Default ZOOM meeting settings

The following outlines default ZOOM meeting settings that will take effect **July 13th**:

Setting Key:

- **Enabled/Disabled** – The setting is turned on/off but can be changed by user
- **Enabled and Locked** – The setting is turned on and cannot be changed
- **Disabled and Locked** – The setting is turned off and cannot be changed

Meeting Scheduling Settings:

- **Disabled** - Join before host
- **Enabled** - Require a password when scheduling new meetings
- **Enabled** - Require a password for instant meetings
- **Enabled** - Embed password in meeting link for one-click join
- **Enabled** - Mute participants upon entry

In Meeting Settings:

- **Enabled** - Require Encryption for 3rd Party Endpoints (H323/SIP)
- **Enabled** - Chat
- **Disabled** - Private chat
- **Disabled and Locked** - File transfer
- **Enabled** - Screen sharing
- **Enabled** - Host Only Sharing
- **Disabled** – All Participants Sharing
- **Disable** - Desktop/screen share for users
- **Enabled** - Give hosts option to report participants to Zoom
- **Disabled** - Far end camera control
- **Enabled** - Identify guest participants in the meeting/webinar
- **Enabled** - Use Waiting room

Choose which participants to place in the waiting room:

- **Enabled** - Guest participants only
- **Disabled** – All Participants
- **Enabled** - Do Not Allow internal participants to admit guests from the waiting room if the host is not present
- **Enabled** - Show a "Join from your browser" link
- **Disable** - Allow live streaming meetings

Recording Settings:

- **Disabled** - Local recording
- **Enabled** - Cloud recording
- **Enabled** - Record active speaker with shared screen
- **Disabled** - Record gallery view with shared screen
- **Disabled** - Record active speaker, gallery view and shared screen separately
- **Disabled** - Record an audio only file
- **Enabled** - Save chat messages from the meeting / webinar

Advanced cloud recording settings

- **Enabled** - Add a timestamp to the recording
- **Disabled** - Display participants' names in the recording
- **Disabled** - Record thumbnails when sharing
- **Disabled** - Optimize the recording for 3rd party video editor
- **Disabled** - Audio transcript
- **Disabled** - Save panelist chat to the recording
- **Disabled** - Automatic recording
- **Disabled** - IP Address Access Control
- **Disabled** - Only authenticated users can view cloud recordings
- **Disabled** - Require password to access shared cloud recordings
- **Disabled** - Auto delete cloud recordings after days
- **Enabled and Locked** - The host can delete cloud recordings
- **Enabled** - Recording disclaimer
- **Disabled** - Ask participants for consent when a recording starts
- **Enabled** - Ask host to confirm before starting a recording
- **Enabled** - Multiple audio notifications of recorded meeting

More information about ZOOM and a link to open a service request can be found in TeamDynamix by clicking the following link:

https://vccs.teamdynamix.com/TDClient/1981/Portal/Requests/ServiceDet?ID=38543