

Zoom General Settings for Classroom Management

The screenshot shows the Zoom account settings page. On the left sidebar, the 'Profile' button is highlighted with a pink box. The main content area shows the account profile for 'MFM 3' with account number '111481658'. Below the profile picture, the 'Personal Meeting ID' is displayed as '760 549 5543' and the URL 'https://zoom.us/j/7605495543'. The URL is highlighted with a pink box. To the right of the URL, there is an 'Edit' button, also highlighted with a pink box. Below the URL, there is a green checkmark and the text 'Use this ID for instant meetings'. Other settings like 'Sign-In Email', 'User Type', 'Capacity', 'Language', 'Date and Time', and 'Calendar and Contact Integration' are visible. A 'Help' button is located in the bottom right corner.

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Profile

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Knowledge Base

MFM 3

Account No. 111481658

Change Delete

Personal Meeting ID

760 549 5543

https://zoom.us/j/7605495543

✓ Use this ID for instant meetings

Sign-In Email

adriannemeldrum@gmail.com

Linked accounts:

User Type

Licensed

Capacity

Meeting 100

Language

English

Date and Time

Time Zone (GMT-6:00) Mountain Time (US and Canada)

Date Format mm/dd/yyyy Example: 08/15/2011

Time Format × Use 24-hour time

Calendar and Contact Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

Connect to Calendar and Contact Service

Edit

Edit

Edit

Help

Step 1: Click edit on the Personal Meeting ID

Step 2: Click to check the “Use Personal Meeting ID for instant meetings”. Then click “save”.


Zoom General Settings for Classroom Management

The screenshot displays the Zoom web application interface. On the left sidebar, the 'Settings' button is highlighted with a pink rectangle. The main content area shows the 'Meeting' tab selected, with sub-tabs for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Audio Type' section is visible, showing three radio button options: 'Telephone and Computer Audio' (selected), 'Telephone', and 'Computer Audio' (highlighted with a pink rectangle). Other settings like 'Host video', 'Participants video', 'Join before host', 'Use Personal Meeting ID (PMI) when scheduling a meeting', and 'Use Personal Meeting ID (PMI) when starting an instant meeting' are also visible with their respective toggle switches.

Step 3: Click Blue settings button (far left)

Step 4: Under Audio Type, select the “computer audio” option

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[Schedule Meeting](#)
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Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☐ Telephone and Computer Audio
☐ Telephone
☒ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Only authenticated users can join meetings




The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.





Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings

A random password will be generated when starting an instant meeting


 Click


Modified [Reset](#)

Modified [Reset](#)


Modified [Reset](#)

Step 5: Toggle on “Use Personal Meeting ID (PMI) when scheduling a meeting (this will toggle it blue)

Step 6: Make sure the option below it is also toggled on.

Tutorial by Adrienne Meldrum thetutorcoach.com ©2020


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In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)
Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).
☐

Chat
Allow meeting participants to send a message visible to all participants
☐ Prevent participants from saving chat 

Private chat
Allow meeting participants to send a private 1:1 message to another participant.
☐

Auto saving chats
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
☐

Play sound when participants join or leave
Play sound when participants join or leave
☐ Heard by host and all attendees
☒ Heard by host only
When each participant joins by telephone
☐ Record and play their own voice

☒☐☒☐☐

Click

☐

Modified [Reset](#)

Step 7: Private chat. If you don't want students to chat with each other instead of interacting with the lesson, toggle this OFF (make it grey). If you are okay with it, keep it ON (make it blue).


Step 8: If you'd like to save anything said in the chat, toggle ON the Auto saving chats option.

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Schedule Meeting


[In Meeting \(Basic\)](#)

In Meeting (Advanced)


Email Notification

Other


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Play sound when participants join or leave

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 Click


☒ Heard by host only

When each participant joins by telephone

☐ Record and play their own voice

File transfer

Hosts and participants can send files through the in-meeting chat. 

☐ Only allow specified file types 

Step 9: Toggle on “Play sound when participants join or leave”. Select “heard by host only”. This sounds like a doorbell when students arrive and a sparkle like sound when they leave.

Zoom General Settings for Classroom Management

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

File transfer
Hosts and participants can send files through the in-meeting chat.

☐ Only allow specified file types

Feedback to Zoom
Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey
Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Co-host
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

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Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

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Allow host to put attendee on hold
Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar
Always show meeting controls during a meeting

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Step 10: Co-host option toggle ON if you'd like to give the same host controls to another adult in the room. I use this option when I'm teaching a class with lots of people in it. The co-host can help keep people muted during the meeting so the quality is preserved.

Zoom General Settings for Classroom Management

Screen sharing

Allow host and participants to share their screen or content during meetings


Who can share?

☐ Host Only ☒ All Participants

Who can start sharing when someone else is sharing?


☒ Host Only ☐ All Participants

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 


☒

Annotation

Allow participants to use annotation tools to add information to shared screens 

☒

Whiteboard

Allow participants to share whiteboard during a meeting 

☐ Auto save whiteboard content when sharing is stopped

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

☒

Click










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Step 11: Share Screen

Change it to host only if you do not want others to share the screen. This is how you protect students from others sharing inappropriate images or distracting the class.

Zoom General Settings for Classroom Management

Screen sharing Allow host and participants to share their screen or content during meetings		Modified Reset
Who can share? <input type="radio"/> Host Only <input checked="" type="radio"/> All Participants		
Who can start sharing when someone else is sharing? <input checked="" type="radio"/> Host Only <input type="radio"/> All Participants		
Disable desktop/screen share for users Disable desktop or screen share in a meeting and only allow sharing of selected applications. 		
Annotation Allow participants to use annotation tools to add information to shared screens 		
Whiteboard Allow participants to share whiteboard during a meeting 		
<input type="checkbox"/> Auto save whiteboard content when sharing is stopped		
Remote control During screen sharing, the person who is sharing can allow others to control the shared content		

Step 12: Remote control

This is how you can make lessons FUN and interactive. Remote control is granting a student access to use your mouse during a lesson. They can interact with the software and have fun. Control can be taken back to give other students an opportunity to interact.

Zoom General Settings for Classroom Management

Schedule Meeting	this group will be automatically answered.	
In Meeting (Basic)	Only show default email when sending email invites	<input type="checkbox"/>
In Meeting (Advanced)	Allow users to invite participants by email only by using the default email program selected on their computer	
Email Notification	Use HTML format email for Outlook plugin	<input type="checkbox"/>
Other	Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin	
	Allow users to select stereo audio in their client settings	<input type="checkbox"/>
	Allow users to select stereo audio during a meeting	
	Allow users to select original sound in their client settings	<input type="checkbox"/>
	Allow users to select original sound during a meeting	
	Attention tracking	<input checked="" type="checkbox"/>
	Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.	
	<div>Waiting room<p>Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ?</p><p>Choose which participants to place in the waiting room:</p><p><input checked="" type="radio"/> All participants</p><p><input type="radio"/> Guest participants only ?</p><p>Customize the title, logo, and description ✎</p></div>	<div><input checked="" type="checkbox"/> Click</div>

Step 13: Waiting Room - IMPORTANT

This is how you protect students from unwanted attendees coming in. We use it as a way to hold students at the virtual door before you let a new class in. Make sure that you edit your settings and take the time to customize the title, logo, and description.

Add a picture of you and additional instruction if they've been waiting a long time.