



Zoom Scheduling Template

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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