Zoom Settings for Society Meetings

We have put together a document which outlines the recommended Zoom settings for your society meetings!

Security:

Waiting room **ON** – everyone will go in the waiting room

Require a passcode when scheduling new meetings **ON**

Require a passcode for instant meetings **ON**

Require a passcode for Personal Meeting ID (PMI) not relevant - Do not use PMI for society meetings

Require passcode for participants joining by phone **ON**

Embed passcode in invite link for one-click join **ON**

Only authenticated users can join meetings **ON** – all students have University zoom logins

Schedule Meeting:

Participants video **OFF** – Attendees should be allowed to make this decision for themselves, Please see these following ideas which you can share with attendees if they are not comfortable with their cameras on!

Allow participants to join before host **OFF**

Use Personal Meeting ID (PMI) when scheduling a meeting **OFF**

In Meeting (Basic):

Require encryption for 3rd party endpoints (SIP/H.323) **ON**

Chat **ON**

Prevent participants from saving chat **ON**

Private chat **ON** – We recommend you share the Guild Code of Conduct throughout the session to ensure that participants know the correct way to behave in the chat.

Auto saving chats **OFF**

Sound notification when someone joins or leaves **ON** – hosts and co-hosts only

File transfer **OFF**

Co-host **ON** – be careful to only allow other committee members to co-host responsibility

Screen sharing **ON** – Host only

Meeting reactions **ON**

Allow removed participants to rejoin **OFF**

Allow participants to rename themselves **ON**

Hide participant profile pictures in a meeting **OFF**

In Meeting (Advanced):

Breakout room **ON**

Closed captioning **ON**

Virtual background **ON** – allow use of videos for virtual backgrounds

Video filters **ON**

Identify guest participants in the meeting / webinar **ON**

If you have any questions about Zoom or your society meetings, please contact your society coordinator or email us at saadmin@liverpool.ac.uk