Zoom Scheduling Template

Christine Clevenger - 2026-10-08 - Zoom

Zoom Scheduling Template

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

Enabled Features	Disabled Features
Require authentication to join- FAU	Waiting Room
Q&A	Allow users to save chats from the meeting
Mute participants upon entry	Meeting Chat – Direct messages
Meeting Chat (Only to Host and co-hosts)	Sound Notification when someone joins or leaves
Meeting Polls/Quizzes	Save captions
Screen Sharing- One Participant at a time	Send Files through chat
Screen Sharing- All Participants	Full transcript
Disable desktop screen sharing for meetings you host	Hide participant profile pictures in a meeting
Slide Control	Automatic Recording
Non-verbal feedback	
Meeting Reactions	
Annotations	
Closed Captioning	
Co-Hosts	
Automated captions	
Meeting Polls/Quizzes	