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# Zoom Scheduling Template

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# Zoom Scheduling Template

Recommended for Non-HIPAA Meetings = College of Medicine- Internal Meetings (NON-HIPAA)

## Enabled Features

Require authentication to join- FAU  
Q&A  
Mute participants upon entry  
Meeting Chat (Only to Host and co-hosts)  
Meeting Polls/Quizzes  
Screen Sharing- One Participant at a time  
Screen Sharing- All Participants  
Disable desktop screen sharing for meetings you host  
Slide Control  
Non-verbal feedback  
Meeting Reactions  
Annotations  
Closed Captioning  
Co-Hosts  
Automated captions  
Meeting Polls/Quizzes

## Disabled Features

Waiting Room  
Allow users to save chats from the meeting  
Meeting Chat - Direct messages  
Sound Notification when someone joins or leaves  
Save captions  
Send Files through chat  
Full transcript  
Hide participant profile pictures in a meeting  
Automatic Recording