



The most common meeting settings are enabled as a default settings in your **ConferZoom** account. However, there are several settings which can be changed to meet your personal preferences such as enabling **Waiting Rooms** when using **ConferZoom** for counseling, tutoring, or interviews. When settings are changed to enable or disable, the changes apply to all current and future scheduled meetings. Disable/enable the features as needed.

To access the feature settings, log into your account. When using the desktop app go to **Settings > Advanced Features > Enable Advanced Features**. This will take you to the same page as when you log in from the website portal. When you are on the website portal go to **Meeting Settings > Meeting** tab, then scroll down the page to locate the setting you want to change. The **Recording** tab lists setting options which are also described in this document.

## SCHEDULE MEETINGS

- **Host Video**  
Always start meetings with host video on.
- **Participant Video**  
Always start meetings with participant video on; individuals can turn off their video during the meeting.
- **Audio Type**  
Determine how participants can join the audio portion of the meeting: telephone and computer audio, telephone only, or computer audio only.
- **Join Before Host**  
Allow participants to join the meeting before the host arrives.
- **Require a Password for Personal Meetings using PMI**  
Prevent unauthorized participants; password is required when "Enable join before host" option is set.
- **Generate and Require Password for Participants Joining by Phone**  
Generate and send new passwords for newly scheduled or edited meetings.

## IN MEETING (BASIC)

- **End-to-end encryption**  
Require that all meetings are encrypted using AES
- **Chat**  
Allow meeting participants to send a message visible to all participants
- **Private Chat**  
Allow meeting participants to send a private 1:1 message to another participant.
- **Auto Saving Chats**  
Automatically save in-meeting chat when the meeting starts.
- **Play Sound When Participants Join or Leave**  
Option to allow everyone to hear the sound, or host only.
- **File transfer**  
Hosts and participants can send files through the in-meeting chat.
- **Feedback to Zoom**  
Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting.

- **Display End-of-Meeting Experience Feedback Survey**  
Display a thumbs up/down survey at the end of each meeting. Thumbs down responses can add information about what went wrong.
- **Co-host**  
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.
- **Polling**  
Add 'Polls' to the meeting controls to launch polling questions to the meeting.
- **Allow Host to Put Attendee on Hold**  
Allow hosts to temporarily remove an attendee from the meeting.
- **Always Show Meeting Control Toolbar**  
Always display the toolbar during a meeting
- **Annotation**  
Allow participants to use the annotation tools when sharing screens.
- **Whiteboard**  
Allow participants to share a whiteboard screen and use the annotation tools.
- **Remote control**  
Allow others to control the shared content.
- **Nonverbal feedback**  
Participants can provide nonverbal feedback by clicking on expressive icons in the Participants panel.

## **IN MEETING (ADVANCED)**

- **Breakout Room**  
Allow host to split meeting participants into separate, smaller rooms to work independently.
- **Remote Support**  
Allow meeting host to provide 1:1 remote support to another participant.
- **Closed Caption**  
Allow an assigned person/ 3rd-party device to add closed captions.
- **Far End Camera Control**  
Allow another user to take control of your camera during a meeting
- **Virtual Background**  
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.
- **Identify Guest Participants in the Meeting/Webinar**  
Participants with ConferZoom accounts can see when a guest is participating in the meeting/webinar. .
- **Auto-answer Group in Chat**  
Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.
- **Only Show Default Email When Sending Email Invites**  
Allow users to invite participants by email using the default email program selected on their computer.
- **Use HTML Format Email for Outlook Plugin**  
Instead of plain text for meeting invitations scheduled with the Outlook plugin.
- **Share Dual Camera**  
Share a camera that is connected to the computer during screen sharing.
- **Allow Users to Select Stereo Audio in Their Client Settings**
- **Allow Users to Select Original Sound in Their Client Settings**
- **Screen sharing**  
Allow host and participants to share their screen or content during meetings.

- **Attention tracking**  
Allow the host see an indicator in the participant panel when a participant does not have Zoom in focus during screen sharing.
- **Waiting room**  
Attendees are held in an area outside of the meeting room until a host admits or removes them from the meeting.
- **Show a "Join from Your Browser" Link**  
Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited.
- **Live on Workplace by Facebook**  
Allow hosts to live stream their meetings to Workplace by Facebook
- **When Attendees Join Meeting Before Host**  
Notify host when participants join the meeting before them
- **When a Meeting is Cancelled**  
Notify host and participants when the meeting is cancelled
- **When an Alternative Host is Set or Removed from a Meeting**  
Notify the alternative host who is set or removed
- **Blur snapshot on task switcher**  
Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.
- **Invitation Email**  
Choose a language for emails invitations.
- **Schedule Privilege**  
Assign other ConferZoom users to schedule meetings on your behalf.

## RECORDING A LIVE MEETING

- **Local Recording**  
Allow host and participants to recording the meeting to a local file (desktop).
- **Cloud Recording**  
Allow host to record and save the meeting recording to the cloud.
- **Automatic Recording**  
Record meetings automatically when they start.
- **Auto Delete Cloud Recordings After Days**  
Allow Zoom to automatically delete recordings permanently after a specified number of days.
- **Multiple Audio Notifications of Recorded Meetings**  
Play notification messages to participants who join the meeting audio by telephone. The message plays each time the recording starts or restarts. If the setting is disabled, participants will hear only one notification message per meeting.