiting room On Useful to screen participants before allowing into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" On Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	_		
into the meeting. Having one or two co-hosts can help with this. Show a "join from browser" link Con Limited function but useful if some of your users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R		On	Useful to screen participants before allowing
can help with this. Show a "join from browser" link Allow live streaming meetings Can help with this. Limited function but useful if some of your users do not have the skills to download, install and run apps N/R			
Show a "join from browser" link link Allow live streaming meetings On Limited function but useful if some of your users do not have the skills to download, install and run apps N/R			
link users do not have the skills to download, install and run apps Allow live streaming meetings Off N/R	Show a "join from browser"	On	
install and run apps Allow live streaming meetings Off N/R	-		•
Allow live streaming meetings Off N/R			
	Allow live streaming meetings	Off	
available	_		
available	_	UTT	IN/A

When attendees join meeting before host	Off	N/R
When a meeting is cancelled	Off	Notifies everyone but only if they are in your Zoom contacts list.
When an alternative host is set or removed from a meeting	Off	N/R
When someone scheduled a meeting for a host	Off	N/R
When the cloud recording is going to be permanently deleted from trash	Off	N/A
Blur snapshot in iOS task switcher	On	Added security / anonymity is using Apple portable devices
Invitation email	N/R	Will only work if people are in your Zoom contacts. Not recommended as you'll be forever maintaining this as well as your other contact lists.
Schedule privilege	N/R	This is where you assign another person to schedule meetings on your behalf

Notes:

 The host will need to maintain vigilance to screen attendees especially those that are not AA or newcomers. Particular sensitivity is needed with the latter as this could put people off and that's the last thing we want.

"Zoom-bombing" is where people outside of AA join meetings to disrupt them by showing pornographic images and shouting racist slogans for example. This is rife among Zoom meetings and it can be a distressing experience for participants unless you take the proper precautions as outlined in the settings above! Since our meeting join codes are published on our website, anyone can join from anywhere if the settings above are not used. We need to err on the side of the newcomer but again need to watch out for anyone who is not who they seem to be.

Meetings can be locked by the host once started or individuals excluded as well to prevent disruption.

The settings are my suggestions borne out of experience of many Zoom meetings and talking to lots of other hosts and users. I suggest that each Group modifies these settings and decides on the use of One-click links, Passwords, Waiting Room, Locking or Exclusion to suit their own Group Conscience.

2. Screen sharing is a powerful function that allows the host only (as recommended in the settings) to share their screen content with everyone else. If you arrange to have a copy of the Preamble, Promises, Yellow card etc. on your computer desktop then

you can use the share function to display these documents at the appropriate time in the meeting for someone to read out.

3. The 'Breakout room' is an excellent facility which could help with the situations outlined in Note 1. The host can identify an unfamiliar face and use the private message facility to ask them tactfully if they are new to AA or just this meeting. If they are a newcomer the Host can ask if they would like to talk privately with someone who will explain how the meeting runs and a bit about AA. The host can then create a breakout room and assign the newcomer and one or two others to it. They can talk privately outside the meeting in the breakout room and re-join the main meeting afterwards. You can also take someone from the Waiting Room direct to a Breakout Room if you are unsure whether to admit them without first talking to them. Many groups (especially in London) are doing this.

General guidance, preparation, etiquette and what to expect - parts of this are on the Southdown website - http://www.aa-gb.org/southdown

- Whichever conferencing tool you use you should edit your profile to contain your christian name and surname initial. This helps with identification and is less likely to be misconstrued when Hosts are admitting people into meetings. An appropriate profile picture also help too.
- Always schedule meetings and use the unique meeting ID generated. It's the bit that starts https://...Don't give out your personal meeting ID for general meetings. Send this, the 9 or 11-digit meeting ID and password to everyone who wants to attend.
- When you host a meeting make sure someone else is actually running it i.e. the Secretary / Chair, so you can concentrate on controlling things.
- It is suggested you start the call up to 30 minutes in advance of the meeting start so you can get organised and help those having problems. It can be like a 'chat room' at this time if you allow it. During this time participants can get tea/coffee go to the loo etc.!
- Advise participants to close all other internet applications on their devices as they
 impact the quality of the meeting call. If their connection is dropped, they should
 click on the "JOIN" link again.
- Please turn off or silence mobile phones if you are not using them to attend this meeting.
- Advise participants to sit with any light in front of them otherwise they will be in silhouette.
- Once the meeting starts then as far as possible it will be conducted as if everyone is in a room together i.e. only one person is speaking at any one time. It is customary for everyone to mute their microphones unless they are going to speak. This reduces noise which gets worse the more participants there are. If several people try to speak at once the audio feed gets really muddled. You will normally have a function to mute everyone except the current speaker. If participants wish to speak get them to raise their hand. Zoom has a 'raise hand' option and a hand icon will appear in your window. Or you can just ask them to unmute when they want to speak. You'll need to manage this.

- This obviously affects the feel of the meetings we are used to when we are in the same room. We'll have to get used to it.
- If there are many participants or the meeting quality suffers e.g. audio or video dropouts, you should try to compensate by turning off the video feed for everyone.
- Meeting Hosts usually stay online after the meeting has finished to assess how it went, have a conscience meeting etc.