

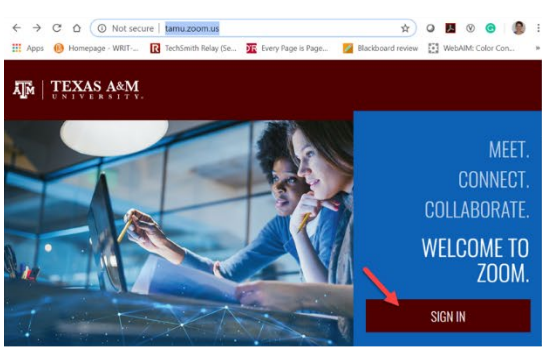
TUTORIAL

Best Practices – Zoom General Settings

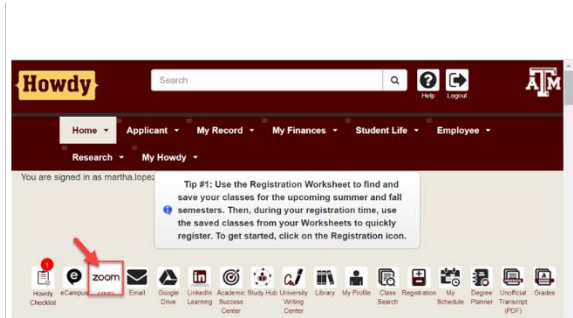
In this tutorial you are going to learn how to set general Zoom settings.

1. SIGN IN.

1.1. Sign into the Zoom web through <https://tamu.zoom.us/> or <https://howdy.tamu.edu/> and select “Zoom” icon.

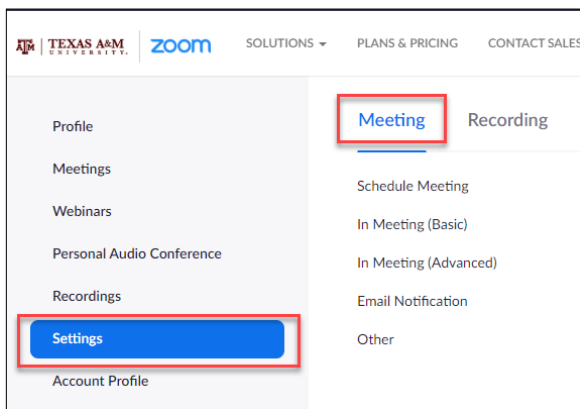


OR

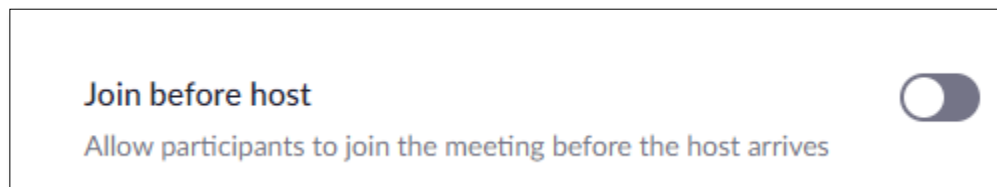


2. GENERAL SETTINGS


2.1. Navigate to [Settings/Meetings](#) tab.



2.1.1. Disable “*Join before host*” to prevent participants from joining the meeting before the host arrives.




- 2.1.2. Enabling the option “*Only authenticated users can join meetings*” under **general settings** will **not** have any effect. You need to enable this option every time you schedule a new meeting or when you edit your scheduled meetings.

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.

- 2.1.3. Enable “*Require a password when scheduling new meetings*”.

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.

- 2.1.4. Disable “*Private chat*” to prevent participants from sending private messages to other participants.

Private chat 


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

- 2.1.5. Enable Screen Sharing, but “*Host Only*”. You can change this option during your meeting.


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 

- 2.1.6. Do not allow removed participants to rejoin.

Allow removed participants to rejoin 

Allows previously removed meeting participants and webinar panelists to rejoin 

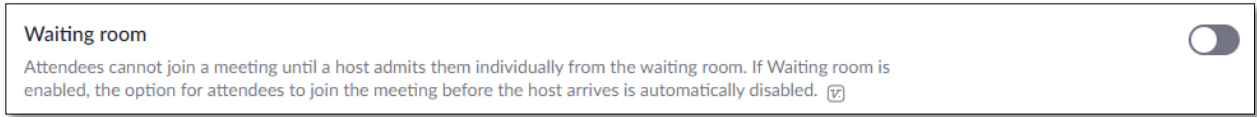
- 2.1.7. Enable “*Close captioning*” and “*Enable live transcription service to show transcript on the side panel in-meeting*”.

Closed captioning 

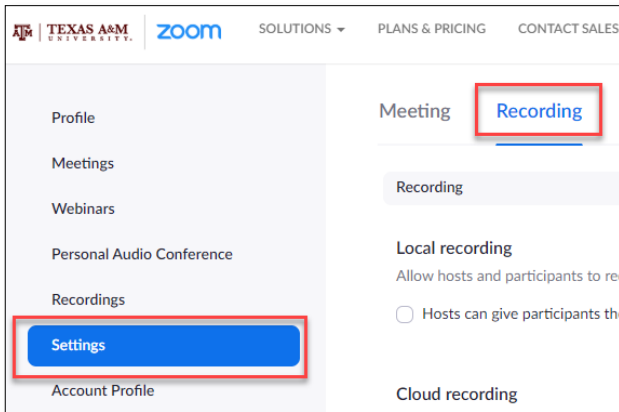
Allow host to type closed captions or assign a participant/third party device to add closed captions

Enable live transcription service to show transcript on the side panel in-meeting

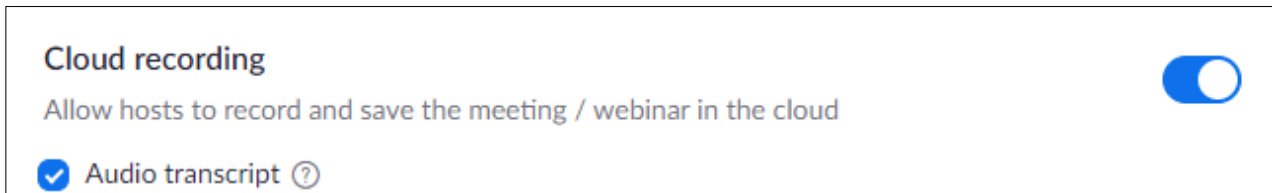
- 2.1.8. Disable “*Waiting room*” if you are planning to start an online lecture, otherwise, you will have to admit each student individually from the waiting room to the lecture. This option is recommended for [virtual office meetings](#).



2.2. Navigate to [Settings](#)/Recording tab.



- 2.2.1. Enable “Cloud recording”, check the options that you prefer. For accessibility, we recommend checking the “*Audio transcript*” option; it will create a transcript file per recording.



- 2.2.2. Enable “*Multiple audio notifications of recorded meeting*” to notify the participants that the meeting is being recorded.

