

ZOOM MEETING SETTINGS

Before you start Zoom, click on your SETTINGS to turn on or turn off certain features to ensure the security of your meetings. The items in RED are highly recommended, and the others are optional but very helpful. The settings in the table are listed in the order they appear in the settings on the Zoom website.

SETTINGS TO TURN ON	
SETTING	NOTES
Require a password when scheduling new meetings	Provides an added layer of security (this setting can also be found when scheduling a meeting)
Mute participants upon entry	Starts the meeting with everyone muted (this setting can also be found when scheduling a meeting)
Play sound when participants join or leave	Choose “Heard by host only”
Allow host to put attendee on hold	Use this if you need/want to remove a Daughter from the meeting temporarily. It will put the participant in the waiting room
Always show meeting control bar	Allows you to access controls quickly
Screen sharing	Choose “Host only”
Disable desktop/screen share for users	Prevents participants from sharing their screen
Waiting room	Requires your approval for a Daughter to join (this setting can also be found when scheduling a meeting)
Under RECORDING settings, turn on “Local recording” but make sure “Hosts can give participants the permission to record locally” is UNCHECKED	

SETTINGS TO TURN OFF

SETTING	NOTES
Chat	You can keep this one on and specific other chat settings while in Zoom but make sure “Prevent participants from saving chat” is checked
Private chat	Automatically off if chat is turned off entirely
File transfer	Automatically off if chat is turned off entirely
Virtual background	Prevents Daughters from changing the virtual background of their video

WHILE IN ZOOM

PARTICIPANT'S WINDOW

Click on “More” and make sure **ONLY** the following items are checked:

Play Enter/Exit Chime	This can be enabled in the settings as well
Lock Meeting	Once everyone who's invited is in the meeting, use this to prevent anyone else from entering
<ul style="list-style-type: none">• Hover over a Daughter's name and click “More” to mute/unmute, rename, put on hold, or remove from the meeting• You can stop a Daughter's video (and prevent from starting again) by hovering over the video and clicking on the three dots to bring up the controls• NOTE: With video disabled, Daughters can still change their profile picture for all to see	

CHAT WINDOW

Click on “...” and choose one of the following settings:

No One	Chat is disabled for everyone, including yourself
Host Only	Participants can only chat with you privately and no one else can see it
Everyone Publicly	Allows participants to chat with each other for all to see. This setting is NOT recommended.