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 that all meetings are secured with one security option: ON
  - Waiting Room: ON
  - Everyone Selected
- Require a passcode when scheduling new meetings: OFF
- Require a passcode for instant meetings: OFF
- Require a passcode for Personal Meeting ID (PMI): OFF
- Require passcode for participants joining by phone: OFF
- Embed passcode in invite link for one-click join: ON
- Only authenticated meeting participants and web attendees can join: OFF

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
- Mute Participants when joining a meeting: ON

Settings/In Meeting (Basic)
- Require Encryption: ON
- Chat: ON
- Private Chat: ON
- Auto saving Chats: OFF
- Sound notification when someone joins or leaves: OFF
- Send files via meeting chat: ON (not available for HIPAA users)
- Co-Host: ON
- Meeting Polls/Quizzes: ON
  - Allow host to create advanced polls/quizzes (req 5.8.3 client)
- 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
- Meeting reactions: 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
  - Allow host to broadcast message to participants: Checked
- Closed Captioning: ON and check all boxes below
- Save Captions: ON
- Virtual Background ON
- Identify guest participants in meeting: 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 Room
- Require Meeting Password: Unchecked
- Enable Waiting Room: Checked
- Enable Join before host: Checked
- Mute participants upon entry: Checked