Zoom: Recommended Settings

Zoom How-To Video Tutorial: https://drive.google.com/file/d/1z1jZUQMOnL-cRaB_KPHApm-VAuRa0Knv/view?usp=sharing

Additional Resources for Zoom Help: https://support.zoom.us

Zoom Trouble Contact: Middlebury Helpdesk (helpdesk@middlebury.edu)

To access Settings, navigate to https://zoom.us/profile and sign in with your GMHEC email address.

Navigate to Settings tab on the left-hand side of the screen.

<u>Settings</u>

- Security
    - **Embed passcode in invite link for one-click join**: Since all meetings are password protected, password is encrypted and included in invite link, allowing anyone with that link to join the meeting room without manually entering the passcode
- Schedule Meeting
    - **Host Video** & **Participants Video**: When meetings are started, or a user joins the meeting room, the host and participant's videos will automatically be on. Great for remote work, closest thing to 'face-to-face connection'
- In Meeting (Basic)
    - **Screen Sharing**: Allow host and/or all participants to share their screen during meetings
        - **Who can share?** Determine whether only the host, or all participants within a meeting are enabled to share their screens
        - **Who can start sharing when someone else is sharing?** Determine whether only the host, or all participants are able to 'take' the screen share from someone who is already sharing
- In Meeting (Advanced)
    - **Breakout room**: Allows hosts to split meeting participants into smaller 'subgroups' within the meeting. Host has capability to bring individuals back from breakout rooms to larger meeting room
    - **Virtual background**: Enabling this feature allows you to have different photos in the background of your video – seen by all users within the meeting