

Suggested Zoom meeting settings for recovery meetings

All these settings are found on actual Zoom.com website after you log in to your account. They are not accessible from any of the apps (to my knowledge).

>> *Please Note: Any settings that not listed are to be set to “Off”* <<

SETTINGS/MEETING TAB:

- Set both Host and Participants video – **On**
- Set Audio Type – **Telephone and Computer Audio**
- Set Join before host – **Off**
 - Make sure you show up early so that there can be the “meeting before meeting”.
- Set Use Personal Meeting ID (PMI) when scheduling a meeting – **On** if this is the only meeting you will be hosting with this account. It will make it the same always.
- Use Personal Meeting ID (PMI) when starting an instant meeting – **On** if you have a PMI.
- Only authenticated users – **Off**
- Set “all” required passwords – **“On”** – which is now the default setting per Zoom and may be required.
- **Set all Passwords to “1953” (WITHOUT QUOTES) for inclusion on local schedules.** *This includes recurring meetings that you already have set up.*
- Set Embed password in meeting link for one-click join – **On**
- Set Require password for participants joining by phone - **On**
- Set mute participants upon entering – **On** so that the user gets used to having to turn on their microphone and if someone comes in while meeting is in session, they won’t interrupt the meeting.
- Set Require Encryption for 3rd Party Endpoints (H323/SIP) - **On**
- Set “Chat” allow participants to send a message visible to all participants – **On**
 - “Check” Prevent participants from saving chat - to ensure show up outside the meeting.
- Set Private chat – **Off** so participants can share phone numbers and other comments privately.
- Set Play sound when participants join or leave – **Off**
- Set Feedback to Zoom - **Off**
- ~~Set File transfer – **Off** unless a service meeting. You never know what someone might share. For service meetings, you can restrict types of files that can be sent (e.g. .doc, .docx, .xls, .pdf).~~
- Set Co-host – **On** so you can have help with controlling the meeting or pass control to another participant and let them continue facilitating the meeting.
- Set Allow host to put attendee on hold – **On**
 - This is very useful, kind of like a “penalty box” due to disruptive behavior. It doesn’t kick them out completely and you can private message them and have a conversation. You also have the ability to bring them back in after a time period.
- Set Always show meeting control bar toolbar – **On**
- Set Show Zoom windows during screen share - **Off**

- Set Screen sharing – **On** but choose options
 - **Host Only** which will include others you made host/cohost.
- Set Annotation – **Off**
- Set Whiteboard – **Off**
- Set Remote control – **Off**
- Set Allow removed participants to rejoin – **Off** so that if you remove someone, they won't be able to come back to that meeting session.
- Set Virtual background – **On** unless you are concerned/experience inappropriate images and videos. This is one way that “bombers” have shared inappropriate videos/etc.
- Set Allow live stream meetings: **Off** for anonymity

- Set When attendees join meeting before host – **On** if you want to know when people arrive via email.

SETTINGS/RECORDING TAB

- **Set All** settings on this page to “**Off**” to disable any and all recording functions or buttons. There may be a time (such as a service meeting) where you would like to record.