Curriculum Zoom Settings

For details on any of these settings see the “Install and Configure Yale Licensed Zoom Guide at: https://medicine.yale.edu/tlc/covid19/

Settings/Security
  - Require a password when scheduling new meetings: OFF
  - Require password for participants joining by phone: OFF
  - Require a password for Personal Meeting ID (PMI): OFF
  - Waiting Room: ON
    - Everyone Selected
  - Embed password in invite link for one-click join: ON

Settings/Schedule Meeting
  - Host Video: ON
  - Participants Video: ON
  - Audio Type: Telephone and Computer Audio
  - Join before host: ON
  - Enable Personal Meeting ID: ON
    - Must be a unique number we suggest your personal office phone
  - Use Personal Meeting ID (PMI) when scheduling a meeting: OFF
  - Use PMI when starting an instant meeting: ON
  - Require a password for Personal Meeting ID (PMI): OFF

Settings/In Meeting (Basic)
  - Require Encryption: ON
  - Chat: ON
  - Private Chat: ON
  - Sound notification when someone joins or leaves: OFF
  - File transfer: ON (not available for HIPAA users)
  - Co-Host: ON
  - Polling: ON
  - Screen Sharing: ON
  - Who can share? Host Only
  - Annotation: ON
    - Allow saving of shared screens with annotations: Checked
  - Whiteboard: ON
    - Allow saving of whiteboard content: Checked
  - Nonverbal feedback: ON
  - Allow removed participants to rejoin: OFF
  - Allow participants to rename themselves: ON

Settings/In Meeting (Advanced)
  - Breakout room: ON
    - Allow host to assign participants to breakout rooms when sch.: Checked
  - Identify guest participants in meeting: ON
  - Virtual Background ON

Settings/Email Notification
  - When attendees join meeting before host: On/Off, your choice, this will send you an email as soon as someone is in your waiting room

Meeting/Personal Meeting Room
  - Require Meeting Password: Unchecked
  - Enable Join before host: Checked
  - Mute participants upon entry: Checked
  - Enable Waiting Room: Checked