



## Zoom: Overview of Template Options

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### 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

- 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

#### Non-PHI (Most Common)

- Comfortably Secure
- Regular
- Waiting Room Enabled
- Meeting chat
- Add co-hosts
- Screen sharing
- Non-verbal feedback & reactions
- No transcription download

#### HIPAA

- 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