



Zoom General: Recommended Meeting Settings

Ankit Shah - 2023-12-18 - Zoom

Zoom: Recommended Meeting Settings

Small Meeting (Less than 8)

Schedule - Via Outlook and add Invitees

- **Security**

- **Passcode:** Enter a [meeting passcode](#). Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting passcode must meet complexity requirements set by your admin.

- **Waiting Room:** **Disabled**

- **Only authenticated users can join:** **Only if FAU members are in the meeting, non-FAU members will not be able to join**

- **Encryption:** Choose between the standard [Enhanced encryption](#) (encryption keys stored in the cloud) and [End-to-end encryption](#) (encryption keys stored on your local device) for your meeting. - **Keep Enhanced encryption**

- **Video**

- **Host:** Choose if you would like the host's video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video. - **Video on Preferred**

- **Participants:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video. - **Video on Preferred**

- **Audio*:** Allow users to call in using **Telephone** only, **Computer Audio** only, **Both**, or [3rd Party Audio](#) (if enabled for your account).

- **Dial in From:** If **Telephone** or **Both** is enabled for this meeting, click **Edit** to select the dial-in countries to include in the invitation. By default, this includes your **Global Dial-In Countries** listed in your [meeting settings](#).

- Participant Audio - **Un-Muted upon entry, but audio is up to your discretion**

Large Meeting (8 or more)

Participant Audio/Video - Muted

Waiting Room - Enabled if using a moderator

Schedule - Web and email Zoom invitations

- **Security**

- **Passcode:** Enter a [meeting passcode](#). Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting passcode must meet complexity requirements set by your admin.

- **Waiting Room:** **Enable Waiting Room for the meeting, only if using a Moderator.**

- **Only authenticated users can join:** No, some members maybe joining via non-FAU Zoom accounts.

Note: If you select **Sign in to Zoom with specified domain**, you can't add any domains that are included on the [domain block list](#).

- **Encryption:** Choose between the standard [Enhanced encryption](#) (encryption keys stored in the cloud) and [End-to-end encryption](#) (encryption keys stored on your local device) for your meeting.

- **Video**

- **Host:** Choose if you would like the host's video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video. - **Video on Preferred**

- **Participants:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video. - **Video off Preferred**

- **Audio*:** Allow users to call in using **Telephone** only, **Computer Audio** only, **Both**, or [3rd Party Audio](#) (if enabled for your account).

- **Dial in From:** If **Telephone** or **Both** is enabled for this meeting, click **Edit** to select the dial-in countries to include in the invitation. By default, this includes your **Global Dial-In Countries** listed in your [meeting settings](#).

- **Participants Muted upon entry**

Tags

Zoom