Important Zoom settings (to increase security and reduce disruptions)	UCLA setting (default)	Your setting (suggested)	Can change during in-meeting?	Can set at meeting creation?	Comment
Start meetings with host video on	OFF	OFF	no	yes	
Start meetings with participant video on. Participants can change this during the meeting.	OFF	OFF	no	yes	- Host cannot start video for a participant, but can request a participant to start video - Host can stop a participant's video and the participant cannot turn it back on after that without being requested by the host - Host can only manage video for one participant at a time (no "all" feature)
Allow participants to join the meeting before the host arrives	OFF	OFF	no	yes	
Allow participants to rename themselves	ON	?	yes	no	The renamed name will reflect in Usage Reports (below), replacing UCLA name; UCLA email is not affected.
Only authenticated users can join meetings	OFF	Check during creating/editing a meeting	no	yes	- Anyone can get a zoom account; authenticated user is anyone with a Zoom account (does not limit to accounts under ucla.zoom.us) - Meetings with "Only authenticated users can join" enabled will force all participants to login. This will enable their **official UCLA name and email** to be displayed in Usage Reports (who joined and how long), not hold them in the waiting room if "Users not in your account" is used, and put them into the correct pre-assigned breakout rooms if used.
Waiting room	ON for "Everyone"	ON for "Users not in your account"	Can toggle OFF/ON the option you set in your Settings	Can toggle OFF/ON the option you set in your Settings	- This will ensure that any user who is logged in using an account under ucla.zoom.us will automatically join your meeting and keep all other users in the waiting room until you admit. This works well to prevent Zoom bombing from people outside UCLA. - If you leave this at "Everyone", you will have to admit each participant individually or allow everyone into the meeting at once. If you prefer this, it's not a problem. - For office hours, if you want all participants in the waiting room, switch to "Everyone" before an office hour and switch back afterward.
Require a password when scheduling new meetings	ON	ON	no	yes	1. When you create a new meeting at Zoom, a password is automatically generated and its hashed version is embedded in the join link (this may reduce Zoom bombing) 2. Put this join link in the appropriate week in CCLE
Mute participants upon entry	ON	ON	yes	yes	- Host cannot unmute a participant, but can request a participant to unmute - Host can mute all and uncheck "Allow participants to unmute themselves" (this may reduce Zoom bombing) - Host cannot unmute all as of May 22, 2020, but this feature will return later.
Allow meeting participants to send a message visible to all participants	ON	ON	yes	no	During in-meeting, set "Participant can chat with" = "Only Host" (this may reduce Zoom bombing).
Allow meeting participants to send a private 1:1 message to another participant.	ON	ON	no	no	"Splitting participants into smaller groups using breakout rooms" in this article explains why you might want to set this to OFF.
Prevent participants from saving chat	OFF	OFF	no	no	CAVEATS: ON will also prevent the host from saving chat and prevent all from copying texts from Chat (i.e. cannot copy/paste)
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts	OFF	Locked at OFF	no	no	Chat can be manually save: in-meeting > Chat > ... > Save Chat
Hosts and participants can send files through the in-meeting chat.	OFF	Locked at OFF	no	no	
Sound notification when someone joins or leaves	OFF	ON (if play sound for host only)	yes	no	Set to ON only if "Play sound for" is set to "Host and co-hosts only" ("Play sound for" cannot be changed during in-meeting)
Allow removed participants to rejoin	OFF	OFF	no	no	- To remove participants: in-meeting > Security > Remove Participant... - To prevents new participants from joining: in-meeting > Security > Lock Meeting
Who can share?	Host only	Host only	yes	no	- Setting this to "Host Only" may reduce Zoom bombing - Anyone you make **co-host can also share screen** - To allow all participants to share screen: in-meeting > up arrow > Advance Sharing Options > All Participants
Allow host and participants to use annotation tools to add information to shared screens	OFF	ON (only IF)	no	no	Set to ON only IF "By default, only the user who is sharing can annotate" is checked
By default, only the user who is sharing can annotate	n/a	Checked	yes	no	During in-meeting, you can toggle this option during screen sharing (under More)
Allow host and participants to share whiteboard during a meeting	OFF	ON (only IF)	no	no	Set to ON only IF screen sharing is set to "Only Host" (so the host can share the whiteboard)
During screen sharing, the person who is sharing can allow others to control the shared content	ON	ON	no	no	If set to OFF, then host cannot give mouse/keyboard control to any participants. It should be safe to leave ON if screen sharing is set to "Only Host".
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel	OFF	OFF	no	no	- Setting this to OFF only allows each participant to indicate a hand raise. - Setting this to ON allows each participant to indicate a hand raise, thumb up, thumb down, clap, coffee break, away, etc.