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More Zoom security settings

In addition to the campus default/suggested settings, you might want to consider the following in your profile Settings:

- Allow participants to rename themselves → OFF
- Mute participants upon entry → ON
- Prevent participants from saving chat → ON, note the following CAVEATS:
  - This will also prevent the host from saving chat
  - This will prevent all from copying texts from Chat, which can be useful for copying and pasting URLs

Benefits of “Only Authenticated users can join”

Currently “Only authenticated users can join” can provide a false sense of security because any user in the world with a Zoom account is an authenticated user. However, if you check “Only authenticated users can join” for each of your meetings, your students will be forced to sign-in** to the Zoom app and each student's UCLA Official Email and name will be passed to Zoom and allow the following features to work as expected:

- **Waiting room**: if your waiting room setting is “Guest participants only”, your students will not be sent to the waiting room if Zoom detects that the email is registered in ucla.zoom.us.
- **Pre-assigned breakout rooms**: students will be sent to the correct breakout room based on their Zoom-registered email.
- **Reports**: Official UCLA emails and names will be used in reports.

**Logging into CCLE does not provide automatic sign-in to Zoom, even if the students click on the Zoom link in CCLE or even if you created the Zoom meeting in CCLE. While CCLE can pass on a student's UCLA name to Zoom, it CANNOT pass on the SSO sign-in nor UCLA email.

Same difference between Zoom in CCLE and Web Portal (ucla.zoom.us)

1. Regardless of the origin of the Zoom meeting creation (whether it was created in CCLE or at ucla.zoom.us), the join link is the same and will open the Zoom app on your computer and go to the same meeting. The join link is always in the format "ucla.zoom.us/j/nnnnnnnnnpwd=xxxxxxxxxxx", even if it is hidden from students in CCLE.
2. The join link always uses the settings at ucla.zoom.us for that meeting, regardless of what the settings look like in CCLE for that meeting if you created it in CCLE (due to sync'ing delay).
3. The join link changes when a password is added or changed.

Note: Not recommended, but you can continue to create Zoom meetings in CCLE, if you understand and do not mind the problems listed here and if you make sure your meeting settings follow the guidelines at https://www.adminvc.ucla.edu/covid-19/academic-continuity/zoom-security-settings

Screen share, annotate, and use whiteboard safely

- Your profile Setting for screen-sharing should be the campus default, “Host Only”. To toggle between “Host Only” and “All Participants” during a meeting, use Security > Share Screen. When you pass this control, please note the following:
  - You have risk of being Zoom-bombed
  - Make sure “Enable waiting room” is ON for your meeting to reduce Zoom-bombing
- Screen sharing annotation and whiteboard are OFF by default in your profile Settings. If you need any of these features, they are safest to use when your profile Settings are as follows:
  - Screen sharing → Host Only
  - Annotation → check “By default, only the user who is sharing can annotate”