FLORIDA ATLANTIC UNIVERSITY
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College of Medicine

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	My Meeting

+ Add Description

When 📅 09/18/2024   11:00 ⌄   AM ⌄

Duration 1 ⌄ hr 0 ⌄ min

Time Zone (GMT-4:00) Eastern Time (US and Canada) ⌄

Personal templates

None

Account templates

HIPAA

Non-PHI

College of Medicine - Non-HIPAA Internal Meetings

Attendees

Registration

Meeting ID

Template Select a template ⌃

Whiteboard ⓘ   🖵 Add Whiteboard

Security ☑ Passcode y9zWJq

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

Save **Cancel**