

- Meetings
 - Webinars
 - Recordings
 - Settings**
 - Account Profile
 - Reports
-
- Attend Live Training
 - Video Tutorials
 - Knowledge Base

Security

Require a password when scheduling new meetings Modified Reset

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Require a password for Personal Meeting ID (PMI)

Waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Choose which participants to place in the waiting room:

Everyone

Users not in your account

Users who are not in your account and not part of the allowed domains

Embed password in invite link for one-click join

Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options:

Require UCI Email Address on Zoom Account (Default) [Edit](#) [Hide in the Selection](#)

Require login to ANY Zoom account [Edit](#) [Hide in the Selection](#)

Only authenticated users can join meetings from Web client Modified Reset

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

Use Personal Meeting ID (PMI) when scheduling a meeting Modified Reset

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting Modified Reset

Mute participants upon entry Modified Reset

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323) Modified Reset

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Chat Modified Reset

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

Private chat Modified Reset

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves Modified Reset

Play sound for:

Everyone

Host and co-hosts only

When someone joins by phone:

Ask to record their voice to use as the notification

File transfer

Hosts and participants can send files through the in-meeting chat.

Feedback to Zoom Modified Reset

Add a feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Co-host Modified Reset

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Always show meeting control toolbar Modified Reset

Always show meeting controls during a meeting

Show Zoom windows during screen share Modified Reset

Screen sharing Modified Reset

Allow host and participants to share their screen or content during meetings

Who can share?

Host Only All Participants

Who can start sharing when someone else is sharing?

Host Only All Participants

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications.

Annotation Modified Reset

Allow host and participants to use annotation tools to add information to shared screens

Allow saving of shared screens with annotations

By default, only the user who is sharing can annotate

Whiteboard Modified Reset

Allow host and participants to share whiteboard during a meeting

Allow saving of whiteboard content

Auto save whiteboard content when sharing is stopped

Remote control Modified Reset

During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback Modified Reset

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

Join different meetings simultaneously on desktop

Allow user to join different meetings at the same time on one desktop device

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room Modified Reset

Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

Remote support Modified Reset

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning Modified Reset

Allow host to type closed captions or assign a participant/third party device to add closed captions

Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.

Far end camera control

Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.

Virtual background Modified Reset

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos for virtual backgrounds