

Log in to your [ucr.zoom.us](https://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://keep-teaching.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.

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

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- 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

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- 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.

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

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

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

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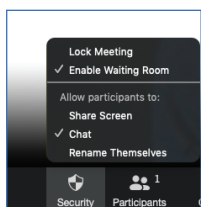
- Allow removed participants to rejoin**  
 This will stop the participants you removed from signing back in to the meeting.

## During a Meeting: The Participants window

**NEW**

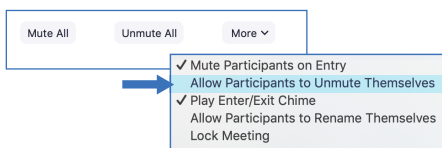
### Security settings:

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.

