

## Recommended Zoom Settings for Brown Act NC Meetings

Revised April 28, 2020

General Capabilities of Zoom		Features		
Supports web video capabilities	Yes			
Has an internet browser only solution	Yes			
Supports both phone dial-in audio and computer based audio	Yes			
Allows for screen sharing of content (presentations, videos, etc)	Yes			
Allows for host control to mute participants as needed	Yes			
Ability to record meetings	Yes			
Free access for users	Yes			
Low bandwidth client option	Dynamically adjusts			
Requires all users to specify their name on their connection	See specific recommendation			
Online moderator to be able to queue up speakers and answers	Yes			
Capability to designate someone as a speaker vs. non-speaker (non-speakers are automatically muted).	Yes			
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
SCHEDULE MEETING				
Host Video	On	Yes	Host can still choose to join with camera off	
Participants Video	Off	Yes	Participants can still turn camera on during meeting. Host can Stop Camera after participants starts camera, after that they cannot turn camera back on (until host invites them to)	
Audio type	Telephone and Computer Audio	Yes	Choice of audio input device	
Join before host	Off	Yes	Participants who call in early will be put on hold	
Use Personal Meeting ID (PMI) when scheduling a meeting	Off	Yes	PMI is 10 digit permanent Zoom "phone number" for your Account	
Use Personal Meeting ID (PMI) when starting an instant meeting	Off	N/A		
Only authenticated users can join meetings	Off	Yes	Public won't have a Zoom Account	
Only authenticated users can join meetings from Web client	Off	Yes		
Require a password when scheduling new meetings	Off	Yes	Turned On 4/13/20	
Require a password for instant meetings	Off	N/A		
Require a password for Personal Meeting ID (PMI)	Off	N/A		
Embed password in meeting link for one-click join	Off	No	Turned Off 4/13/20	
Require a password for participants joining by phone	See notes	No	If meeting has a password, phone participants need to enter password as well. Use <b>On</b> for private meetings. Use <b>Off</b> for meetings where public joins by phone only and only share password with commissioners.	
Mute participants upon entry	On	Yes		<small>This feature is only available with version 3.5.63382.0829 or later</small>
Upcoming meeting reminder	Off	No		<small>This feature is only available with version 4.1.24407.0507 (Windows) and 4.1.24423.0507 (macOS) or later</small>
Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
IN MEETING (BASIC)				
Require Encryption for 3rd Party Endpoints (SIP/H.323)	Off	No		

Chat	Off	No		
Private chat	Off	No		
Auto saving chats	Off	No		
Play sound when participants join or leave	<b>See Notes</b>	No	This option plays sound when participants join or leave	
Heard by Host and all attendees	Checked	No		
Heard by Host only	Unchecked	No		
Record and play their own voice	Unchecked	No		
File transfer	Off	No		This feature is only available with version 4.6.10 (Windows) and 4.6.10 (macOS) or later
Feedback to Zoom	Off	No		
Display end-of-meeting experience feedback survey	Off	No		This feature is only available with version 4.0 or later
Co-host	<b>On</b>	No	Co-Hosts can un-mute themselves and present their screens. No Limit known at this time	
Polling	Off	No		This feature is only available with version 3.5.63382.0829 or later
Allow host to put attendee on hold	Off	No	4/14: This setting does not appear	
Always show meeting control toolbar	<b>On</b>	No		This feature is only available with version 4.0 or later
Show Zoom windows during screen share	Off	No		This feature is only available with version 3.6.10810.1031 or later
Screen sharing	<b>On</b>	No		
Who can share?	Host Only	No		
Who can start sharing when someone else is sharing?	Host Only	No		
Disable desktop screen share for users	<b>On</b>	No		This feature is only available with version 4.6.0 or later
Annotation	Off	No		The ability to disable Annotation only effect on Zoom client with version 3.5.63382.0829 or later
Whiteboard	Off	No		This feature is only available with version 4.0.4 or later
Remote control	Off	No		
Nonverbal feedback	<b>On</b>	No		This feature is only available with version 4.0.25513.0228 or later
Allow removed participants to rejoin	Off	No		This feature is only available with version 4.3.46185.0120 or later
Allow participants to rename themselves	Off	No	4/14/20 This setting should be <b>Off</b> as only Hosts should rename participants.	This feature is only available with version 4.6.10 or later
Hide participant profile pictures in a meeting	<b>On</b>	No	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.	This feature is only available with version 5.0.0 or later
<b>Recommended Settings for Webinar Meetings Settings: Meeting</b>				
	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>IN MEETING (ADVANCED)</b>				
Report participants to Zoom	<b>On</b>	No	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting control toolbar.	This feature is only available with version 5.0.0 or later
Breakout room	Off	No		
Remote support	Off	No		
Closed captioning	<b>See Notes</b>	No	Turn <b>On</b> , if request for accomodation is made. Please ensure you have <b>72 hours</b> to make request.	
Save Captions	Off	No	<b>Cannot turn On</b> when Closed captioning is <b>Off</b> (Row/Line 62)	
Language Intepretation	<b>See Notes</b>		Turn <b>On</b> , if request for accomodation is made. Please ensure you have <b>72 hours</b> to make request.	
Far end camera control	Off	No		
Group HD video	Off	No		

Virtual background	Off	No		
Identify guest participants in the meeting/webinar	Off	No	Adds (guest) note to participants without lacity.org zoom account	This feature is only available with version 4.0.5 or later
Auto-answer group in chat	Off	No		
Only show default email when sending email invites	Off	No		
Use HTML format email for Outlook plugin	Off	No		
Allow users to select stereo audio in their client settings	Off	No		
Allow users to select original sound in their client settings	Off	No	4/14/20 Added this setting based on zoom.scheduler@lacity.org	
Attention-tracking	Off	No	Deprecated by Zoom on April 2, 2020, this setting does not appear.	
Waiting room	Off	Yes		This feature is only available with version 4.0 or later. The customized waiting room UI is only available with 4.1.20185.0205 or later
Show a "Join from your browser" link	Off	No		
Allow live streaming meetings	Off	No		
<b>Recommended Settings for Webinar Meetings Settings: Meeting</b>	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>EMAIL NOTIFICATION</b>				
When a cloud recording is available	On	No		
Send a copy to the person who scheduled the meeting/webinar for the host	Keep unchecked			
When attendees join meeting before host	On	No		
When a meeting is cancelled	On	No		
When an alternative host is set or removed from a meeting	On	No		
When someone scheduled a meeting for a host	On	No		
When the cloud recording is going to be permanently deleted from trash	Off	No		
<b>Recommended Settings for Webinar Meetings Settings: Meeting</b>	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>OTHER</b>				
Blur snapshot on iOS task switcher	Off	No	Hide zoom info in iOS task switcher preview	
Invitation Email	English	No		
Schedule privilege		No	Proxy access to schedule meetings	
Assign Scheduling privilege to	No one			
I can schedule for	No one			
<b>Recommended Settings for Webinar Meetings Settings: Recording</b>	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>RECORDING</b>				
Local Recording	Off	No		
Cloud Recording	See notes	No	The Neighborhood Council has the option to record the zoom meetings, but will need to follow their record retention.	
Record active speaker with shared screen	Checked	No		
Record gallery view with shared screen	Unchecked	No	Gallery view is the default. When someone is sharing a screen, active speaker will show on the top right corner of the shared screen.	
Record active speaker, gallery view and shared screen separately	Unchecked	No		
Record an audio only file	Checked	No		
Save chat messages from the meeting/webinar	Unchecked	No		
<b>ADVANCED CLOUD RECORDING SETTINGS</b>				
Add a timestamp to the recordings	Checked	No	Enable this option to embed the date and time of the actual meeting into the video recording	

Display participants' names in the recording	Unchecked	No		
Record thumbnails when sharing	Unchecked	No	Include a thumbnail video of the presenter when the recording includes a shared screen	
Optimize the recording for 3rd party video editor	Unchecked	No	Enable this option to ensure compatibility of the recording file created by Zoom with video editing software you can use to modify the recording file. This will increase both the file size and the time it will take to generate the recording file.	
Save panelist chat to the recording	Unchecked	No	The messages sent by panelists during a webinar to either all participants or all panelists and attendees will be saved to the recording.	
Automatic recording	Off	No		
IP Address Access Control	Off	No		
Only authenticated users can view cloud recordings	Off	No		
Require password to access shared cloud recordings	Off	No		
Auto delete cloud recordings after days	On	No		
Specify a time range (days)	30	No	30 days is the minimum amount of days required to hold a recorded webinar. See EVG Protocols for guidance.	
The Host can delete cloud recordings	On	No	This option is set on default.	
Recording Disclaimer	On	No		This feature is only available on Zoom client with the following versions or later: 4.4.52532.0413 (Windows) 4.4.52551.0414 (MacOS) 4.4.52555.0414 (Android) 2.8.18.2821.0412 (Linux) 4.4.52549.0913 (iOS)
Ask participants for consent when recording starts	Checked	No		
Ask host to confirm before starting a recording	Checked	No		
Multiple audio notifications of recorded meeting	Off	No		
<b>Recommended Settings for Webinar Meetings Settings: Telephone</b>	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>TELEPHONE</b>				
Show international numbers link on the invitation email	Off	No		
Toll Call	Off	No		
3rd Party Audio	Off	No		
Mask phone number in the participant list	On	No		
Global Dial-in Countries/Regions	United States of America	No		
<b>Recommended Settings for Webinar Meetings DURING MEETING</b>	<b>Setting Option</b>	<b>Override in Scheduled Webinar?</b>	<b>Notes</b>	<b>Zoom Version</b>
<b>SETTINGS TO SET DURING ZOOM WEBINAR (BY HOST)</b>				
<b>Chat: [...] menu at bottom right</b>				
Allow Attendees to chat with: Host	Off	Yes	This option allows participants to do tech support discussion with hosts (i.e., mic doesn't work) Alternative: share tech support phone number with commissioners	
<b>Participants: [More] menu at bottom right</b>				
Allow Attendees to Unmute themselves	Off	Yes	Commissioners must raise hand to be unmuted or be promoted to Co-Host	
Allow Attendees to Rename themselves	Off	Yes	Hosts can rename as needed	