

Zoom Settings for Hosts

These setting configurations are to maximize security and privacy of your virtual meeting. To access these settings, you must be signed into your account on the Zoom website. These settings are not found in the Zoom desktop application. Changes made under “Settings” stay in affect for your Zoom account until you make changes again.

Under “Schedule A Meeting”

- Video “On” for *Host* and *Participant*
- Audio- *Telephone and Computer Audio*
- Meeting Options- *Enable Join Before Host, Enable Waiting Room*
- For additional security, select *Require Meeting Password*

Note: These settings can be saved as a *Meeting Template* in Zoom and used to generate Zoom Rooms with these features already configured.

Left Side Bar “Settings”> Under “Meeting” Tab

- Join before host - “On”
- All “Require Password” options - “Off”
- Chat - “On” and check *Prevent Participants from Saving Chat*
- Private Chat - “Off”
- Auto Saving Chat - “Off”
- Screen Sharing - “On”
- Who can share? - *All Participants*
- Who can start sharing when someone else is sharing? - *Host Only*
- Whiteboard - “On”
- Remote Control - “On”
- Virtual Background - “On”
- Waiting Room - “On”, choose *All Participants*, then customize the description
- When attendee joining meeting before host - “On”
- When a meeting is cancelled - “On”

Left Side Bar “Settings”> Under “Recording” Tab

- Local Recording- “Off”
- Cloud Recording- “Off”
- Automatic Recording- “Off”

Left Side Bar “Settings”> Under “Telephone” Tab

- Show international numbers link on the invitation email- “On”
- Mask phone number in the participant list- “On”

Note: When participants login to the Zoom Room from their phone it may sometimes be necessary to change their phone number to the participants name by going into *Manage Participants*> Select the *More* drop-down menu next to the participant > *Rename*.

Troubleshooting

For more information on troubleshooting and a list of frequently asked questions, visit <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>

About the Conflict Resolution Program

The Conflict Resolution Program (CRP), part of the University of Delaware's Institute for Public Administration (IPA) is a resource dedicated to supporting transformational and organizational change in nonprofit, public, government, and educational settings. This is done primarily through teaching and promoting effective communication, collaborative problem-solving, and conflict resolution.

To learn more about our programs, visit <https://www.bidenschool.udel.edu/ipa/serving-delaware/crp>



UNIVERSITY OF DELAWARE
**BIDEN SCHOOL OF PUBLIC
POLICY & ADMINISTRATION**