Recommended Zoom Settings

Log in to your ucr.zoom.us account and go to “Settings” to change your Zoom defaults based on the choices below.

Make sure to create a unique Meeting ID instead of using your PMI (Personal Meeting ID).
There are detailed instructions on creating a recurring meeting at https://keepeteaching.ucr.edu

Enable

- **Waiting room**
  Enable waiting room, but make sure to check **Guest Participants Only**. This way, your students will enter seamlessly, while any non-UCR participants will remain in the waiting room until you let them in. Customize your waiting room message to let your students know they should *Sign in with UCR NetID and password* to bypass waiting room.

- **Embed password in meeting link for one-click join**
  This will simply create a more complex URL without students having to enter a password.

- **Screen sharing**
  If you click “host only,” only you would be able to share your screen. As a host (if you decide mid-meeting) you can still grant individuals the ability to share in the Participant window.
  - **Host only**

- **Mute participants upon entry**
  Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Disable

- **Join before host**
  Turn off join before host. Students won’t be allowed the meeting without you present.

- **Allow participants to rename themselves**
  Disables participants from choosing an inappropriate name or impersonating a student name.

- **Private chat**
  Disables meeting participants to send a private 1:1 message to another participant.

- **Participants can record locally**
  Students will not be able to record the meeting to their own computer.

- **Allow removed participants to rejoin**
  This will stop the participants you removed from signing back in to the meeting.

During a Meeting: The Participants window

**Security settings:**
Now you can also access many zoom security features conveniently via the new **Security** menu.

- **Mute all:**
  You can mute all during the meeting in the Participant window. Click the More button, and you can also stop participants from unmuting themselves.

- **Stop participants’ video:**
  You can stop each participant’s video in the Participant window by selecting Manage Participants and then selecting the video icon next to the student name.

- **Put on hold or Remove:**
  From that participants window, you can mouse over a participant’s name, and several options will appear, including **Put on hold** and **Remove**. Your UCR Zoom settings are by default set to bar removed participants from returning.

- **Lock meeting**
  You can lock the meeting by clicking the Lock Meeting button. This will prevent participants from joining during the meeting.

- **Unlock meeting**
  To unlock the meeting, click the Lock Meeting button again.

- **Enable waiting room**
  You can enable the waiting room by clicking the Enable Waiting Room button.

- **Disable waiting room**
  To disable the waiting room, click the Disable Waiting Room button.

- **Allow participants to join**
  You can allow participants to join by clicking the Allow Participants to Join button.

- **Disallow participants to join**
  To disallow participants to join, click the Disallow Participants to Join button.

- **Share screen**
  You can share your screen by clicking the Share Screen button.

- **Send private chat**
  You can send a private chat by clicking the Send Private Chat button.

- **Rename themselves**
  You can rename yourself by clicking the Rename button.

- **Remove from meeting**
  You can remove a participant from the meeting by clicking the Remove button.

- **Put on hold**
  You can put a participant on hold by clicking the Put on Hold button.

- **Resume**
  You can resume a participant by clicking the Resume button.

- **Mute participants**
  You can mute participants by clicking the Mute Participants button.

- **Unmute participants**
  You can unmute participants by clicking the Unmute Participants button.

- **More options**
  Click the More button to view additional options such as Lock Meeting, Unlock Meeting, and more.

- **5 participants**
  This is the number of participants currently in the meeting.