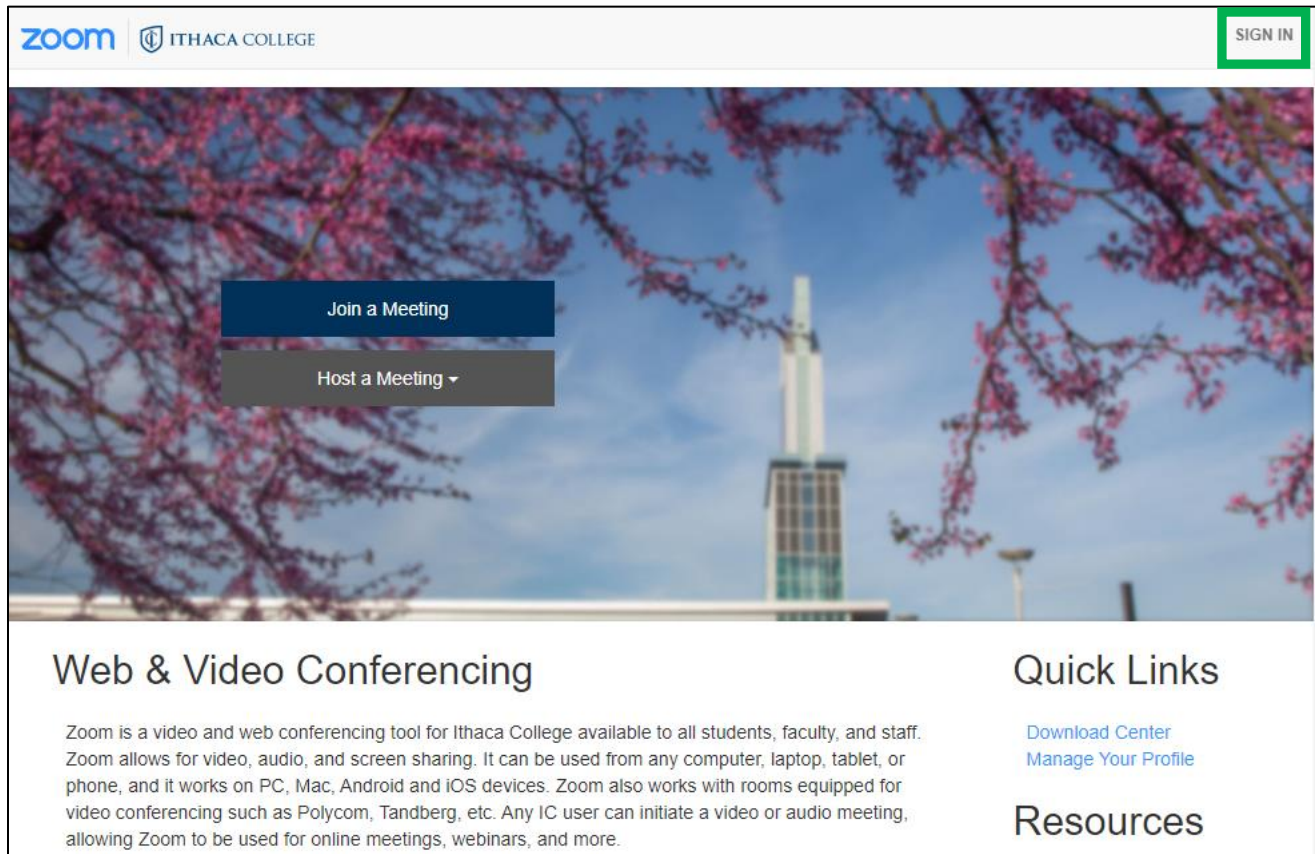


RECOMMENDED ZOOM ACCOUNT SETTINGS FOR SUZUKI INSTITUTE

1. In order to log in to your Ithaca College Zoom Account, go to <https://ithaca.zoom.us>.
2. Once you've reached this page, click the "SIGN IN" link at the upper right corner, as indicated below.



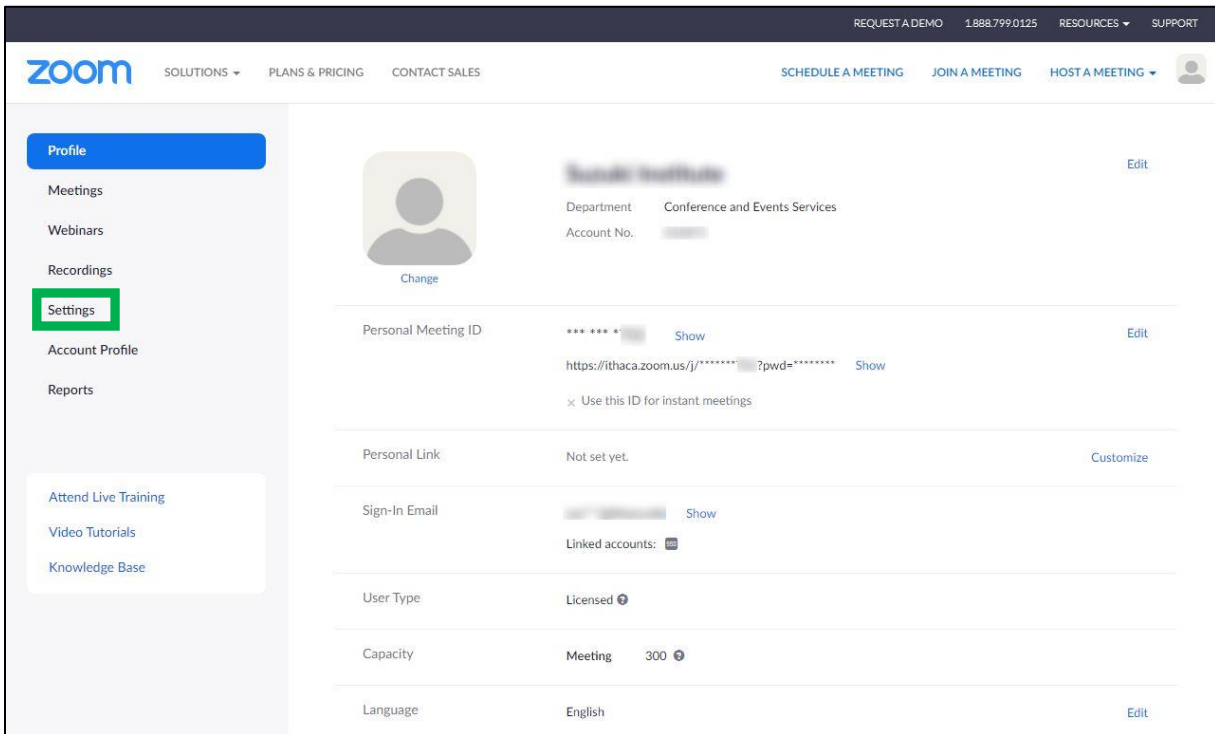
3. On the next page (shown to the right), sign in with your Ithaca College Netpass credentials, and click "Login".

A screenshot of the Ithaca College Netpass login page. The header features the Ithaca College logo and the text "ITHACA COLLEGE". Below the header, the text "Sign in with your Netpass Username and Password:" is displayed. There are two input fields: "Username" and "Password". To the right of the "Username" field is a link "> Forgot your password?". To the right of the "Password" field is a link "> Need Help?". Below the input fields is a blue "Login" button.

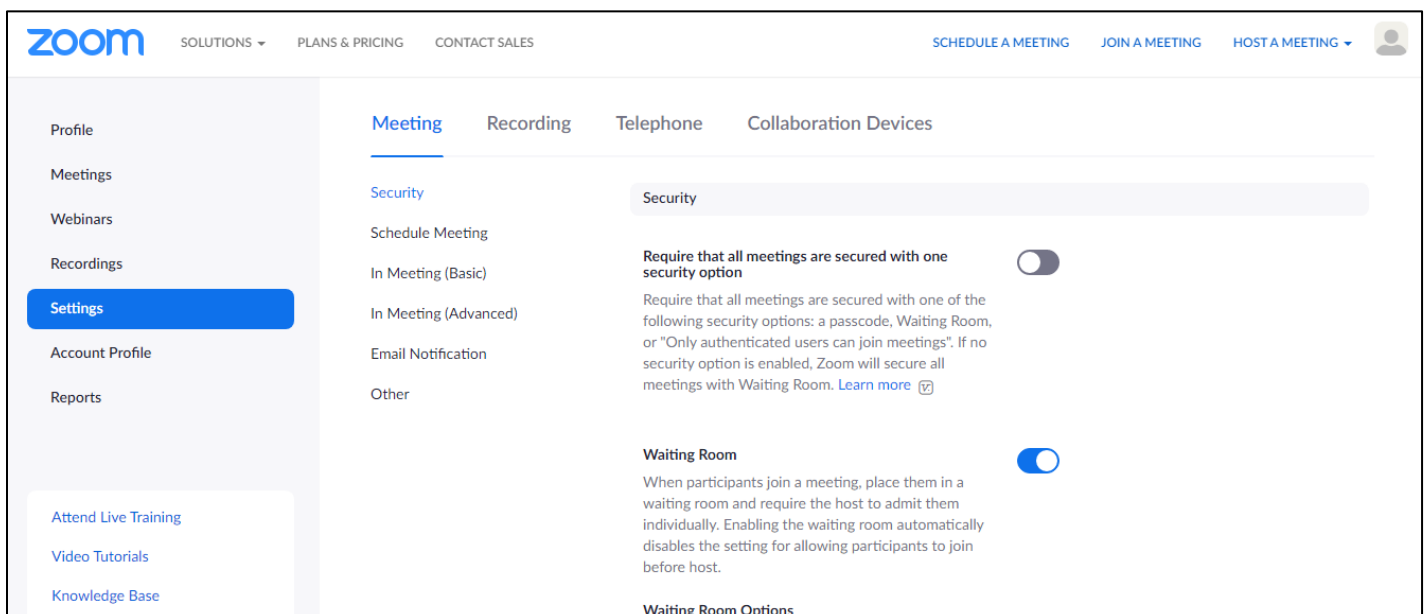
RECOMMENDED ZOOM ACCOUNT SETTINGS FOR SUZUKI INSTITUTE

4. You will then be brought into your Zoom account, as shown below.
5. From this page, click the “Settings” button on the left side of the page, as indicated in the picture shown below.

If your screen is much smaller or if you’re on a smartphone or tablet, you may see these options (Profile, Meetings, Webinars, Recordings, Settings, Account Profile, Reports) in a dropdown menu at the top of the page.



6. Once you’ve reached the Settings page (the top of which is shown below), scroll down to find the following settings. You may find it helpful to use the search function in your browser (Control + F for Windows computers, Command + F for Apple computers) to find these settings.





RECOMMENDED ZOOM ACCOUNT SETTINGS FOR SUZUKI INSTITUTE


7. Under the “In Meeting (Basic)” header, turn off “Private chat” (indicated in red to the right).


- This will prevent participants from using the chat in the meeting to privately chat with one another in all of your meetings. However, you as a host and other co-hosts can still privately chat with participants, and participants can still individually chat with the host and other co-hosts.
- If you leave Private chat enabled here, you still have the option to turn it off in each meeting.


In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323) 
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 
Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat 

Private chat 
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.


8. Under the “In Meeting (Basic)” header, turn off “Auto saving chats” (indicated in green to the right).


- This will stop Zoom from automatically saving the chat transcript from your meeting and having it pop up after the end of the meeting on all participant’s computers. However, you, as the host, and all participants can still choose to save the chat during the meeting if desired.


9. Under the “In Meeting (Basic)” header, under the “Annotation” settings group, enable the checkbox that says, “Only the user who is sharing can annotate” (indicated in green below).

- This will prevent participants, by default, from being able to write or draw on another participant’s shared screen in the meeting, and only allow the person who is sharing to be able to annotate on their own screen.
- This setting, per user screen-sharing, can be changed in the meeting by the person sharing their screen.

Annotation 

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

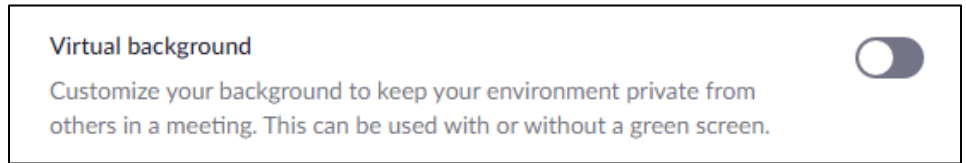
☒ Allow saving of shared screens with annotations 

☒ Only the user who is sharing can annotate 

RECOMMENDED ZOOM ACCOUNT SETTINGS FOR SUZUKI INSTITUTE

10. Under the “In Meeting (Advanced)” header, turn off “Virtual background” (shown to the right).

- *This will not allow users (including you, the host) to use virtual backgrounds in meetings that you host.*



11. Under the “In Meeting (Advanced)” header, turn on “Allow users to select stereo audio in their client settings” (shown to the right).

- *This allows users to remove any audio processing that Zoom usually applies to a user’s microphone, which would negatively impact the sound of an instrument.*

