



Zoom options

Desktop app (affects only you on that device)

Video

- 16:9 (Widescreen)
- HD - only if recording
- Always display participant names on their video (so you can see who is who)
- Spotlight my video when I speak (you see what others see)
- Display up to 49 participants per screen in Gallery View (to see everyone)

Share screen

- Scale to fit shared content to Zoom window (otherwise you might miss what people are showing)
- Show Zoom windows during screen share (so you can see if anyone is dozing off)
- Side by side mode (when someone else is sharing – you can still see people)
- Silence system notifications when sharing desktop (so people don't see that embarrassing email subject line).

Advanced settings (set through your account)

- Require a password when scheduling new meetings (improves security)
- Embed password in invite link for one-click join (makes it easier – but don't put link on public website)
- Require password for participants joining by phone (only for paid accounts)
- Private chat (you may want to disable it so people what people write is visible to all participants)
- Show Zoom windows during screen share (not sure why this is in both places)
- Screen sharing – on (so you can share your screen)
 - Who can share – All participants – you can turn it off during the meeting)
 - Who can start sharing when someone else is sharing? - Host only
- Allow sharing whiteboard during a meeting (You may want to use it)
- Nonverbal feedback (you can ask for sign if people want you to stop when they are muted)
- Allow participants to rename themselves (Very useful if they have all joined as Mickey Mouse)
- Breakout room – off (you are unlikely to use it)
- Waiting room – on (Participants are placed in the waiting room until you let them in – which means you can do your final preparations without anyone seeing – and you can make sure that only those you expected can join the meeting).



- Show a “join from your browser” link – on (Sometimes the client cannot run – and sometimes it does not recognise their webcam, but Chrome or Edge Chromium can)