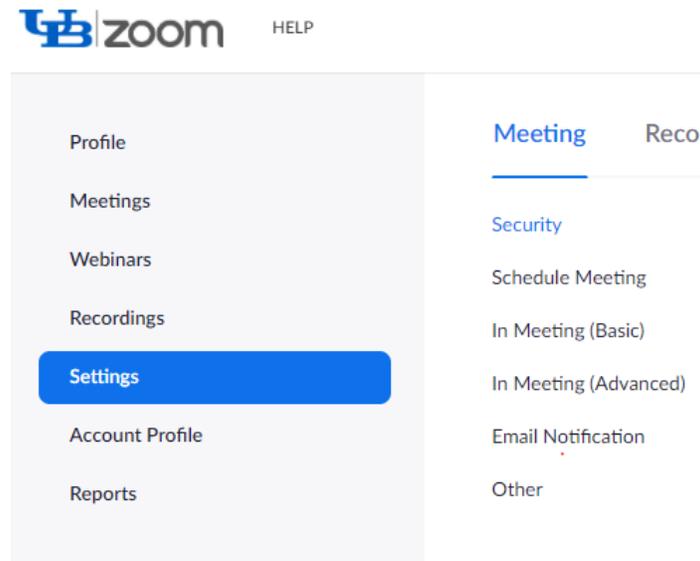


Zoom User Account Settings

These are settings that you can change in your Zoom account profile once logged in at <https://buffalo.zoom.us/>. Once there, click settings on the left hand side. This first group of settings is found under the Meeting tab across the top.



Waiting Room: (Recommended ON)

Turning on allows you to monitor and choose who you admit to your Zoom meeting. You can choose to admit people one at a time or admit all participants at once if you have a large class. This can also be set when scheduling a meeting. Once in a meeting you can turn the waiting room off to allow latecomers to join the meeting by de-selecting Waiting Room under the Security button. You can also move a disruptive student to the waiting room during a meeting, which will prevent them from re-entering the meeting.

NOTES: Enabling a Waiting Room automatically disables the Join Before Host option when scheduling a meeting. If you schedule a meeting with the Waiting Room turned off, you can enable it while in a meeting by selected "Enable Waiting Room" under the Security button.

Embed Passcode in Invite Link for One-click Join: If turned **On**, this will encrypt the passcode and include it in the link to join the meeting. Participants will be able to click the link to join the meeting and not have to enter the passcode to access the meeting and go straight to the meeting's waiting room, however this does make it easier for an interloper to access the meeting and Zoom bomb. If turned **Off**, instructors will need to make sure students have the passcode to access the meeting and make sure they have a Waiting Room on their meeting.

Only Authenticated Users Can Join Meetings: (REQUIRED: UB Only) This setting means that if set to “UB Only” only those who have logged in and authenticated with their UB Zoom account will be able to join the meeting. By default, this option is set to “UB Only.”

If you are bringing in a guest speaker, it’s best to edit this when scheduling the meeting. You can change it to “Sign in to Zoom,” which will allow a guest who is invited to the meeting to sign into the meeting with the email address linked to their Zoom account.

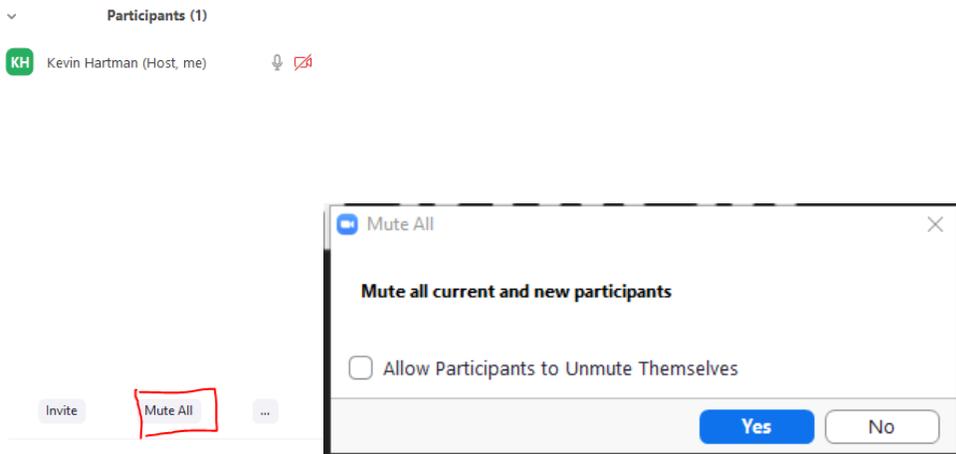
NOTE: It is best to schedule a meeting with a guest speaker as an individual meeting, not as part of a recurring meeting, as changing the authentication on a recurring meeting from “UB Zoom” to “Sign In To Zoom” changes it for every instance of the recurring meeting.

Allow Participants to Join Before Host: (Recommended OFF) It is recommended to leave this off. If turned on, participants who join the meeting before the host become the host of the meeting until the actual host arrives. This also means that if you schedule a meeting to automatically record to the cloud, it will generate extra recordings and can cause problems with pre-assigned breakout rooms.

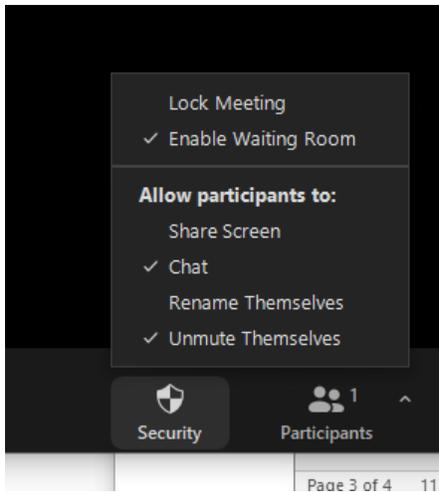
NOTE: Enabling Waiting Room automatically disables this feature.

Mute All Participants When They Join a Meeting: (Recommended ON) All participants microphones will be muted when they enter the meeting, and the host can control if they can unmute themselves or not. You can also check or uncheck this when scheduling a meeting, mute or unmute all participants at any time during a meeting, and during a meeting choose whether participants can unmute themselves or not.

NOTE: During a meeting, you can also mute all participants by going to the Participants panel and clicking the Mute All button. In the dialog box that comes up, you can uncheck “Allow Participants to Unmute Themselves” to keep them muted during the meeting.



You can prevent participants to unmute themselves during a meeting by going to the Security button and deselecting “Unmute Themselves.”



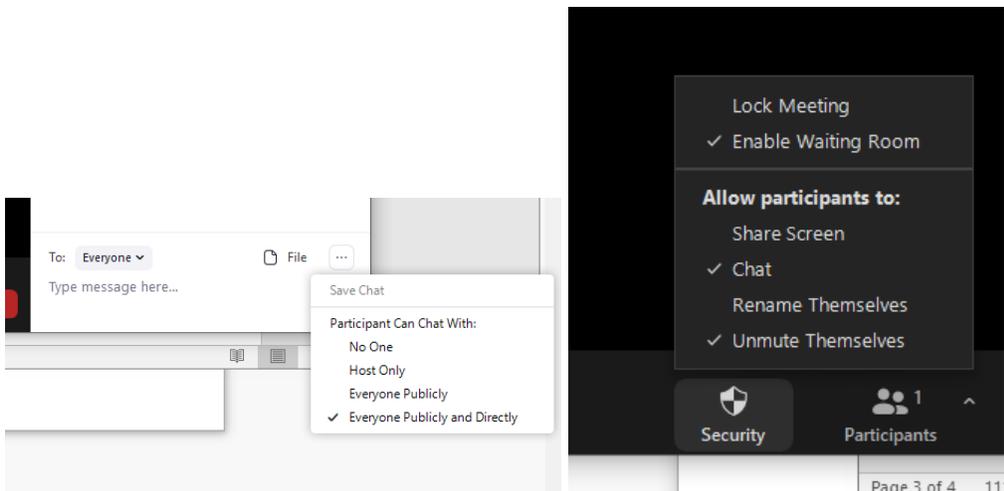
Chat: Turning on allows all participants, including hosts, to chat with one another publicly.

Prevent Participants from Saving Chat: Checking this box will not allow a participant to download and save the chat messages.

Private Chat: Allows participant the option to chat with another participant privately in a 1:1 mode.

Auto Saving Chat: Auto saves chat so host doesn't manually have to do so.

NOTE: Once in a meeting, a host has an option to disable the chat altogether, allow participants to only send chat messages to a host, only allow public chat messages, or allow public and private messages. These can be changed as many times as necessary during a meeting. This can be done by clicking the More button (ellipses) in the chat window in a Zoom meeting, or by deselecting "Chat" from under the Security button in a meeting.



File Transfer: (Recommend Off) You can allow files to be transferred in the Chat window so all participants can download a copy. You can also specify only certain file types (.doc, .pdf, .ppt, etc.) and a limit on file size if you wish.

Screen Sharing: (Recommend Only Host can share) By default, this is set to only allow the host to share. **This should not be changed.** If you have a guest speaker who needs to share a screen, you should elevate their role to co-host once the meeting starts.

Annotation: You can turn this on in order to annotate over your shared screen in Zoom. If you do so, you should also turn on “Only the user who is sharing can annotate” so participants cannot annotate over your screen when you don’t want them to.

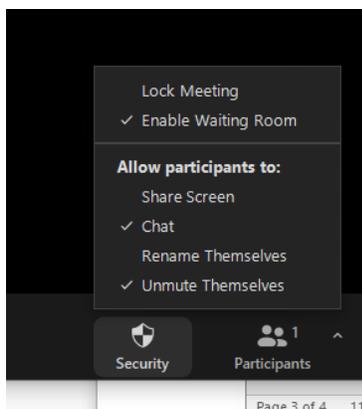
Remote Control: (Recommend Off) NOT recommended for classes. Turning on allows you to give remote control of your screen to others, or have others ask to control your screen. This can become distracting very quickly if an instructor is bombarded with requests for remote control of their screen, a form of Zoom bombing.

Allow Removed Participants to Rejoin: (Recommend Off) If turned on, a participant you remove from the meeting can rejoin the meeting. Prevents students from re-entering that you have removed.

NOTE: You can also place students in a Waiting Room if they are being disruptive.

Allow Participants to Rename Themselves: (Recommend Off) If turned on, a participant can potentially change their screen name to something improper. This however **does not** mean someone can go into their Zoom user settings before a meeting and change their name to something improper.

NOTE: If you are in a meeting, you can also not allow participants to rename themselves by going to the Security button and deselecting “Rename Themselves.”



Hide Participant Profile Picture in a Meeting: (Recommend On) For non-video participants, their profile pictures will not be displayed and will be replaced with their names. Participants also will not be able to update their profile pictures during a meeting if this is turned on. Prevents inappropriate profile pictures by students, another type of Zoom bombing.

NOTE: This feature also hides the profile picture of the host as well.

Report to Zoom: (Recommend On) Gives host the option to report a bad actor directly to Zoom. This is found under the Security button in the meeting controls.

NOTE: If someone does make inappropriate comments or show inappropriate images (racial, ethnic, homophobic, bullying, etc.) the individual should also be reported to the Dean’s Office, your department chair, and the Office of Equity, Diversity, and Inclusion (EDI) as well.

NOTE: The ramifications of this can be severe for a student, they could lose all access to Zoom.

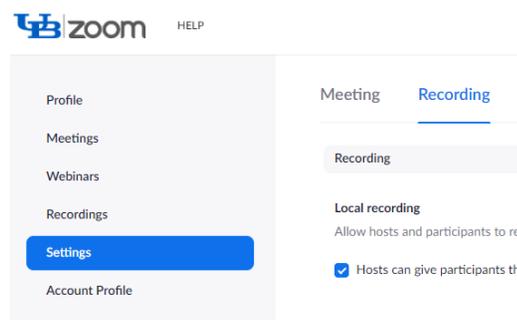
Virtual Background: You can also turn this on to hide your background and keep your environment private from others in a meeting.

NOTE: You CANNOT turn off another user’s virtual background in a meeting if it’s inappropriate, however you can stop their video during a meeting. To do so, mouse over the person’s name in the Participant’s list, click the More button, and then click “Stop Video”.

Video Filters: Can be fun but distracting. You can turn this off so participants cannot use them.

Identifying Guest Participants in a Meeting/Webinar: (Recommended On): Those participants in a meeting that are part of UB Zoom will see the word Guest by someone’s name in the participant list if that person in the meeting is not part of UB Zoom. The guest does not see that they are listed as a “guest.” This could be a good way to help prevent potential Zoom bombing from happening if someone does get into the room.

The next group of Settings can be found in the Recordings Tab. Click Settings on the left side of the screen, then Recording across the top.



Local Recording, Hosts Can Give Participants the Permission to Record Locally: If both of these are checked, you can allow a participant to record your Zoom meeting. A copy will be stored on the participant’s local hard drive. If only Local Recording is checked, you can record a copy of your meeting to either the Zoom Cloud (recommended), or your local hard drive.

Allow Cloud Recording Sharing: If turned on, Zoom will generate a link to the recording in the Zoom cloud that you can share. Users you meet the viewing permission requirements can access the recording using the link.

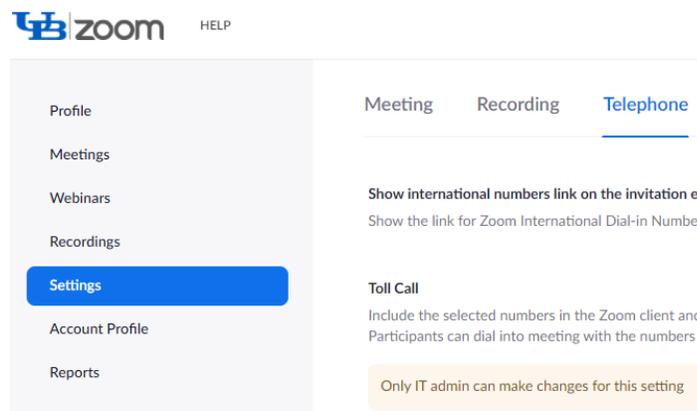
NOTE: It is strongly suggested that Zoom cloud recordings are shared and stored using Panopto.

Require Users to Authenticate Before Viewing Cloud Recordings: Meeting hosts can decide if cloud recordings shared are viewable publicly, or only by those signed into UB Zoom. The default is **“Signed-in users to my account.”**

NOTE: You can change this to publicly sharable on a per recording basis if sharing to a wide audience than UB. Your Zoom cloud recordings can be accessed by clicking Recordings on the left hand side of the screen. Adjusting these setting DO NOT affect files that have been imported in Panopto, just in your Zoom cloud.

Require Passcode to Access Shared Cloud Recordings: Generates a random passcode for newly generated recordings you share from the Zoom cloud. **Adjusting this setting DOES NOT affect files that have been imported in Panopto.**

The next setting can be found in the Telephone Tab. Click Settings on the left side of the screen, then Telephone across the top.



Mask Phone Number in the Participant List: If turned on, participants who join the meeting via telephone will have their phone number masked. This protects a student’s phone number from all attendees. For example: 716***1234.