

Zoom Default Settings – effective 8/16/2021

Configuring Zoom for Online Instruction

Accessing Your Settings:

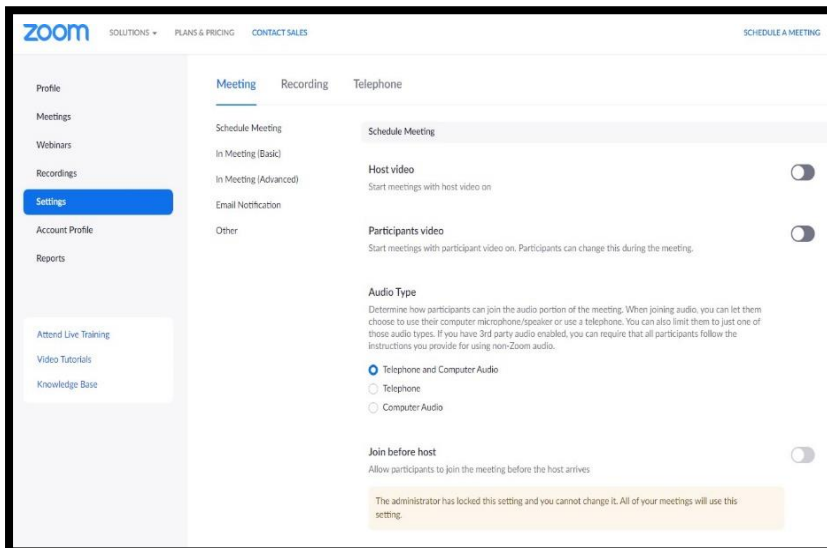


Visit and bookmark:

palmbeachstate.zoom.us

1. Sign In
 2. Update Account Settings
 3. Integrate with Blackboard
 4. Install the Zoom App* on your computer, tablet, iPad, and/or smartphone
 5. Schedule your meetings.
- SETTINGS MUST BE IN PLACE BEFORE SCHEDULING MEETINGS.**

**Note: palmbeachstate.zoom.us is not the computer app. To download the app on your computer: sign in, choose "RESOURCES" from the top right menu and then choose "Download Zoom Client".*



On the left side of the page, you will see a menu list. Click the *Settings* tab. You will be able to turn on and off features of Zoom for their Meeting, Recording, and Telephone functions.

(grey = OFF, blue = ON)



The following are the default settings for Palm Beach State College Zoom accounts

Click the link to review setting sections:

- [Security](#)
- [Schedule a Meeting](#)
- [In Meeting \(Basic\)](#)
- [In Meeting \(Advanced\)](#)
- [Email Notification](#)
- [Other](#)
- [Recording](#)

Security:

- 1) Require that all meetings are secured with one security option :: ON
- 2) Waiting Room :: OFF
- 3) Require a passcode when scheduling new meetings :: ON
- 4) Require a passcode for instant meetings :: OFF
- 5) Require a passcode for Personal Meeting ID (PMI) :: ON
- 6) Require passcode for participants joining by phone :: OFF
- 7) Embed passcode in invite link for one-click join :: ON
- 8) Only authenticated users can join meetings :: OFF
- 9) Block users in specific domains from joining meetings and webinars:: OFF
- 10) Only authenticated users can join meetings from Web client:: ON
- 11) Approve or block entry to users from specific regions/countries :: OFF

Schedule Meeting:

- 1) **Host video :: OFF**
 - 2) **Participants video :: OFF**
 - 3) **Audio Type :: Telephone and Computer Audio**
 - 4) **Allow participants to join before host :: OFF**
-

This option allows students to join the session before the instructor arrives. It can help provide a social experience for students. If you would like to allow your students to socialize in the session before you join you must choose the passcode option in the security section BEFORE scheduling the Zoom Meeting. [For additional information on Join before the Host visit the Zoom Support Page.](#)

- 5) **Allow Zoom Rooms to start meeting with Host Key:: Locked by Admin**
 - 6) **Enable Personal Meeting ID :: OFF**
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*Although leaving Personal Meeting ID enabled will make it easier to meet on a case by case basis, **it is not suggested for class meetings**. Never share this with students as it will give them round the clock, unscheduled access to you through Zoom. [For more about your Personal Meeting ID, visit the Zoom Support Page.](#)*

- 7) **Use Personal Meeting ID (PMI) when scheduling a meeting :: ON**
- 8) **Use a Personal Meeting ID (PMI) when starting an instant meeting :: OFF**
- 9) **Mute participants when they join a meeting :: ON**
- 10) **Upcoming meeting reminder :: ON**

In Meeting (Basic):

- 1) **Require Encryption for 3rd Party Endpoints (H323/SIP) :: OFF**
 - 2) **Chat :: ON**
 - 3) **Private chat :: OFF**
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This option allows participants to send 1:1 private messages.

- 4) **Auto saving chats :: ON**
 - 5) **Sound notifications when someone joins or leaves :: ON (Play sound for: Host and co-hosts only)**
 - 6) **Send files via meeting chat :: ON**
 - 7) **Feedback to Zoom :: ON**
 - 8) **Display end-of-meeting experience feedback survey :: ON**
 - 9) **Co-host :: ON**
 - 10) **Meeting Polls/Quizzes :: ON**
 - 11) **Meeting Survey :: ON**
 - 12) **Always show meeting control toolbar :: ON**
 - 13) **Show Zoom windows during screen share :: ON**
 - 14) **Screen sharing :: ON (Host Only)**
 - 15) **Disable desktop/screen share for users :: OFF**
 - 16) **Annotation :: ON**
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Allows for the annotation of shared screens and whiteboards.

For more information about Annotation in Zoom visit the [Zoom Support Page](#).

- 17) **Whiteboard :: ON**

The Whiteboard feature allows host and participants to share a whiteboard during a meeting. Additional settings include the ability to save and annotate the whiteboard. [For more information visit the Sharing a whiteboard.](#)

- 18) **Remote control :: OFF**
 - 19) **Nonverbal feedback :: ON**
 - 20) **Meeting reactions :: ON**
 - 21) **Allow removed participants to rejoin : Locked by Admin**
 - 22) **Allow participants to rename themselves:: ON**
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Students may feel more comfortable using their chosen name. This feature also allows students to choose their preferred pronouns. However, allowing students the ability to rename themselves may make taking attendance more difficult.

- 23) **Hide participant profile pictures in meeting :: ON**
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There is no way to moderate profile pictures. If you are concerned about participants providing inappropriate pictures, you should turn this feature on.

In Meeting (Advanced):

- 1) Report to Zoom:: ON
- 2) Breakout room :: ON
- 3) Remote Support :: ON
- 4) Closed captioning:: ON
*Useful for adhering to ADA compliances and/or perform ASL instruction. Check all Boxes!
Captions do not embed in the videos of recorded sessions.*
- 5) Save Captions :: ON
- 6) Language interpretation :: ON
- 7) Far end camera control :: OFF
- 8) Group HD video :: OFF
- 9) Virtual background :: ON
- 10) Video filters :: ON
- 11) Immersive View :: ON
- 12) Identify guest participants in the meeting/webinar :: ON
- 13) Auto-answer group in chat :: OFF
- 14) Only show default email when sending email invites :: OFF
- 15) Use HTML format email for Outlook plugin :: ON
- 16) Allow users to select stereo audio in their client settings :: OFF
- 17) Show a “Join from your browser” link :: ON
- 18) Show “Always Join from Browser” option when joining from join.zoom.us :: ON
- 19) Allow live streaming meetings :: OFF
- 20) Show a custom disclaimer when starting or joining a meeting:: Locked by Admin
- 21) Request permission to unmute :: OFF

This setting may be necessary for large/unruly sessions.

Email Notification:

- 1) **When a cloud recording is available :: ON**
Additional Options: Send a copy to the person who scheduled the meeting/webinar for the host. Send a copy to the Alternative Hosts. BOTH SHOULD BE ON
- 2) **When attendees join meeting before host :: ON**
- 3) **When a meeting is cancelled :: ON**
- 4) **When an alternative host is set or removed from a meeting :: OFF**
- 5) **When someone scheduled a meeting for a host :: ON**
- 6) **When the cloud recording is going to be permanently deleted from trash :: ON**

Other:

- 1) **Blur snapshot on iOS task switcher :: ON**
- 2) **Invitation Email—N/A**
English
- 3) **Schedule Privilege—N/A**

Recording:

- 1) **Local Recording: Allow hosts and participants to record the meeting to a local file :: ON**
Additional setting : Hosts can give participants the permission to record locally
- 2) **Cloud Recording: Allow hosts to record and save the meeting/webinar to the cloud::**
- 3) **ON**
Additional settings:
 - *Record active speaker with shared screen :: ON*
 - *Record gallery view with shared screen :: OFF*
 - *Record active speaker, gallery view, and shared screen separately :: OFF*
 - *Record an audio only file :: ON*
 - *Save chat messages from the meeting / webinar :: ON**Advanced cloud recording settings*
 - *Add a timestamp to the recording :: ON*
 - *Display participants' names in the recording :: OFF*
 - *Record thumbnails when sharing :: FACULTY CHOICE*

Faculty Choice: This option records a thumbnail of the presenter while they are sharing their screen.

 - *Optimize the recording for 3rd party video editor :: OFF*
 - *Audio transcript :: ON*
 - *Save panelist chat to the recording :: OFF*
- 4) **Automatic recording: Record meetings automatically as they start :: OFF**
- 5) **IP Address Access Control: Allow cloud recording access only from specific IP address ranges :: OFF**
- 6) **Only authenticated users can view cloud recordings :: ON**
- 7) **Require passcode to access shared cloud recordings :: ON**
- 8) **Auto delete cloud recordings after specific number of days :: OFF**
- 9) **The host can delete cloud recordings :: ON**
- 10) **Recording disclaimer – show a customizable disclaimer to participants before recording starts :: ON**
- 11) **Multiple audio notifications of recorded meeting :: ON**