RECOMMENDED ZOOM ACCOUNT SETTINGS FOR SUZUKI INSTITUTE
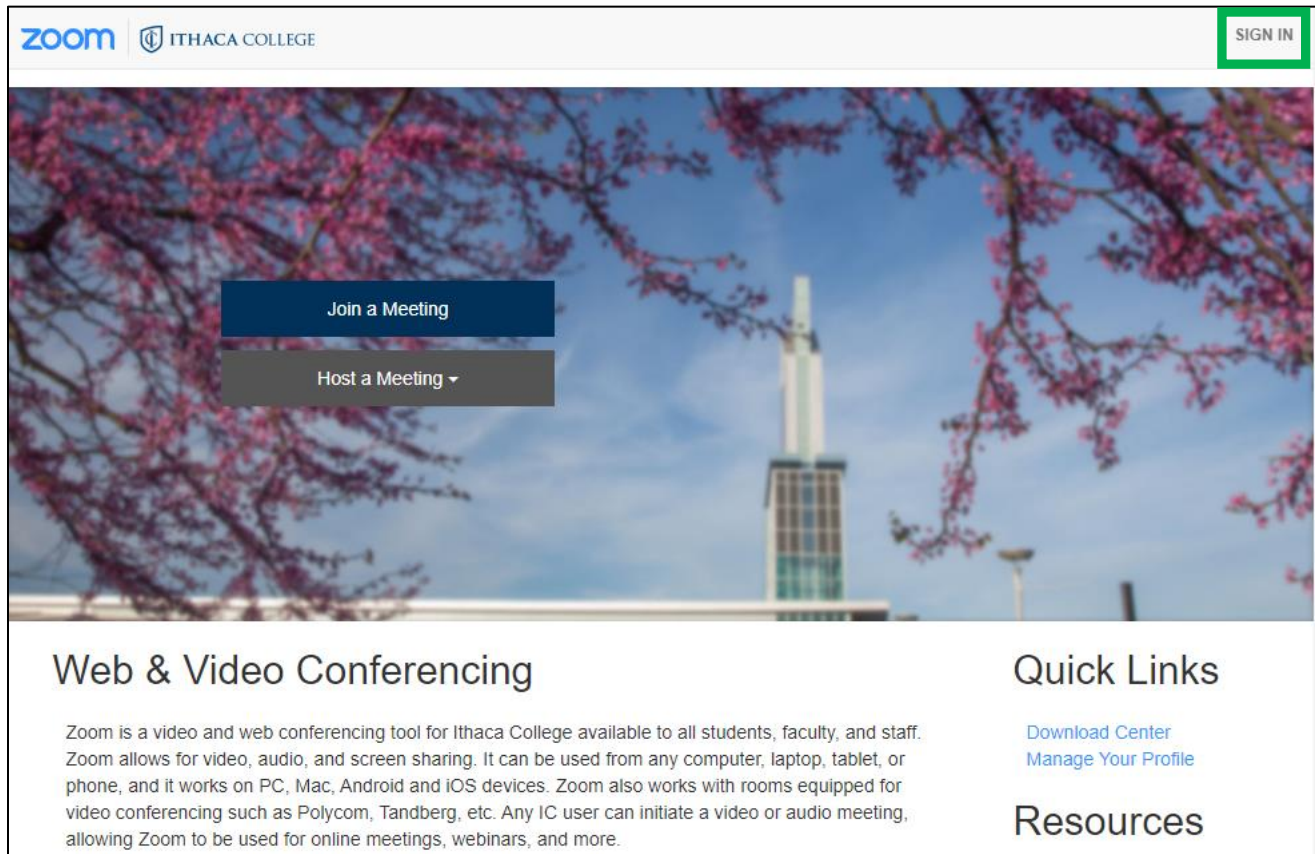
1. In order to log in to your Ithaca College Zoom Account, go to https://ithaca.zoom.us.

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".
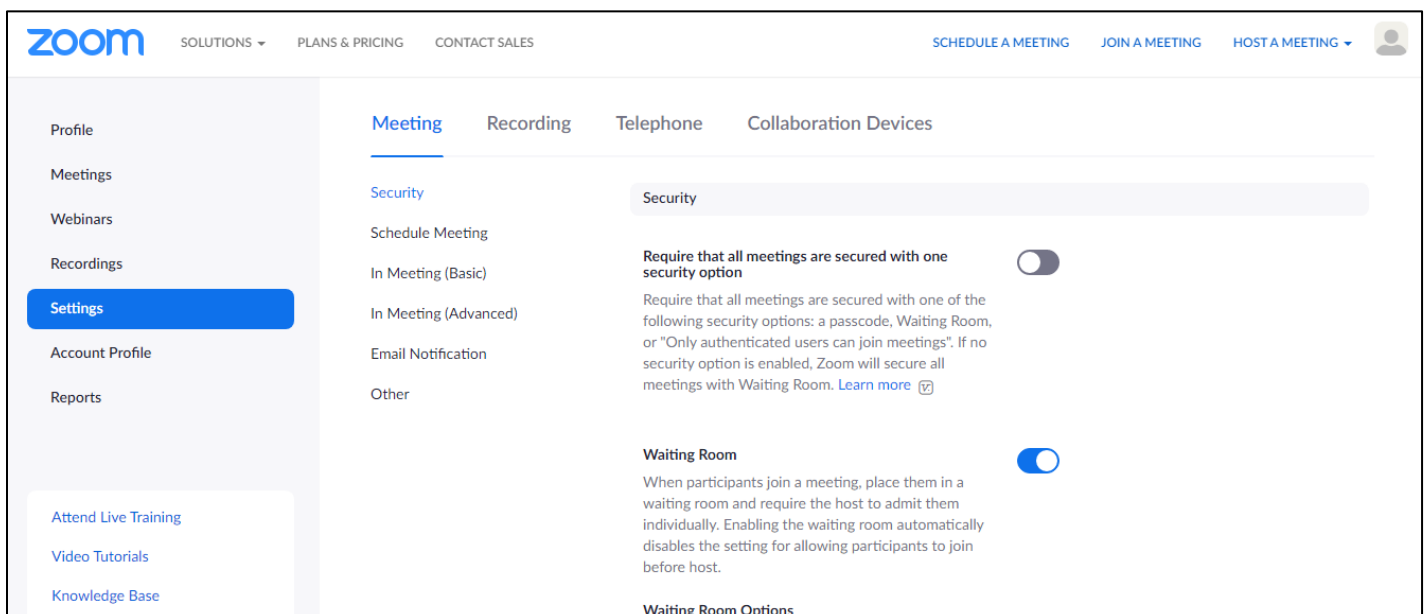
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4. You will then be brought into your Zoom account, as shown below.

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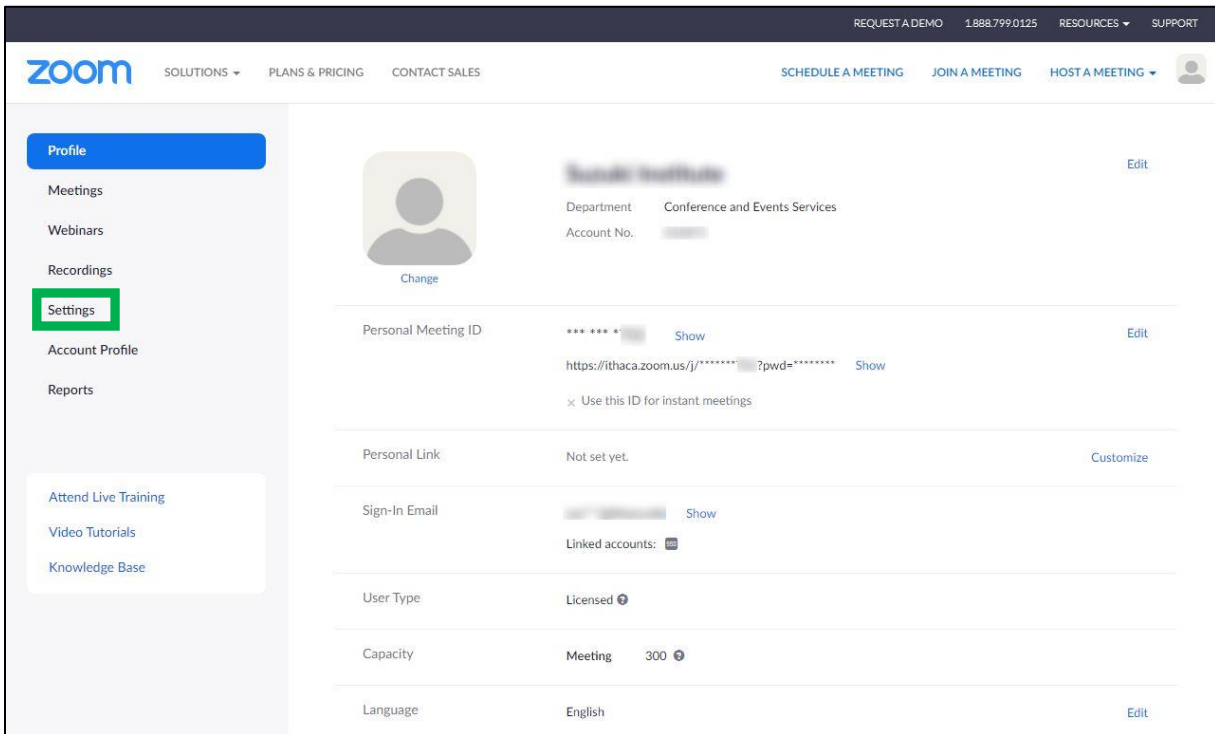
6. Once you've reached the Settings page (the top of which is shown below), scroll down to find the following settings. You may find it helpful to use the search function in your browser (Control + F for Windows computers, Command + F for Apple computers) to find these settings.

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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.*

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.

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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.*

    Virtual background

    Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.
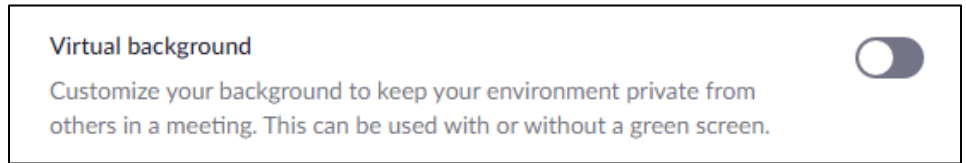
11. Under the "In Meeting (Advanced)" header, turn on "Allow users to select stereo audio in their client settings" (shown to the right).

    - *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.*

    Allow users to select stereo audio in their client settings

    Allow users to select stereo audio during a meeting