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.

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.

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

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

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

2.1.6. Do not allow removed participants to rejoin.

2.1.7. Enable “Close captioning” and “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.