Recommended Settings for Zoom Account Administrators and Owners
OA San Diego Intergroup
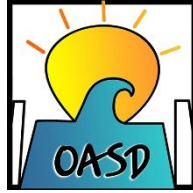
Website: https://oasandiego.org
Email: zoom@oasandiego.org

- These are the settings that take the 12 Traditions into account and keep our meetings safe.
- Users may be required to upgrade to a recent version of Zoom upon entering rooms.
- Settings of particular importance related to security are ==highlighted==.

USER ACCOUNT MEETING SETTINGS

Security

==Waiting Room==

==Off to allow the "Claim Host" method of starting meetings.==

Waiting Room Options

Everyone

Alphabetical

==Allow participants in the waiting room to reply to host and cohosts==

Customize Waiting Room

Meeting Passcode

Must be used if the waiting room is not

Personal Meeting ID Passcode

Can be changed, e.g., a phone number

==Require Passcode for Participants Joining by Phone==

==Unnecessary – complicated if alpha passcode is used==

Only authenticated meeting participants … can join …

Off

If Waiting Room is not enabled, phone dial-in …

Be allowed to join the meeting

Block users in specific domains

Off

Only authenticated users…

Off

Approve or block entry for users …

Off

Schedule Meeting

    Host video

        On

    Participants video

        On

    Audio Type

        Telephone and computer audio

    ==Allow participants to join before host==

        ==Participants can join 15 minutes before start time==

    ==Allow Zoom Rooms to start meeting with Host Key==

        ==On==

    Enable Personal Meeting ID

        On

    ==User Personal Meeting ID when scheduling a meeting==

        ==Turn off==

        Cannot be on for Recurring Meetings

    Add watermark

        Leave off

    ==Mute all participants when they join a meeting==

        ==Turn on==

    Upcoming Meeting Reminder

        Optional

    Meeting Templates

        Optional

In Meeting (Basic)

    Require encryption …

        Leave off

    ==Meeting chat==

        ==Group conscience==

        ==*Can be changed during a meeting*==

    ==New meeting chat experience==

        ==On – Allow participants to delete messages in chat==

        Enable screenshots – optional

    ==Meeting chat – Direct messages==

        ==On==

        Can be changed during a meeting

    Meeting chat – Auto-save

        Off

    Sound notification…

        Off

==Send files via meeting chat==
　　　　==If turned on, restrict file types to .pdf==
Feedback to Zoom
　　　　Off
Display end-of-meeting experience…
　　　　Off
==Co-host==
　　　　==On==
Meeting Polls/Quizzes
　　　　Optional
Meeting Survey
　　　　Optional
Always show meeting control toolbar
　　　　On
Show Zoom windows during screen share
　　　　On
==Screen Sharing==
　　　　On
One participant can share at a time
　　　　==Host only==
Disable desktop screen sharing…
　　　　Both off
Annotation
　　　　Group conscience
Whiteboard (classic)
　　　　Group conscience
Remote control
　　　　Optional
Slide control
　　　　Optional
Non-verbal feedback
　　　　On
Meeting reactions
　　　　On
　　　　All emojis
==Allow removed participants to rejoin==
　　　　==Off==
Show invitee list in the Participants panel
　　　　Off
==Allow users to change their name when joining a meeting==
　　　　==On==

==Allow participants to rename themselves==

==On==

Can be changed during a meeting

==Allow host or co-host to rename participants in the waiting room==

==On==

==Hide participant profile pictures in a meeting==

==On==

Can be changed during a meeting

In Meeting (Advanced)

Report to Zoom

Off

Breakout room – Meetings

Optional

Remote support

Optional

Manual captions

On

==Automated captions==

==On== *Can be hidden by participants*

Full transcript

Group conscience

Save captions

Group conscience

Language interpretation

On

Not enabled by default

Sign language interpretation view

On

Not enabled by default

Far end camera control

Off

Group HD video

Optional

Virtual background

On

Do not allow use of videos

Video filters

Group conscience

All other user account meeting settings are optional

USER ACCOUNT – RECORDING SETTINGS

Local recording off
Cloud recording optional – Audio only

ACCOUNT MANAGEMENT

Account Settings – Admin Options
Require users to update the client
Include external participants
At least 5.13.0

PROFILE

Set an appropriate Display Name
Change host key periodically

SCHEDULING RECURRING MEETINGS
Zoom limits amount of occurrences
If it isn't in "Upcoming," look under "Previous"
Occurrences can be edited, added, deleted
Leave waiting room off for the "Claim Host" method.
Options
Allow participants to join 15 minutes before start time
Mute participants upon entry