

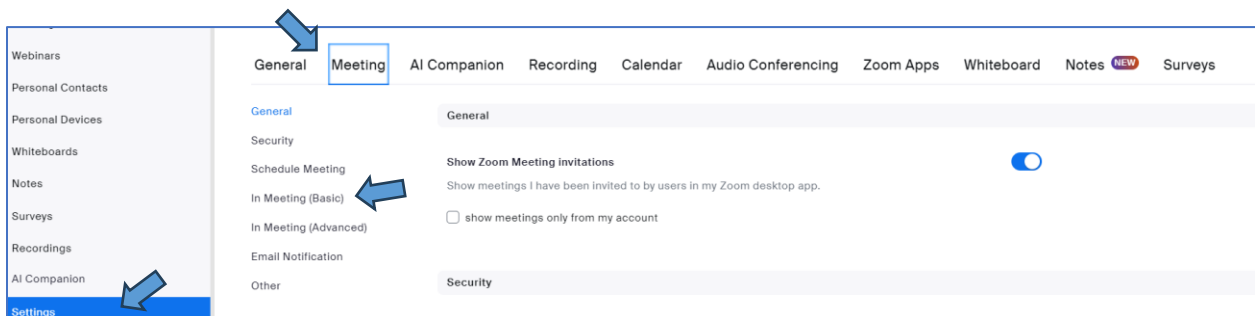
Zoom Meeting Settings

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Settings

On the CSUS Zoom portal, on the left click on **Settings**, then **Meeting**. You can scroll through them or go to one group like In Meeting (Basic).



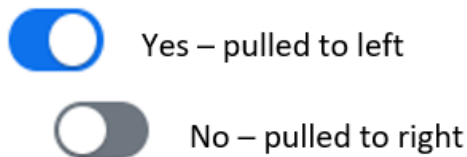
Zoom and CSUS sets up its own defaults for our meeting settings but we might want to change some of them. The green highlighted settings are the ones that you should consider modifying. The

rational for making the modification is indicated in italics. The ones highlighted in the light yellow, you might or might not want to modify.



These are what are recommended for the typical seminar. It might be that not all these settings will work for your seminar.

The numbers are just there in case someone wants to ask about a particular setting. They have no reference to the actual Zoom settings. There is a new number for each on/off button.



As you entered each modification, Zoom saved it automatically so there is no final save.

General	Meeting	AI Companion	Recording	Calendar	Audio Conferencing	Zoom Apps
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The settings are divided up into different groupings. Below are recommendations for **Meeting** and **Recording**. It is recommended that you leave the rest as is.

Meeting Tab			
General Section			
1	Yes	Show Zoom Meeting invitations	
Security Section			
1	Yes	Require that all meetings are secured with one security option – <i>RS policy to always require a passcode.</i>	Modify
2	No	Waiting Room – <i>personal choice but if they are in the waiting room, you have to move everyone in each time when they have a legitimate link to join.</i>	
		Waiting Room Options – personal choice	
3	Yes	Require a password for when scheduling new meetings	Modify
4	No	Require a password for instant meeting	
5	No	Require a passcode for Personal Meeting ID (PMI)	
6	Yes	Require passcode for participants joining by phone – adds a little security. (This is when they call in to the meeting; if they join via a Zoom app on their smart phone, it is just like joining from other devices.)	Modify
7	Yes	Embed passcode in invite link for one-click join – <i>this makes it very easy for enrollees.</i>	
8	No	Only authenticated users can join meetings	
		Meeting & Webinar Authentication Options – <i>not needed</i>	
		If Waiting Room is not enabled, phone dial-in only will Be Allowed to join the meeting	
9	No	Block users in specific domains from joining	
10	No	Only authenticated users can join meeting from Web client	
11	No	Allow or block entry for users from specific countries/regions	
	No	Display Okta Authentication for end-to-end encryption – <i>locked by CSUS</i>	

Schedule Meetings Section			
1	Yes	Host video <i>Starts the meeting with host video on</i>	Modify
2	Yes	Participants video – <i>When you schedule a particular meeting, you can override this setting for that meeting.</i>	Maybe Modify
		Audio type: Telephone and Computer Audio	
3	Yes	Allow participants to join before host – <i>You can adjust to anytime, 5 minutes or 10 minutes before start time. When you schedule a particular meeting, you can override this setting for that meeting.</i>	Modify
4	No	Enable continuous meeting chat	
5	No	Allow Zoom Rooms to start meeting with Host Key – <i>locked by CSUS</i>	
6	Yes	Enable Personal Meeting ID	
7	No	Use Personal Meeting ID when scheduling a meeting	
8	No	Use Personal Meeting ID when starting an instant meeting	
9	No	Add watermark	
10	No	Mute all participants when they join a meeting <i>If you have a meeting with a larger audience, you can set that particular meeting to not allow audio by participants</i>	
11	No	Upcoming meeting reminder <i>These reminders would go to your SacLink account.</i>	
12	No	Meeting Templates	
In Meeting (Basic) Section			
1	No	Require Encryption for 3 rd Party Endpoints (H323/SIP)	
2	Yes	Meeting Chat click – set to Allow	
		Drop down should have Allow Everyone and anyone directly	
	No	Usually, we don't allow participants to saving chat - do not check	
	Yes	Allow users to save chats You can choose for just hosts or everyone	
3	Yes	Allow participants to delete messages in meeting chat	
4	Yes	Allow participants to edit messages in meeting chat	
5	Yes	Enable the Screenshot feature in meeting chat	
6	Yes	Allow participants to use emojis	
		All emojis	
7	Yes	Meeting chat – Direct messages	
8	No	Meeting chat – Auto-save	
9	No	Sound notification when someone joins or leaves	
10	No	Announce number of participants for dial-in participants	Modify
11	Yes	Send files via meeting chat <i>Hosts & participants can send files to one or to all participants during the meeting.</i>	Modify
		No need to limit files sharing by type or size	
12	No	Display end-of-meeting experience feedback survey	
13	Yes	Co-host allow	

14	Yes	Meeting Polls/Quizzes	
		Allow images uploaded in polls/quizzes to be displayed	
		No need to allow alternative host since we do not use them <i>This is not the same as co-host</i>	
		Do not click to require answers to be anonymous – <i>unless that is something you want.</i>	
		Click to allow host to create breakout rooms from poll results	
15	No	Meeting Survey	
16	No	Show raised hand in toolbar – <i>not necessary because enrollees would not have this in other meetings</i>	
17	No	Show Zoom windows during screen share	
18	Yes	Screen sharing	Modified
		How many participants can share at a time? Set for One participant	
		Who can share? <i>For most seminars, you will want to leave it as host only since only the leader will be sharing or anyone you make co-host. This will stop participants from showing something that maybe the shouldn't. But for some seminars, special interest groups and committee meetings, you might want the participants to share, but usually only one at a time.</i>	Maybe Modify
	Host Only	Who can start sharing when someone else is sharing? Usually that is the Host Only.	
19	Yes	Screen Sharing Presenter View	
20	No	Disable desktop screen sharing for meetings you host	
21	No	Disable screen sharing when guests are in the meeting	Locked by CSUS
22	No	Restrict external users from using remote control and remote support in a meeting.	Locked by Admin
23	No	Annotation <i>Usually this would be off, but in some meetings, you might want to allow it and you can do that once the meeting is started.</i>	
24	Yes	Whiteboard (Classic)	
		Check to Use Whiteboard by default if available	
		Allow saving of whiteboard content	
		No, do not automatically create export	
25	Yes	Remote control	
		Allow remote controlling user to share clipboard	
		Do not allow “auto accept all requests” – you will want to control this	
26	No	Slide control	
27	Yes	Nonverbal feedback	
28	Yes	Meeting reactions	
		Allow All emojis	
		Allow participants to use floating video reactions if you don't think they will distract from meeting	
29	No	Join different meetings simultaneously on desktop	

30	No	Allow removed participants to rejoin <i>They will automatically be able to rejoin another occurrence of the meeting – like the following week.</i>	
31	Yes	Show invitee list in the Participants Panel	
32	Yes	Allow participants to rename themselves	
33	Yes	Allow host or co-host to rename participants in the waiting room	
34	No	Hide participant’s profile picture	
35	Yes	Meeting timers	

In Meeting (Advanced) Section

1	No	Report to Zoom. <i>If our participants are having issues in the meeting, they should report them to the Leader or the Renaissance Board.</i>	Modify
2	No	Q&A in meeting – <i>depending upon how you are running your program or meeting, you might not want to be bothered with this and let participants just raise their hands to speak.</i>	Modify
3	Yes	Breakout room	Locked by CSUS
		Yes, allow host to assign to breakout room when scheduling	
		Yes, allow host to broadcast message to participants	
		Yes, allow host to broadcast voice to breakout rooms	
		Yes, allow host to view activity in breakout rooms	
		Set default breakout room behaviors is not checked	
4	Yes	Remote support <i>This might come in handy if Tech Host needs to help leader or a participant. Before it can be used the participant would get a message asking if it is okay to allow remote support of their device.</i>	Modify
5	Yes	Manual captions	
		Allow host to type or assign a participant to type - <i>it doesn't hurt to click this one, but it usually isn't needed.</i>	
		Allow use of caption API Token to integrate with 3 rd -party Closed Captions services – <i>this should be checked</i>	
6	Yes	Automated captions	
		<i>We don't usually restrict the enable captions to any one person or persons. So don't click.</i>	
7	Yes	Full transcript	
8	Yes	Save Captions	
		<i>We don't usually restrict this to any one person or persons. So don't click</i>	
9	Yes	Language Interpretation – <i>by default it is set to yes, so it doesn't hurt to leave it.</i>	
10	No	Sign Language interpretation view	
11	No	Far end camera control	
12	No	Auto-accept far end camera control	Locked by CSUS
13	Yes	Meeting-HD Video Quality	Locked by CSUS
		Standard HD (720P)	Locked by CSUS

14	Yes	Virtual background <i>It allows them more privacy.</i>	Modify
		Do not allow use of videos for virtual backgrounds <i>It takes up so much bandwidth for all participants.</i>	Modify
15	Yes	Immersive View	
16	No	Focus Mode	
17	No	Identify guest participants in meeting/webinar	
18	No	Auto-answer group in chat	
19	No	Only show default email when sending email invites	
20	No	Use HTML format email for Outlook plugin	
21	No	Allow users to select stereo audio in their client settings	
22	No	Show a “Join from our browser” link	
23	No	Show a “Always join from browser” option when joining from join.zoom.us	
24	No	Allow live streaming meetings – <i>this means you could be showing your meeting on YouTube, or other live.</i>	Modify
25	No	Show a custom disclaimer when starting or joining a meeting	Locked by CSUS
26	No	Request permission to unmute	
27	Yes	Enable “Stop incoming video” feature	
28	No	Save Gallery View – usually no reason to save this because different participants each time.	
29	Yes	Sort Gallery View – <i>a few meetings, like a book club might want to keep a seating order.</i>	
30	No	Allow users to join external webinars and events through mesh in the local area network	

Email Notification Section

All the setting in this section would be no because the notifications will go to your SacLink account and most members do not access that email.

Other Section

1	No	Call a SIP/H.323 room system directly from the client	
		Invitation Email: English	
2		Schedule Privilege – leave at no one	

Recording Tab

Recording			
1	Yes	Record to computer files	
	Yes	Save chat messages from the meeting / webinar	
	Yes	Save closed caption as a VTT file	
	Yes	Host can give meeting participants permission to record locally	
2	Yes	Cloud Recording	
	Yes	Check for Zoom Meeting	
	No	Do not check for Zoom Webinar unless you are the forum	Modified

3	Yes	Cloud Recording Settings	
	Yes	Record active speaker with shared screen	
	No	Record gallery view with shared screen	
	No	Record active speaker, gallery view and shared screen separately	Modify
	Yes	Record audio-only files	
	Yes	Record one audio file for all participants	
	No	Record a separate audio file of each participant	
	No	Record the Interpretation – <i>not usually need for RS</i>	Modify
	Yes	Save chat messages from the meeting / webinar	
4		Advanced Cloud Recording Settings	
	No	Add a timestamp to the recording	Modified
	No	Display participants' names in the recording	Modified
	Yes	Record thumbnails when sharing	
	No	Optimize the recording for 3 rd party video editor	
	Yes	Create audio transcript	
	No	Save panelist chat to the recording – panelists are only in webinar but usually wouldn't save those either.	Modify
	No	Save poll results shared during the meeting/webinar	
	Yes	Save closed caption as a VTT file	
	Yes	Participants can request host to start cloud recording	
5	Yes	Allow cloud recording sharing	
6	No	Automatic recording – <i>some people might want this, especially if they do not have a Tech Host – but it means they need to edit the dead time out of the recording before the meeting actually starts.</i>	
7	No	IP Address Access Control	
8	No	Require users to authenticate before viewing cloud recordings	
9	No	Set recording as on-demand by default	
10	No	Require passcode to access shared cloud recordings	
11	No	Viewers can see the transcript	
12	Yes	Viewers can see the chat	
13	No	Delete cloud recording after a specified number of days	Locked by CSUS
14	Yes	The host can delete cloud recordings	Appears locked
15	No	Recording notifications – Zoom clients	Locked by CSUS
16	No	Recording notifications – Phone users	Locked by CSUS

For more information on recording, click here.

[Recordings in Zoom Meetings Fall 2021 B \(csus.edu\)](#)

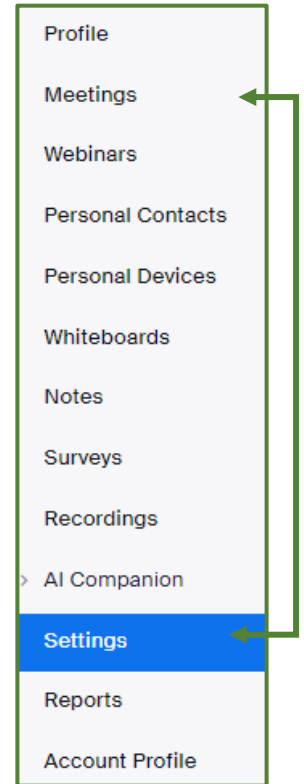
Settings vs Scheduling a Meeting

When you **schedule a meeting**, it uses the settings that you have previously set up in your account in the **Settings**. You can override the following settings as you schedule a particular meeting:

1. Requiring a Meeting Passcode
2. Enable waiting room
3. Require authentication to join
4. Video on or off for Host and Participant
5. Audio use Telephone and/or Computer audio
6. Allow participants to join before host – or change time allowed
7. Use the Q&A feature
8. Mute participants upon entry
9. Breakout rooms pre-assign
10. Record the meeting auto (this is set only in the Recording Settings)
11. Approve or block entry to users from specific regions/countries

If you want any of the other settings changed for your meetings, you have to go back to your **Settings**. But, when you change a setting other than the list above, it changes them for **all** our previously scheduled meetings as well as future meetings.

If you change a setting from the above list in your setting section, it does not affect your currently scheduled meeting.



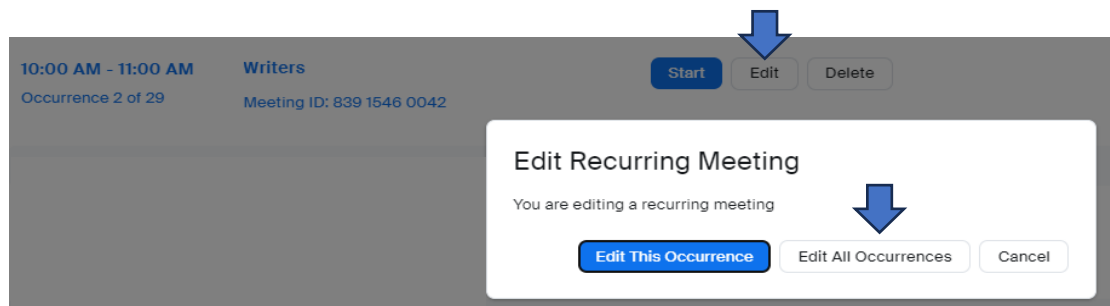
Editing a Scheduled Meeting



Note: None of these edits will change the Zoom link. If you change the registration or the password, it will change the Zoom link.

Edit the dates or time

This includes add an addition date before or after what was originally scheduled.



Adjust the date of one of the session

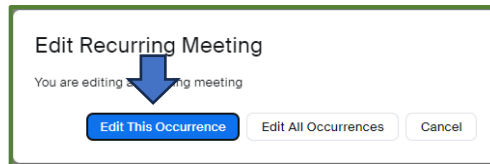
This might be for the meet and greet or a social event that is not on the usual day of the week.

Select the **date** that needs changing.

Click on **Edit**.



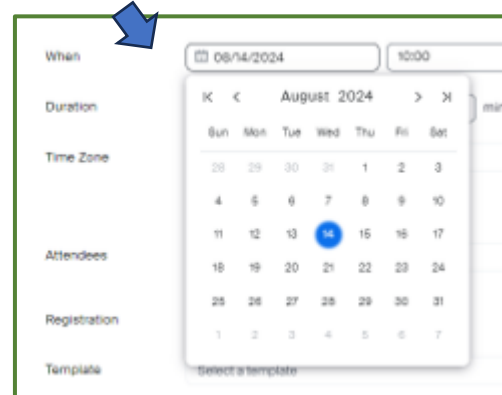
Click on **Edit This Occurrence**.



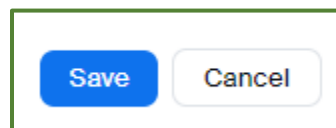
Select the **date** to change to.

Click on the **calendar**.

Here I changed from 8/15 to 8/14 because we will meet for lunch.



Click on **Save**.

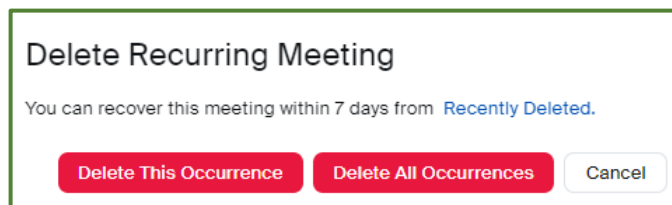


Delete one of the dates

Select the **date** to delete.

Click on **Delete**.

Click on **Delete This Occurrence**.



Note: Keep in mind that Zoom doesn't care when you start the meeting. The scheduling is just to help you and your participants. So, if you want to hold a meeting in between sessions or after the last one, you are not required to change the meeting schedule. If the meeting is not there to "start," just click on the Previous Meeting tab and edit to add another meeting.

AI Companion for Zoom

Added to the Zoom Meetings Setting Guide August

After the presentation about the settings in general in July 2024, I received the following information regarding AI setting from Melissa Green. Neither of us are suggesting you use AI Companion for our programs, but you might want to use them for any actual meetings including committee or workgroup meeting.

AI Companion Tab			
Meeting			
1	Yes	Meeting summary with AI Companion	Modify
	Yes	Turn on meeting summary automatically when meetings start	
	No	Send an email notification when sharing with users	
		Automatically share summary with	
	Yes	Only me (meeting host)	
2	No	Auto-delete meeting summaries	Locked
3	No	Use screen share content with OCR	Locked
4	Yes	Allow users to ask AI Companion questions about the meeting	Modify
	Yes	Turn on AI Companion automatically when meeting start	
		Who can ask questions to AI Companion:	
	Yes	All participants and invitees	
Recording			
1	Yes	Smart recording with AI Companion	Modify
	Yes	Recording highlights	
	Yes	Smart chapters	
	Yes	Next steps	
	Yes	Meeting coach	
		Note: Click on the different questions marks in the settings above for more information for each of these options	
Whiteboard			
1	No	Whiteboard content generation with AI Companion	

If you want to watch the August 2024 recording for understanding AI Companion, go to our website and click on the **Online Learning Resources** and on the bottom click on **Knowledge Base and Tech Updates**, click on **Tech Update for Aug. 14, 2024**.