Zoom Best Practices for FSRA

Zoom Option	What it means	Default Setting / Recommendation When to change from default	How to change setting (Screen shot)
		Meeting set-up controls	
Personal Meeting ID VS Dynamic Meeting ID	A Dynamic Meeting ID is automatically generated for each meeting. Without knowing this meeting ID people will not be able to join your meetings unless invited. A Personal Meeting ID is a permanently assigned meeting ID that is reserved for your use only. Once this known anyone can join one of meetings unless you take other precautions.	Use Dynamic Meeting ID as the default as most Zoom meetings will be scheduled. Change this to use your Personal Meeting ID when scheduling Instant Zoom meetings only.	Using the generated Dynamic Meeting ID for scheduled meetings. **Meeting ID** ◉ Generate Automatically ○ Personal Meeting ID 7·

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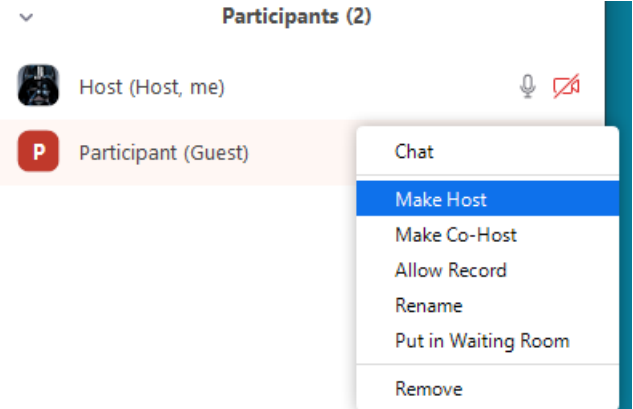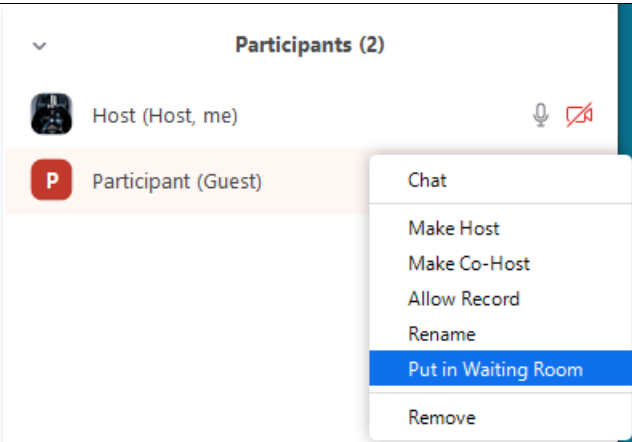|			
Require a password	This will force all users to enter a password prior to entering the meeting. The password will be automatically sent with the meeting invite. It can be used for scheduled or instant meetings.	Use passwords as a default for all meetings to ensure only specific invited attendees should be joining the meeting to discuss sensitive material.	Using the web settings **Require a password when scheduling new meetings** 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 a password for instant meetings** A random password will be generated when starting an instant meeting ⬤ **Require a password for Personal Meeting ID (PMI)** ⬤ ○ Only meetings with Join Before Host enabled ● All meetings using PMI **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. ⬤ Using the Outlook plugin **Password** ☑ Require meeting password 456485
Waiting Room	Attendees cannot join a scheduled meeting until a host admits them individually from the waiting room. **If this is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.**	This should be the default for all meetings.to control and admit only expected attendees. Change this for meetings with a large number of users (25+) where manually allowing each user will be too manually intensive.	Using the Outlook Plugin **Advanced Options** ⌃ ☑ Enable Waiting Room

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| Sharing screens and content | This allows only the host to share information with participants. | For most meetings, especially with internal FSRA participants, allowing guests to share their screens or content is fine.

Change this to **Host Only** when you need to control the presentation or if the meeting is shared with an audience that you may not know and want to prevent unwanted sharing. | Allowing all participants to share screens and content

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

Who can share?
○ Host Only ● All Participants ⑦

Who can start sharing when someone else is sharing?
● Host Only ○ All Participants ⑦

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

Allowing only the host to share screens and content

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

Who can share?
● Host Only ○ All Participants ⑦

Who can start sharing when someone else is sharing?
● Host Only ○ All Participants ⑦

Save   Cancel |
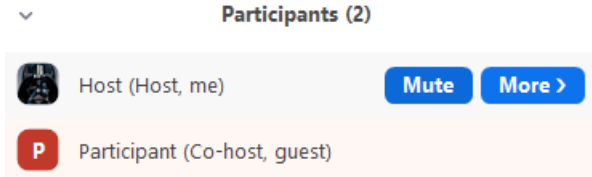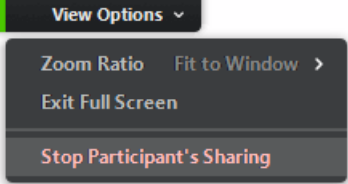
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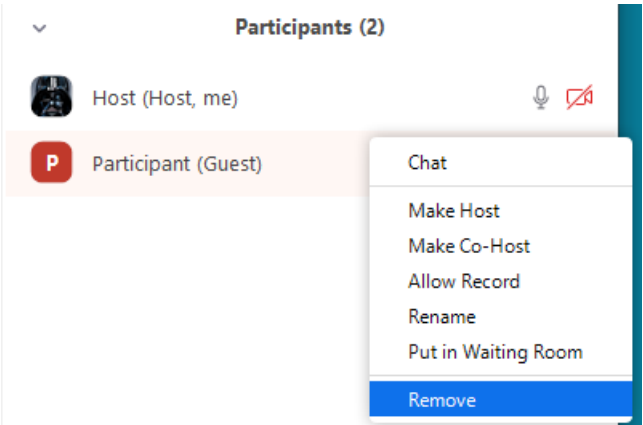| In-meeting controls – usable by HOST or CO-HOST			
Zoom Option	**What it means**	**Default Setting / Recommendation When to change from default**	**How to change setting (Screen shot)**
Admitting people from the Waiting Room	Once the meeting has started the Host must Admit the people into the meeting room.	Waiting rooms should be a default setting so this will be required for all meetings.	You will get a message a participant is in the Waiting Room. Guest has entered the waiting room for this meeting **Admit** **See waiting room** To view all participants in the Waiting Room Make sure that the Zoom toolbar is being displayed Click on the Manage Participants to display a list of attendees on the right. Invite Manage Participants Share Screen Chat Record If people are waiting in the lobby, you will receive a message. At the top of the Participants list there will be a list of attendees that are waiting to join the meeting. Click **Admit** if you want them to enter or **Remove** if you do not want to admit them. Participants (2) 1 person is waiting Message G Guest (Guest) **Admit** Remove 1 participant in the meeting Host (Host, me)

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Make participant a host or co-host	Allows the original host to designate another participant to become the host. This allows the new host to have host level controls over the meeting and participants Creating co-hosts is similar but allows the host to revoke that right and become the only host again.	Use this if the original host has to leave the meeting and allows another participant to have control the meeting and participants.	
Put in Waiting Room	Allows the host to put a participant into the Waiting Room and have to be re-admitted	Use this to put a participant in the waiting room so that they cannot see or hear any meeting activity. Can be used with HR interviews, 3rd party vendors, licensees, etc.	

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Muting an attendee	Allows the host to temporarily mute an attendee if they are making too much noise (background, etc.) or not being respectful to presenters and other attendees.	Use as required to mute specific attendees.	Make sure that the Zoom toolbar is being displayed - it is recommended that his is always displayed. Click on the Manage Participants to display a list of attendees on the right. Hover over the attendee that you wish to mute and "**Mute**" and "**More >**" will be displayed. Click on **Mute** to mute the attendee.
Stop a attendees sharing of their screen	Allows the host to immediately stop the attendee sharing their screen.	Use this to prevent the display of confidential or unwanted data with other participants. Note: This only stops the current sharing and does not prevent them from starting another sharing session.	

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Removing an attendee from a meeting	Allows the host to kick a person out of the meeting.	Use to remove a disrespectful or uninvited guest from a meeting.	Make sure that the Zoom toolbar is being displayed - it is recommended that his is always displayed. Click on the Manage Participants to display a list of attendees on the right. Hover over the attendee that you wish to mute and "**Mute**" and "**More >**" will be displayed. Click on **More >** and then on the **Remove** option Once removed the attendee will NOT be able to rejoin the meeting.