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Zoom: Overview of Template Options

Samantha Starr - 2024-12-05 - [Zoom](#)

Quick and Easy Shortcut- Templates

- Not sure which settings to choose?
- See Templates from Outlook plugin when scheduling
- Settings are already pre-selected!

College of Medicine – Non-HIPAA Internal Meetings	Non-PHI (Most Common)	HIPAA
• Comfortably Secure • Internal meetings (no outside participants) • Meeting chat with Host & Co-Host only • Add co-hosts • Screen sharing (application windows only) • Non-verbal feedback & reactions • No transcription download	• Comfortably Secure • Regular • Waiting Room Enabled • Meeting chat • Add co-hosts • Screen sharing • Non-verbal feedback & reactions • No transcription download	• Most Secure • Clinical Meetings • Waiting Room Enabled • Screen sharing (application windows only) • No non-verbal feedback or reactions • No Recordings (only by host) • No co-hosts • No meeting chat • No transcription download

How to Select a Template when Scheduling a Zoom Meeting

Topic

[+ Add Description](#)

When

Duration hr min

Time Zone

Attendees

Registration

Meeting ID

Template

Whiteboard ⓘ

Security

☒ Passcode

Only users who have the invite link or passcode can join the meeting

Personal templates

None

Account templates

HIPAA

Non-PHI

College of Medicine - Non-HIPAA Internal Meetings

Select a template