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