

Zoom (FREE Version) Settings by Zoom Features (as of July, 2020)

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ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Accessibility		Closed Captioning (manual) – yes/no (Settings – Meeting – In Meeting (Advanced))	Closed Caption Font Size – Normal/Medium/Large (Accessibility)
		Save Captions – yes/no (Settings – Meeting – In Meeting (Advanced))	Always Show Meeting Controls – yes/no (Accessibility – Meeting Controls)
			Chat Display Size – various (80-200%) (Accessibility)

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Audio	Mute Participants upon Entry – yes/no	Mute Participants upon Entry – yes/no (Settings – Meeting – Schedule Meeting)	Test Speaker button – choice of speakers/Volume (Audio)
			Microphone – choice of Mic/Volume (Audio)
			Mute My Microphone When Joining a Meeting – yes/no (Audio)
		Audio Type – Computer Audio (Settings – Meeting – Schedule Meeting)	Automatically Join Audio by Computer When Joining a Meeting – yes/no (Audio)
		Allow Users to Select Stereo Audio in Their Client Settings (during meetings) – yes/no (Settings – Meeting – In Meeting (Advanced))	Press to Hold SPACE to Temporarily Unmute Yourself – yes/no (Audio)

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Audio			Use Separate Audio Device to Play Ringtones Simultaneously – yes/no (Audio)
			Sync Buttons on Headset – yes/no (Audio)
		Allow Users to Select Original Sound in Their Client Settings – yes/no (Settings – Meeting – In Meeting (Advanced))	Show In-Meeting Option to Enable Original Sound from Microphone (Audio – Advanced button)
			<p>Suppress Persistent Background Boise several settings (Audio – Advanced button)</p> <p>Suppress Intermittent Background Noise – several settings (Audio – Advanced button)</p> <p>Echo Cancellation – several settings (Audio – Advanced button)</p>

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Audio			Stop My Video and Audio When My Display Is off or Screensaver Begins – yes/no (General)
Breakout Room		Breakout Room (allowed during session) – yes/no Allow Host to Assign Participants When Scheduling – yes/no (Settings – Meeting – In Meeting (Advanced))	
Chat		Allow Meeting Participants to Send Message to Visible to All Participants – yes/no Prevent Participants from Saving Chat – yes/no (Settings – Meeting – In Meeting (Basic))	Chat Display Size – various (80-200%) (Accessibility)

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Chat		Private Chat – yes/no (Settings – Meeting – In Meeting (Basic))	
		Auto Saving Chats – yes/no (Settings – Meeting – In Meeting (Basic))	
		Auto Answer Group in Chat – yes/no (Settings – Meeting – In Meeting (Advanced))	
File Transfer		File Transfer via chat – yes/no Only Allow Specified File Types (in beta) (Settings – Meeting – In Meeting (Basic))	
ID/Password for Meeting	Meeting ID – Generate Automatically/Personal ID _____	Enable Personal Meeting ID – yes/no (Settings – Meeting – Schedule Meeting)	

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ID/Password for Meeting		Use Personal Meeting ID (PMI) When Scheduling a Meeting – yes/no (Settings – Meeting – Schedule Meeting)	
		Use Personal Meeting ID (PMI) When Starting an Instant Meeting – yes/no (Settings – Meeting – Schedule Meeting)	

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ID/Password for Meeting	<p>Meeting Password - Require Meeting Password – yes (ONLY)</p> <p>Note: Can change password in box</p>	<p>Require a Password When Scheduling New Meetings – yes (ONLY)</p> <p>Require a Password for Meetings That Have Been Scheduled – yes (ONLY)</p> <p>Note: Can change password assigned here.</p> <p>(Settings – Meeting – Security)</p>	
		<p>Require a Password for Personal Meeting (PMI) ID – All Meetings Using PMI – yes (ONLY)</p> <p>Note: Can change password assigned here</p> <p>(Settings – Meeting – Security)</p>	

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ID/Password for Meeting		Require a Password for Instant Meetings – yes (ONLY) (Settings – Meeting – Security)	
		Embed Password in Invite Link for One Click Join – yes/no (Settings – Meeting – Security)	
		Require Password for Participants Joining by Phone – yes (ONLY) (Settings – Meeting – Schedule Meeting)	
Joining and Leaving Meeting/Waiting Room	Enable Join Before Host – yes/no	Join Before Host – Yes/No Note: Disabled if Waiting Room enabled. (Settings – Meeting – Schedule Meeting)	Enter Full Screen When Starting or Joining a Meeting – yes/no (General)

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Joining and Leaving Meeting/Waiting Room		Mute Participants upon Entry - yes/no (Settings – Meeting – Schedule Meeting)	
		<p>Sound Notification When Someone Joins or Leaves – yes/no</p> <p>Play Sound for Everyone/Hosts and Co-Hosts Only</p> <p>When Someone Joins by Phone, Ask to Record Their Voice as the Notification – yes/no</p> <p>(Settings – Meeting – In Meeting (Basic))</p>	Ask Me to Confirm When I Leave a Meeting – yes/no (General)
	Enable Waiting Room – yes/no	Waiting Room – yes/no (Settings – Meeting – Security)	

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Joining and Leaving Meeting/Waiting Room		When Attendees Join Meeting before Host – yes/no (Settings – Meeting – Email Notification)	
		Show a Join from Your Browser Link – yes/no (Settings – Meeting – In Meeting (Advanced))	
		Allow Removed Participants to Rejoin – yes/no (Settings – Meeting – In Meeting (Basic))	
		Only Authenticated Users Can Join Meeting from Web Client (Not available in the FREE version) – yes/no (Settings – Meeting – Security)	
Keyboard Shortcuts			Listing Enable Global Shortcut – yes/no (Keyboard Shortcuts)

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Record	Record Meeting Automatically on the Local Computer – yes/no	Local Recording – yes/no Hosts Can Give Participants Permission to Record Locally – yes/no (Settings – Recording)	Local Recording Location – select drive/Open and Change buttons (Recording)
		Automatic Recording – yes/no (Settings – Recording)	Choose a Location for the Recorded Files When the Meeting Ends – yes/no (Recording)

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Record		Recording Disclaimer – yes/no If yes: - Ask Participants for Consent Before Recording Starts – yes/no - Ask Host to Confirm Before Starting a Recording – yes/no (Settings – Recording)	Record a Separate Audio File for Each Participant Who Speaks – yes/no (Recording)
			Add a Time Stamp to the Recording – yes/no (Recording)
		Multiple Audio Notifications of Recorded Meeting – yes/no (Settings – Recording)	Optimize for Third Party Video Editor – yes/no (Recording)
			Keep Temporary Recording Files – yes/no (Recording)

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Record			Record Video During Screensharing – yes/no Place Video Next to the Shared Screen During the Recording – yes/no (Recording)
Screen Share		Screen Share – yes/no Who Can Share? Host Only/All Participants Who Can Start Sharing When Someone Else is Sharing? Host Only/All Participants (Settings – Meeting – In Meeting (Basic))	Enable Hardware Acceleration for Screen Sharing (Share Screen – Advanced)
			Show Green Border When I Select the Shared Content (Share Screen – Advanced)
			Screen Capture Mode – several choices (Share Screen – Advanced)

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Screen Share			Limit Your Screen Share to 10 Frames Per Second (Share Screen – Advanced)
			Silence System Notifications When Sharing Desktop – yes/no (Share Screen)
		Whiteboard – yes/no Allow Saving of Whiteboard Content – yes/no Autosave Whiteboard Content When Sharing is Stopped – yes/no (Settings – Meeting – In-Meeting (Basic))	
		Disable Desktop/Screen Share for Users – yes/no (Settings – Meeting – In Meeting (Basic))	Maximize Zoom Window When a Participant Shares Screen – yes/no (Share Screen)

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Screen Share		Remote Support (one-on-one) – yes/no (Settings – Meeting – In Meeting (Advanced))	
		Remote Control – yes/no – (Not available in the FREE version) (Settings – Meeting – In Meeting (Basic))	Enable the Remote Control of All Applications (Not available in the FREE version) – yes/no (Share Screen)
		Show Zoom Windows During Screen Share - yes/no (Settings – Meeting – In Meeting (Basic))	Enter Full Screen When a Participants Shares Screen – yes/ no (Share Screen)
			Scale to Fit Shared Content to Zoom Window – yes/ no (Share Screen)
			Side-by-Side Mode – yes/ no (Share Screen)

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Schedule Meeting	Topic	Upcoming meeting reminder – yes/no (Settings – Meeting – Schedule Meeting)	
	Description (Optional)	Invitation Email – Choose Email in Language to Edit – 13 languages (Settings – Meeting – Other)	
	When (date, time)	Schedule Privilege – Assign Scheduling Privilege to: _____ / I Can Schedule for _____ (Settings – Meeting – Other)	
	Duration (Hours, Minutes)	Show International Numbers Link on Invitation email – yes/no (Settings – Telephone)	

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Schedule Meeting	Time Zone	Use HTML Format Email for Outlook Plugin – yes/no (Settings – Meeting – In Meeting (Advanced))	
	Recurring Meeting – yes/no		
Security		Require Encryption for 3 rd Party Endpoints (SIP/H.323) – yes/no (Settings – Meeting – In Meeting (Basic))	
		Report Participants to Zoom – yes/no (Settings – Meeting - In Meeting (Advanced))	
		Identify Guest Participants in the Meeting or Webinar – yes/no (Settings – Meeting – In Meeting (Advanced))	

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Statistics			Various
Toolbar (In-Meeting)		Always Show Meeting Control Toolbar – yes/no (Settings – Meeting – In Meeting (Basic))	
Video/Photos	Host – yes/no	Host Video – yes/no (Settings – Meeting – Schedule Meeting)	Camera – Widescreen/Original Ratio (Video – Camera)
	Participant – yes/no	Participant Video – yes/no (Settings – Meeting – Schedule Meeting)	Enable HD - yes/no (Video – My Video)
	Participant – yes/no	Participant Video – yes/no (Settings – Meeting – Schedule Meeting)	Enable HD - yes/no (Video – My Video)
		Hide Participant Profile Pictures in the Meeting – yes/no (Settings – Meeting – In Meeting (Basic))	Mirror my video – yes/no (Video – My Video)

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Video/Photos		Far End Camera Control (another user can take over your camera; BOTH participants must have setting turned on) – yes/no (Settings – Meeting – In Meeting (Advanced))	Touch up My Appearance – yes/no (Video – My Video)
		Allow Participants to Rename Themselves – yes/no (Settings – Meeting – In Meeting (Basic))	Always Display Participant Names in Their Video (Video – Meetings)
			Turn Off My Video When Joining a Meeting – yes/no (Video – Meetings)
			Always Show Video Preview Dialog When Joining a Video Meeting – yes/no (Video – Meetings)
			Hide Non Video Participants – yes/no (Video – Meetings)

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Video/Photos			Spotlight My Video When I Speak – yes/no (Video – Meetings)
			Display up to 49 Participants Per Screen in Gallery View (Can be grayed out if computer processor doesn't meet minimum requirements) – yes/no (Video – Meetings)
			Enable De-Noise – yes/no (Video – Advanced button)
			Enable Hardware Acceleration for Video Processing – yes/no (Video – Advanced button)
			Enable Hardware Acceleration for Sending Video – yes/no (Video – Advanced button)
			Enable Hardware Acceleration for Receiving Video – yes/no (Video – Advanced button)

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Video/Photos			Video Rendering Method – several choices (Video – Advanced button)
			Video Rendering Post Processing – Auto/Enable/Disable (Video – Advanced button)
			Video Capturing Method – Auto/Direct Show/Media Foundation (Video – Advanced button)
			Stop My Video and Audio When My Display Is off or Screensaver Begins – yes/no (General)
Virtual Background		Virtual Background – yes/no Allow Use of Videos for Virtual Background – yes/no (Settings – Meeting – In Meeting (Advanced))	Choose Virtual Background – choices (Virtual Background)

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Virtual Background			I Have a Green Screen – yes/no (Virtual Background)
			Mirror Video – yes/no (Virtual Background)
Waiting Room	Enable Waiting Room – yes/no	Waiting Room – yes/no (Settings – Meeting – Security)	
Other		Feedback to Zoom – yes/no (Settings – Meeting – In Meeting (Basic))	Start Zoom When I Start Windows – yes/no (General)
		Display End of Meeting Experience Feedback Survey – yes/no (Settings – Meeting – In Meeting (Basic))	When Closed Minimize Window to the Notification Area Instead of the Task Bar – yes/no (General)
		Only Show Default Email When Sending Email Invites – yes/no (Settings – Meeting – In Meeting (Advanced))	Use Dual Monitors – yes/no (General)

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Other		When a Meeting is Cancelled – yes/no (notify host and participants) (Settings – Meeting – Email Notification)	Automatically Copy Invite Link Once the Meeting Starts – yes/no (General)
		Blur Snapshot on IOS Task Switcher – yes/no (Settings – Meeting – Other)	Show My Connected Time – yes/no (General)
		Integration Authentication – Key _____/Secret /Regenerate button (Settings – Meeting – Other)	Remind Me x Minutes Before My Upcoming Meeting – yes/no (General)
		Mask Phone Number in the Participant List – yes/no (Settings – Telephone)	Reaction Skin Tone – several options (General)
		Nonverbal Feedback (participant’s screen) – yes/no (Settings – Meeting – In Meeting (Basic))	

