UM Youth Programs Zoom Recommended Settings

The recommendation list below is not exhaustive of the possible configurations for your Zoom settings; however, it specifies the settings that should be included or avoided for interactions with youth. Based on your program's needs, there may be exceptions to the recommendations below, so please contact University Protection of Minors Program to review the individual needs of your program.

Getting Started

Before beginning the online presentation of your program, you should familiarize themselves with the settings on Zoom. To do this, go to Managing Zoom Security Options to view Managing Zoom Security. All Zoom meetings **must** have the Waiting Room, Passcode and/or the authenticated user setting enabled. Also, go to your Zoom advanced features to review settings for Meeting, Recording and Other Settings.

Meeting Settings
Schedule Meeting

SETTING	MODE	NOTES
Participants video	Depends on the program delivery type	
Audio type	(Telephone and Computer Audio)	*Some participants may not have access to a camera, so giving participants telephone audio option will allow for a more inclusive environment.*
Join before host	OFF	
Personal meeting id	Depends on the program delivery type	*If you have multiple sessions, this is a convenient way to meet on multiple occasions.*
Only authenticated users can join	On	Sign in to Zoom
Require a password	On	
Embed password in meeting link for one-click join	Off	
Require password for participants joining by phone	On	
Mute participants upon entry	On	

In Meeting (Basic)

SETTING	MODE	NOTES
Chat	Depends on the program delivery type	
	If on, make sure "Prevent Participants from saving chat" is selected and saved.	*Ensure that staff are monitoring chat rooms, if enabled, to ensure inappropriate content is not shared in chat.*
Private chat	Off	*This is to prevent one on one interactions between staff and participants and to prevent participants from having private chats that are unmonitored.*
Auto saving chats	Off	
Play sound when participants join or leave	On	
File transfer	Off	
Co-host	On	*There should be no less than two staff members present during all sessions with youth.*
Screen sharing	Select "Host Only"	*This to prevent participants from taking control of the Zoom call and sharing unnecessarily.*
Remote control	Off	
Nonverbal feedback	On	
Allow removed participants to rejoin	Off	
Allow participants to rename themselves	Off	*This is to prevent participants from disrupting the program by changing their name to something potentially inappropriate.*
Hide participants profile pictures in a meeting	Depends on the program delivery type	*Participants may be logging in from a parent or legal guardian's account, so that individual's profile would be shared.*

In Meetings (Advanced)

SETTING	MODE	NOTES
Breakout rooms	Depends on the Program delivery type	*Make sure host assigns participants to breakout rooms and have staff monitoring breakout rooms.*
Remote support	Off	
Closed captioning	Depending on the need for accessibility	Zoom uses Otter AI for transactions.
(If CC is on) save captions	Depending on the need for accessibility	
Language interpretation	Depending on the need for accessibility	
Far end camera control	Off	
Virtual background	Depends on the program	*Programs can choose to turn off virtual backgrounds of the attendees. This can also be changed throughout the Zoom, so if the program decides the virtual backgrounds are a distraction, they can change the setting.*
Identify guest participants in the meeting/webinar	On	
Only show default email when sending email invites	Off	
Waiting room	On – Select "All Participants"	
Allow live streaming meetings	Off	

Recording Settings / Telephone Settings

*If you choose to record your virtual program, even if for internal purposes, programs should have participants sign a photo/video release and inform participants legal guardian that the zoom call is being recorded. If you choose to record your session as the host, please be sure to **review the recording before sharing publicly**. Be sure to edit and/or remove any content that may be a negative reflection on your participants, your program, and the University.*

SETTING	MODE	NOTES
Local recording	Off	*You should not allow participants to record the program. The host will still be allowed to record and save to*

		the cloud, however you cannot differentiate between the hosts and participants when recording locally.
Cloud recording	Depends on the program	*If you choose to record the program, you will want to have this selected.*
(If cloud recording on) select what settings for who/what is to be recorded	Depends on the program	*If you choose to record the gallery view, make sure participants are aware they are being recorded.*
Recording disclaimer	Depends on the program (Discouraged, however the participants should be told previously that the program is going to be recorded).	*This is discouraged because if the participant selects "No", they will not be allowed to join the meeting.*
Require password to access shared cloud recordings	On	
Mask phone number in the participant list	On	

Other Settings (Waiting Room/In Meeting)

SETTING	NOTES
In the waiting room, the host can rename participants manually.	*If you want to change the names or remove last names (aka change Robert Green to Bobby G.).*
Once all attendees are present, lock the room.	*This is to prevent participants adding any additional attendees or accessing the directory from meeting.*
During the meeting, if you have the waiting room enabled, you can manually move an attendee to the waiting room and then manually bring them back into the meeting.	*Just in case an attendee is being unruly or needs to step out, you can put them in the waiting room as a sort of "time out".*