



Zoom Default Meeting Settings and Recommendations

There are a number of settings and options that need to be set up only one time under the Meeting and Recording tabs of your Zoom profile. These options set the defaults for all meetings that you schedule, saving you time. Individual meeting settings can be adjusted at the time you schedule them.

The changes you make to default settings will save as you go. You can turn most settings on by toggling the button to the right of the setting. If you need to stop mid-way through, you can come back later and finish.

To get started:

1. Go to your Zoom profile.
2. Click *Sign-in* and sign in with your credentials.
3. Click *Settings*.

Meetings Tab/ Security Section

- Require a password when scheduling new meetings: This setting should be on to protect your meeting. When turned on, a password will be generated when scheduling a meeting and participants will be required to use the password to join the meeting.
- Require a password for instant meetings: This setting should be on to protect your meeting. A random password will be generated when starting an instant meeting.
- Require password for participants joining by phone: By default, this setting is off. It is optional and can be left to off.
- Require a password for Personal Meeting ID (PMI): By default, this setting is off. It is optional and can be left to off.
- Waiting room: This setting should be on to protect your meeting from unwanted attendees. When participants join a meeting, they will be placed in a waiting room and require the host to admit them individually.
- Select the option Everyone from Choose which participants to place in the waiting room.
- Embed password in invite link for one-click join: If you require a password, we recommend you have this setting on. Meeting passwords will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

Schedule Meeting Section

- Host video: We recommend leaving this setting off. Turning this setting on will automatically start your webcam when you start the meeting. We recommend keeping

this default setting to off. Allow yourself the opportunity to "get ready" before you display your webcam in the meeting.

- Participants video: We recommend leaving this setting off. Allow participants to turn on their cameras when they are ready (they may need to secure an appropriated background before showing their webcam).
- Audio type: We highly recommend that you choose the option Both - Telephone and Computer Audio. This allows participants to call in for audio, if needed.
- Join before host: For security reasons, we do not recommend turning this option on. If you've enabled the waiting room setting (in the Security section), the option to join before host is automatically disabled.
- Enable Personal Meeting ID: We recommend leaving this option on.
- Use Personal Meeting ID (PMI) when scheduling a meeting: We recommend leaving this option off.
- Use Personal Meeting ID (PMI) when starting an instant meeting: We recommend leaving this option off.
- Mute participants upon entry: Some users have this option on and some have it off. If this setting is on, it prevents disruptions when participants join the meeting late. However, as the host, you may have to tell them to turn on their microphone and video during the meeting. Usually when a participant joins a meeting, Zoom will walk them through connecting their audio/video devices. Whether this setting is on or off, depends on your preferences.
- Upcoming meeting reminder: We recommend leaving this option off since you can elect to receive email notifications in the section below.

In Meeting (Basics) Section

- Require encryption for 3rd party endpoints (SIP/H.323): Leave this off.
- Chat: We recommend you turn this setting on. It allows participants to send a message visible to all participants.
- Private chat: We recommend you turn this setting on. This setting allows meeting participants to send a private 1:1 message to another participant.
- Auto saving chats: If you plan to save the chat sessions, we recommend that you turn this setting on.
- Sound notification when some joins or leaves: We recommend that you turn this option off.
- File transfer: We recommend you turn this setting on. Hosts and participants can send files through the in-meeting chat.
- Feedback to Zoom: By default, this setting is on. This setting allows users to submit feedback to Zoom at the end of the meeting.
- Display end-of-meeting experience feedback survey: By default, this setting is off. However, if you want to turn the feedback survey on, it will display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong for you to review.

- Co-host: We recommend you turn this setting on. Co-hosts have the same in-meeting controls as the host. You can assign another user as a host, if you have to leave the meeting.
- Polling: We recommend you turn this setting on. This setting allows polling to be used in a meeting.
- Always show meeting control toolbar: We recommend you turn this setting on.
- Show Zoom windows during screen share: We recommend that you turn this setting off.
- Screen sharing: We highly recommend that you turn this setting on. It is a required setting in order to share your screen to participants.
- Disable desktop/screen share for users: We highly recommend that this setting is turned off.
- Annotation: We recommend that you turn this setting on. This setting allows host and participants to use annotation tools to add information to shared screens. Great for collaboration work.
- Whiteboard: We recommend that this setting is turned on. It allows hosts/participants to share whiteboard during a meeting.
- Remote control: We recommend that you turn this setting on. During screen sharing, the person who is sharing can allow others to control the shared content. You will be asked to confirm during the meeting before someone is allowed remote control of your screen.
- Nonverbal feedback: We recommend that this setting is on. If on, participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. Some of the expressions include: stepped away, slow down, applause, thumbs up, and etc.
- Allow removed participants to rejoin: We recommend that this setting is off.

In Meeting (Advanced) Section

- Report participants to Zoom: We recommend that this setting is on. Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.
- Breakout room: This setting depends on your needs.
- Remote support: You can keep the default setting to off.
- Closed captioning: This setting is your choice.
- Save Captions: If you enabled the Closed Captioning setting above, you can choose this option to allow participants to save closed captions or transcripts.
- Far end camera control: We highly recommend that this setting is turned off.
- Virtual background: We recommend that this setting is turned on.
- Identify guest participants in the meeting/webinar: We recommend leaving this setting off.
- Auto answer group in chat: We recommend leaving this setting off.
- Only show default email when sending email invites: We recommend leaving this setting off.
- Use HTML format email for Outlook plugin: We recommend leaving this setting off.
- Allow users to select stereo audio in their client settings: We recommend leaving this setting off.

- Allow users to select original sound in their client settings: We recommend leaving this setting off.
- Select data center regions for meetings/webinars hosted by your account: We recommend leaving this setting off.
- Show a "Join from your browser" link: We recommend leaving this setting off.
- Allow live streaming meetings: We recommend leaving this setting off.

Email Notifications section

- When a cloud recording is available: We recommend turning this setting on.
- When attendees join meeting before host: We recommend turning this setting on.
- When a meeting is cancelled: We recommend turning this setting on.
- When an alternative host is set or removed from a meeting: We recommend turning this setting on.
- When someone scheduled a meeting for a host: We recommend turning this setting on.
- When the cloud recording is going to be permanently deleted from trash: We recommend turning this setting on.

Recording Tab

- Local Recording: This setting should be turned on. It allows the host to record the meeting locally to their computer. In addition, the host can allow participants to record, if they request it.
- Cloud Recording: See the image below for recommended settings.

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen [?](#)
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording [?](#)
- Display participants' names in the recording
- Record thumbnails when sharing [?](#)
- Optimize the recording for 3rd party video editor [?](#)
- Audio transcript [?](#)
- Save panelist chat to the recording [?](#)

- Automatic Recording: We recommend having this setting off.
- IP Address Access Control: This setting should be off.
- Only Authenticated users can view cloud recordings: We recommend that this setting is on.
- Require password to access shared cloud recordings: We recommend that this setting is off.
- Auto delete cloud recordings after days: This setting is on by default. It is an admin setting to delete cloud recordings after 30 days. Please leave this setting to the default.
- Recording disclaimer: We recommend having this setting off. However, you're welcome to turn it on. It will show a customizable disclaimer to participants when you click the record button.
- Multiple audio notification of recorded meeting: We recommend having this setting off.

*More information about [recording](#) options is available at the [Zoom Help Center](#).