


Zoom Settings

Available at <https://zoom.us/profile/setting>



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Join before host

Use Personal Meeting ID (PMI) when scheduling a meeting

Use Personal Meeting ID (PMI) when starting an instant meeting

Only authenticated users can join meetings

Require a password when scheduling new meetings

Require a password for instant meetings

Require a password for Personal Meeting ID (PMI)

Schedule Meeting

Host video

Start meetings with host video on

Participants video

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

Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings

A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)

Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.



Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [\[v\]](#)



Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. [\[v\]](#)



In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).



Chat

Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat [\[v\]](#)



Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Play sound when participants join or leave

Play sound when participants join or leave



File transfer

Hosts and participants can send files through the in-meeting chat. [\[v\]](#)



Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting



Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. [\[?\]](#)



Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [\[?\]](#)



Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.



Always show meeting control toolbar

Always show meeting controls during a meeting [\[?\]](#)



Show Zoom windows during screen share [\[?\]](#)



Screen sharing

Allow host and participants to share their screen or content during meetings



Who can share?

☐ Host Only ☒ All Participants [\[?\]](#)

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants [\[?\]](#)

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [\[?\]](#)



Annotation

Allow participants to use annotation tools to add information to shared screens [\[?\]](#)



Whiteboard

Allow participants to share whiteboard during a meeting [\[?\]](#)



☐ Auto save whiteboard content when sharing is stopped

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [\[v\]](#)



Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin [\[v\]](#)



In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☐ Allow host to assign participants to breakout rooms when scheduling [\[v\]](#)



Remote support

Allow meeting host to provide 1:1 remote support to another participant



Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



Save Captions

Allow participants to save fully closed captions or transcripts



Far end camera control

Allow another user to take control of your camera during a meeting



Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)



Virtual background

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



Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. [\[v\]](#)



Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.



Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

**Use HTML format email for Outlook plugin**

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

**Allow users to select stereo audio in their client settings**

Allow users to select stereo audio during a meeting


**Allow users to select original sound in their client settings**

Allow users to select original sound during a meeting

**Attention tracking**

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

**Waiting room**

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

**Show a "Join from your browser" link**

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

**Allow live streaming meetings****Email Notification****When a cloud recording is available**

Notify host when cloud recording is available



☐ Send a copy to the person who scheduled the meeting/webinar for the host

When attendees join meeting before host

Notify host when participants join the meeting before them

**When a meeting is cancelled**

Notify host and participants when the meeting is cancelled

**When an alternative host is set or removed from a meeting**

When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



When the cloud recording is going to be permanently deleted from trash

Notify the host 7 days before the cloud recording is permanently deleted from trash



Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.



Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

English



[Send me a preview email](#)

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

Integration Authentication

key: 94OmszenQTafSU_h2wIPMQ

Secret: E9uVKRsT2uei4fAog7SgVsVWlvglBMPZwtrs

Regenerate

PERSONAL

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Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☒ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- ☒ Record active speaker with shared screen
- ☐ Record gallery view with shared screen ⓘ
- ☐ Record active speaker, gallery view and shared screen separately
- ☒ Record an audio only file
- ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Add a timestamp to the recording ⓘ
- ☒ Display participants' names in the recording
- ☒ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☐ Save panelist chat to the recording ⓘ

Automatic recording

Record meetings automatically as they start

- ☒ Record on the local computer
- ☐ Record in the cloud

IP Address Access Control

Allow cloud recording access only from specific IP address ranges

Only authenticated users can view cloud recordings

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

Require password to access shared cloud recordings

Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Auto delete cloud recordings after days

Allow Zoom to automatically delete recordings after a specified number of days

The host can delete cloud recordings

Allow the host to delete the recordings. If this option is disabled, the recordings cannot be deleted by the host and only admin can delete them.

Recording consent

Prompt participants for consent to be recorded when recording starts. ⓘ

Multiple audio notifications of recorded meeting

Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.