Zoom Settings

SECURITY CHECKLIST

Use Personal Meeting ID when scheduling meetings	OFF (gray)
Require a password when scheduling new meetings	**ON (blue)**
Require Encryption for 3rd Party Endpoints ("3rd Party Endpoints" = Participants)	**ON (blue)**
Play sound when participants join or leave	**ON (blue)**
Allow removed participants to rejoin	OFF (gray)
Waiting room (host can turn off after opening the room)	**ON (blue)**

NOTE: In SETTINGS, click the "button" to toggle individual features **ON** or **OFF**.

CHOICES to Enhance Engagement of Participants

Chat Allow in settings, then have choice to stop or start inside the Zoom room.	**ON (blue)**
File Transfer	**ON (blue)**
Polling	**ON (blue)**
Always show meeting control toolbar	**ON (blue)**
Screen Sharing Allow in Settings, then have choice in the Zoom room	**ON (blue)**
Annotation Allow in settings, then have choice to stop or start inside the Zoom room.	*Choice*
Whiteboard	*Choice*
Remote Control Can be *slooowww*. Annotation works better.	*Choice*
Allow participants to rename themselves	*Choice*
Hide participant's profile picture	*Choice*
Virtual Background	*Choice*
Breakout room Have to allow in settings if you want to use.	*Choice*