Zoom Setting for Secure Meetings

Host Video - **OFF** (Host can turn this on after meeting starts)

Participant video - **OFF** (Best setting if participant has weak internet signal. Participants can turn this on after video starts

Audio Type - Telephone and Computer Audio (allows participants to call into meeting via phone)

Join before host - **OFF**

Only authenticated users can join meetings (**Uncheck in meeting setting**)
> Because of issues with students being able to sign-in and access meetings, this setting has been temporarily disabled.
>
> In the individual meeting setting verify that the box next to the Authenticated User setting is uncheck (turned off)

Require a password when scheduling new meetings - **ON**

Embed password in meeting link for one-click join - **OFF**

Require password for participants joining by phone - **ON**

Mute participants upon entry - **ON**

Chat
> **OFF -** Chat is off for everyone in the meeting
> **ON** - Chat is on but can be restricted to just the Host or Co-Host. This setting is found in the 3 dots at bottom of the chat window in the meeting.

Co-host - **ON** (Co-hosts must have TPS Zoom accounts and have most controls during meetings that host has. Utilize the co-host to help manage chat and participants during the meeting.)

Allow host to put attendee on hold - **ON** (removes participants from the meeting temporarily.)

Screen sharing - **ON**
- ○ Who can share - **Host only** (Host can give participant ability to share screen while in the meeting.

Nonverbal feedback - **ON** (Participants can use icons to give non-verbal feedback to host)

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Allow removed participants to rejoin - **OFF** (If you have to remove a participant from the meeting this denies their access to the meeting you removed them from.)

Waiting room - **ON** (This setting allows you to choose who to let into your meeting. Co-host can manage the entry of participants)
- ○ Choose which participant to place in the waiting room - **All participants**

Annotation
ON - Participant can annotate on a shared screen
Teachers can disable this setting from the Zoom meeting also. When the screen is shared they click on the More button the Zoom toolbar and select Disable Annotation.
OFF - Participant can not annotate on shared screen

Whiteboard
ON - Participant can share whiteboard IF share screen is on for participants
OFF - Participant can not share whiteboard

Meeting Settings Snapshot

This is how your individual meetings should be set up.

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Cloud Recording Settings

In Settings, click the Recording tab to access these settings. Teachers should have their settings as seen below so they are only recording their screen and not student faces.