

# Zoom Room Settings

NOTE: These settings are NOT accessible through the Zoom desktop app. **You must log into your Zoom account using a web browser** in order to access these settings (i.e., accessing your Zoom account through a web portal).

## **BOTH groups of setting below need to be addressed:**

### **General Settings** *(these settings determine what options are available for all of your meetings)*

- Log into your Zoom account through a web portal
- In the left sidebar of the main screen, select PERSONAL SETTINGS

The following are listed in order

Host Video: ON

Participant Video: ON

Audio Type: Telephone & computer audio

Join before host: OFF

Chat: ON

Private Chat: OFF

File Transfer: ON

Co-host: ON

Polling: ON

Annotation: ON

Whiteboard: ON

Allow Participants to Rename Themselves: ON

Breakout Rooms: ON

Allow host to assign...: ON

Waiting Room: ON

### **Meeting Settings** *(these settings can be different for each meeting)*

- Log into your Zoom account through a web portal
- In the left sidebar of the main screen, select PERSONAL MEETINGS

Video –Host & Participant: ON

Audio - Telephone & Computer Audio: ON

Options:

Enable join before host: OFF

Mute participants upon entry: ON

Enable waiting room: ON

Only authorized users can join: OFF

Record the meeting automatically: OFF