

This document highlights some important features in the **Settings** tab of your profile.

Video and Audio Settings

Host video: When turned *on*, this automatically enables your video camera when you begin a meeting.

Participant video: When turned *on*, this automatically enables video cameras of all meeting participants. For large classes, we recommend that this setting remain *off*.

Mute participants upon entry: When turned *on*, all participants will remain on mute unless the host unmutes them. For large classes, we recommend that this setting is turned *on*.

Authentication and Meeting Security

If you have concerns about unauthorized users accessing your live session, you may use the settings below to restrict access.

Only authenticated users can join meetings: When turned *on*, participants must verify identity, such as signing into Zoom.

Require a password when scheduling new meetings: When turned *on*, Zoom will prompt you to create a password for participants to use when accessing your Zoom session.

Tools for Engagement

We recommend that the following settings be turned *on*.

File transfer: When turned *on*, allows the host and participants to share files through the Chat window.

Nonverbal feedback: When turned *on*, the host and participants can convey simple responses using buttons in the participant window.

Breakout room: When turned *on*, the host is able to break students into private meeting room spaces for small group collaboration and discussion.

Participant Privileges

Co-host: When turned *on*, this enables you to designate another user as co-host with same rights and controls as the host. We recommend turning this feature *on* if you work with a TA during your live sessions.

Who can share? When set to *Host Only*, only hosts will be able to share screens. *All Participants* enables other users to share as well. For classes where students are expected to present, we recommend leaving this setting on *All Participants*.