**Two-Way Virtual Programming**
Pre-Meeting Settings for Zoom Two-Way, including YSF Child-Safe Security Controls
YMCA OF SAN FRANCISCO

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**Purpose of this guide:** To provide instruction for enabling and disabling user settings in Zoom Meetings, including YSF Child-Safe Security Controls

Before you enable Zoom Security Controls

1. Read [Best Practices for Securing Your Zoom Meetings](https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/)

When you’re ready to enable pre-meeting Security Controls (for child-safe):

1. Sign-in to your [zoom.us](https://zoom.us) account
2. Select **Settings** from the left-side menu
3. Align each of the Security Controls below to your Zoom Account

Note: Each feature with an \* can be manually changed once inside the meeting

* Host video – **enable\***
* Participants video – **disable\***
* Audio type – **telephone and computer audio**
* Join before host – **disable**
* Use Personal Meeting ID (PM) when scheduling a meeting – **disable**
* Use Personal Meeting ID (PM) when starting an instant meeting – **disable**
* Only authenticated users can join meetings from Web Client – **enable**
* Require a password when scheduling new meetings – **disable**
* Require a password for instant meetings – **disable**
* Require a password for Personal Meeting ID (PMI) - **disable**
* Embed password in meeting link for one-click join – **enable**
* Require password for participants joining by phone – **disable**
* Mute participants upon entry – **enable\***
* Upcoming meeting reminder – **user's choice**
* Require Encryption for 3rd Party Endpoints (H323/SIP) - **disable**
* Chat – **enable**
* Private chat – **disable**
* Auto saving chats – **enable**
* Play sound when participants join or leave – **user's choice**
* File transfer – **enable**
* Feedback to Zoom – **user's choice**
* Display end-of-meeting experience feedback survey **– user's choice**
* Co-Host – **enable**
* Polling – **enable**
* Always show meeting control toolbar – **user's choice**
* Show Zoom Windows during screen share – **user's choice**
* Screensharing – **all participants\*** (Hosts should disable the feature in-meeting to prevent unwanted sharing during meetings. Hosts can enable the feature if a student needs to share screen)
* Disable desktop/screen share for users – **disable**
* Annotation – **enable**
* Whiteboard – **enable**
* Remote Control – **enable (if possible)**
* Nonverbal feedback – **enable**
* Allow removed participants to join **– disable**
* Allow participants to rename themselves – **enable** (but recommend it be disabled in-meeting to prevent students from naming themselves inappropriately. The Host can change student and Co-Host names manually in-meeting)
* Show participant’s profile picture – **disable**
* Give hosts option to report participants to Zoom – **enable**
* Breakout room – **enable**
* Remote support – **enable (if possible)**
* Closed captioning – **enable**
* Save captions – **user's choice**
* Far end camera control – **disable**
* Group HD video – **disable**
* Virtual background – **enable**
	+ If a participant is found to be using an inappropriate virtual background in meeting, they should be “removed” from the meeting
* Identify guest participants in the meeting/webinar - **disable**
* Auto-answer group in chat – **user's choice**
* Only show default email when sending email invites – **disable**
* Use HTML format email for Outlook plugin – **disable**
* Allow users to select stereo audio in their client settings – **disable**
* Allow users to select original sound in their client settings – **disable**
* Select data center regions for meetings/webinars hosted by your account – **disable**
* Waiting room – **enable**
* Show a “join from your browser” link – **enable**
* Allow live streaming meetings – **disable**
* Email notification settings – **user's choice**

**Limitations of Zoom Meeting**

1. Zoom does **not** allow Co-Hosts to start a meeting. If a Host is unable to start the meeting, he/she/they can assign an [Alternative Host](https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host).
2. Zoom does **not** allow a user to host multiple meetings at the same time.

If Participants try to join a meeting that the Host hasn't started, they will receive the message:



If the Host tries to start a new meeting at the same time another meeting is in-progress, the Host will be prompted to end the meeting in-progress:



If the Host ends the meeting, Participants in that meeting will receive the following message:



**Chrome Books and Zoom Functionality**

Zoom functionality on Chrome Books is unique – if you are a Chrome Book User, review these resources:

* [Getting Started on Chrome OS](https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS)
* [Configuration](https://support.zoom.us/hc/en-us/articles/203806069-Configuring-Zoom-on-Chrome-OS) for Chrome OS
* [New Updates for Chrome OS](https://support.zoom.us/hc/en-us/articles/115001620786-New-Updates-for-Chrome-OS)
* [Zoom Rooms](https://support.zoom.us/hc/en-us/articles/360023994532-Zoom-Rooms-for-Chrome-OS-Features) on Chrome OS