Zoom Settings List

The following list includes possible settings available under Meeting Settings which we recommend changing from the default setting.

To access meeting settings:

1. Go to zoom.us and login

Meeting tab: Schedule Meeting

Host video	Start with the host's video off to allow for checking before going live. Tip: Check your video preview in Video Settings before going live.	Off
Participants video	Start with the students' videos off to preserve bandwidth and allow you to advise students if/when to turn on their video.	Off
Audio type		As Required
Only authenticated users can join meetings from Web client	If you intend to pre-populate breakout groups you will need to use this setting to prompt participants to enter their UofM university email address. More Info	As Required
Mute participants automatically	Start with all students' microphone as automatically turned off to avoid background noise and allow you to advise students if/when to turn on their microphone.	Off

In Meeting (Basic)

Private chat	Allow meeting participants to send a private 1:1 message to another participant.	**Disable as required**

In Meeting (Advanced)

Breakout Room	Allow the host to split meeting participants into separate, smaller rooms.	**On**
Breakout Room additional checkbox	Allow the host to assign participants to breakout rooms when scheduling.	**On**
Waiting room	Waiting rooms can be used to admit students to a Zoom meeting.	**As required**
Virtual background	Check the Allow use of videos for virtual backgrounds checkbox. Virtual backgrounds can be used to customize your background to keep your environment private from others in a meeting. Note: This can be used with or without a green screen.	**Optional**

Email Notifications

When a cloud recording is available	If you record your session, the video is not available immediately, but you will receive an email once it has been processed.	**On**
When attendees join meeting before host	If you have a small number of students, you may want to be alerted when they join the Zoom meeting before you. **Note:** This may result in numerous emails from early arrivals	**As required**
When a meeting is cancelled	If you want to alert students via email when a Zoom meeting is cancelled. Note: This email is automated, therefore you might prefer to use a custom email instead.	**As required**
When an alternative host is set or removed from a meeting	If you want to alert students via email if the original host of a Zoom meeting is changed.	**As required**

Recording Tab

Note: In order to record individual students or groups of students, to comply with GPDR you need to make sure that the student/s are aware that their audio/video is recorded and the context in which their image would subsequently be used by UofM; and be prepared to receive objections.

Automatic Recording	If you want to ensure your Zoom meetings are recorded automatically. **Note:** You can choose whether you want to automatically record to the Cloud or to your computer. Cloud recordings are stored for 30 days. **Tip:** If you want all your sessions recorded, it is recommended you use this option.	**As required**
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.	**As required**
Recording disclaimer	Show a customisable disclaimer to participants before a recording starts.	As required
Multiple audio notifications of recording 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.	On

For more information on individual functions:
https://support.zoom.us/hc/en-us/articles/115005756143-My-Meeting-Settings