



Settings for Zoom Account Administrators and Owners

OA San Diego Intergroup

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- These settings are designed to keep our meetings safe while honoring the 12 Traditions.
- These suggestions are the sole opinion of the OA San Diego Intergroup Zoom Administrator and do not represent any service body or OA as a whole.
- Every group is autonomous and can make their own decisions regarding Zoom settings ... but if you have shared accounts (Intergroup accounts, etc.), you'll need to do more group conscience work.
- Some settings are convenient to members but might not be most secure.
- Users may be required to upgrade to a recent version of Zoom upon entering rooms for some of these settings.

TYPES OF SETTINGS

- Defaults vs. Room settings – Some settings can be changed during a meeting.
- Personal settings – Relate to the personal account (licensed or not) aka "Room"
- Account settings – Includes personal accounts on the same "Admin" Account. Note that the Admin account (account owner) can lock / unlock settings for personal accounts.
- Meeting Settings, Recording Settings, Other Settings Tabs – within both Account and Personal
- Schedule Options

SETTINGS NEEDED FOR “CLAIM HOST” METHOD

How to Claim Host

Set up your meetings to start with the “Claim Host” Method so that your hosts do not need to go into your account. Account owner has access to Host Key in Profile.

1. Meetings start automatically without a host, 15 minutes before scheduled.
2. Trusted servant enters meeting and clicks CLAIM HOST at the bottom of the Participant window.
3. Trusted servant enters the super-secret HOST KEY and is the host.
4. Host enables Waiting Room under Security button, then makes co-hosts.

Meeting Settings (Personal / Account)

You may need to unlock the setting under Account Settings

- Waiting Room OFF
- Allow Participant to Join Before Host ON
 - Participants can join ---- 15 minutes before start time
- Allow Zoom Rooms to start meeting with Host Key ON

Schedule Options

Meeting must be a scheduled meeting (recurring or not).

- Allow participants to join ---- 15 minutes before start time

SUGGESTED SETTINGS FOR BEST SECURITY

Waiting Room Options

Everyone will go in waiting room (when waiting room is turned on)

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

*Vetting in the waiting room is of questionable usefulness and may work against carrying the message to newcomers

Mute all participants when they join a meeting

On

New meeting chat experience ON

Allow participants to delete messages in meeting chat ON

Enable the Screenshot feature in meeting chat OFF

Send files via meeting chat OFF

Co-host

On

Screen Sharing –

Who can share? Host only

Annotation

Only the user who is sharing can annotate

Allow removed participants to rejoin

Off

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

On

Report to Zoom

On

Sort Gallery View

On

RECORDING SETTINGS

Local recording

Off

Cloud recording

Record audio-only files