

Here are the Zoom settings we've decided on at CoDA Ireland intergroup as per guidance from other 12-step programmes, and our own experience with online meetings to date. We amend these settings by signing in at the website on [www.zoom.us](http://www.zoom.us) & clicking on 'Settings'.

**'Meeting' Tab: 'Security'**

<b>Title</b>	<b>Explanation</b>	<b>Our setting</b>
Waiting Room	When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.	Blue
Waiting Room Options	The options you select here apply to meetings hosted by users who turned 'Waiting Room' on	We have a green tick beside 'Everyone will go in the waiting room'
Meeting Passcode	All instant, and scheduled meetings that users can join via client, or room systems will be passcode-protected. The Personal Meeting ID (PMI) meetings are not included.	Blue
Personal Meeting ID (PMI) Passcode	All Personal Meeting ID (PMI) meetings that users can join via client, or room systems will be passcode-protected.	Blue
Passcode:	This is the 6-digit default meeting passcode you choose. By default it's disguised as 6 asterisks (like this: *****) but if you press 'Show' you can see the digits, and if you press 'Edit' you can change the digits.	We make this passcode as simple as possible.
Require passcode for participants joining by phone	A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.	Blue
Embed passcode in invite link for one-click join	Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.	Blue
Only authenticated users can join meetings	You can restrict your participant list to users whose email addresses all use the same ending (e.g. who all work for the same company) or to verified users who authenticate in advance via some slightly complex techno-magic. .	Grey
Meeting Authentication Options:		Sign in to Zoom (Default)
If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.  If Waiting Room is not enabled, phone dial-in only users will:		We clicked on 'Be allowed to join the meeting' so the circle beside it is outlined in blue
Only authenticated users can join meetings from Web client	The participants need to authenticate prior to joining meetings from web client	Grey
Approve or block entry to users from specific regions/countries	Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.	Grey

**'Meeting' Tab: 'Schedule Meeting'**

<b>Title</b>	<b>Explanation</b>	<b>Our setting</b>
Host video	Start meetings with host video on	Blue
Participants video	Start meetings with participant video on. Participants can change this during the meeting.	Grey

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.	We clicked on 'Telephone and Computer Audio' so the circle beside it is outlined in blue
Allow participants to join before host	Allow participants to join the meeting before the host arrives	Grey
Enable Personal Meeting ID	A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can <a href="#">schedule or start an instant meeting with your PMI</a> . Disable PMI if you want to require users to always generate a unique meeting ID.	Grey
Use Personal Meeting ID (PMI) when scheduling a meeting		Grey
Use Personal Meeting ID (PMI) when starting an instant meeting		Grey
Mute all participants when they join a meeting	Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.	Blue

#### 'Meeting' Tab: 'In Meeting (Basic)'

Title	Explanation	Our setting
Require encryption for 3rd party endpoints (SIP/H.323)	By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.	Blue
Chat	Allow meeting participants to send a message visible to all participants	Blue
Prevent participants from saving chat		We leave this box unticked so that members can save chat if they wish
Private chat	Allow meeting participants to send a private 1:1 message to another participant.	Blue
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.	Grey
Sound notification when someone joins or leaves		Grey
File transfer	Hosts and participants can send files through the in-meeting chat.	Grey
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	Grey
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.	Grey
Co-host	Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	Blue
Polling	Add 'Polls' to the meeting controls. This allows the host to survey the attendees.	Grey
Always show meeting control toolbar	Always show meeting controls during a meeting	Blue

Show Zoom windows during screen share		Grey
Screen sharing	Allow host and participants to share their screen or content during meetings	Blue
Who can share?		Click on 'Host Only' so the circle beside it is outlined in blue
Who can start sharing when someone else is sharing?		Grey
Disable desktop/screen share for users	Disable desktop or screen share in a meeting and only allow sharing of selected applications	Blue
Annotation	Allow host and participants to use annotation tools to add information to shared screens	Grey
Whiteboard	Allow host and participants to share whiteboard during a meeting	Grey
Remote control	During screen sharing, the person who is sharing can allow others to control the shared content	Grey
Nonverbal feedback	Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.	Grey
Meeting reactions	Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings.	Grey
Allow removed participants to rejoin	Allow previously removed meeting participants and webinar panelists to rejoin	Grey
Allow participants to rename themselves	Allow meeting participants and webinar panelists to rename themselves.	Blue
Hide participant profile pictures in a meeting	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.	Grey

#### 'Meeting' Tab: 'In Meeting (Advanced)'

Title	Explanation	Our setting
Report to Zoom	Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel.	Blue
Breakout room	Allow host to split meeting participants into separate, smaller rooms	Grey
Remote support	Allow meeting host to provide 1:1 remote support to another participant	Grey
Closed captioning	Allow host to type closed captions or assign a participant/third party device to add closed captions	Grey
Save Captions	Allow participants to save fully closed captions or transcripts	Grey
Far end camera control	Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.	Grey
Group HD video	Activate higher quality video for host and participants. (This will use more bandwidth.)	Grey
Virtual background	Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.	Blue
Video filters	Turn this option on to allow users to apply filters to their videos	Grey

Identify guest participants in the meeting/webinar	Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.	Grey
Auto-answer group in chat	Allows user to add others to an 'Auto Answer Group'. Calls from members of a user's 'Auto Answer Group' will be automatically answered for that user.	Grey
Only show default email when sending email invites	Allow users to invite participants by email only by using the default email program selected on their computer	Grey
Use HTML format email for Outlook plugin	Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin	Grey
Allow users to select stereo audio in their client settings	Allow users to select stereo audio during a meeting	Grey
Allow users to select original sound in their client settings	Allow users to select original sound during a meeting	Grey
Customize data center regions for meeting/webinar data in transit	Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.	Blue: we've ticked all boxes
Show a "Join from your browser" link	Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited	Blue
Allow live streaming meetings		Grey
Show a custom disclaimer when starting or joining a meeting	Create your own disclaimer that will be shown at the start of all meetings hosted by your account	Grey
Request permission to unmute	Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person.	Grey
When a cloud recording is available	Notify host when cloud recording is available	Grey
When attendees join meeting before host	Notify host when participants join the meeting before them	Grey
When a meeting is cancelled	Notify host and participants when the meeting is cancelled	Grey
When an alternative host is set or removed from a meeting	Notify the alternative host who is set or removed	Grey
When someone scheduled a meeting for a host	Notify the host there is a meeting is scheduled, rescheduled, or cancelled	Grey
When the cloud recording is going to be permanently deleted from trash	Notify the host 7 days before the cloud recording is permanently deleted from trash	Grey

Blur snapshot on iOS app switcher	Enable this option to hide potentially sensitive information on the app switcher screen from Zoom. This screen will be shown only when multiple apps are open.	Blue
Invitation Email	Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.	Under 'Choose email in language to edit' we selected 'English'
Schedule Privilege	You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.	Beneath "Assign scheduling privilege to" We selected: "No one"  Beneath "I can schedule for" We selected: "No one"
Integration Authentication Key: Secret:		n/a

### 'Recording' Tab

Title	Explanation	Our setting
Local recording	Allow hosts and participants to record the meeting to a local file	Grey
Cloud recording	Allow hosts to record and save the meeting / webinar in the cloud	Grey
Automatic recording	Record meetings automatically as they start	Grey
IP Address Access Control	Allow cloud recording access only from specific IP address ranges	Grey
Require passcode to access shared cloud recordings	Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.	Blue
Viewers can see the transcript	When this setting is turned on, users with the sharing link will be able to view transcripts of recordings. This setting is applicable to newly generated recordings only.	Grey
Auto delete cloud recordings after days	Allow Zoom to automatically delete recordings after a specified number of days	Blue
Specify a time range (days):		Beside "Specify a time range (days):" we typed in "1"
The host can delete cloud recordings	Allow the host to delete the recordings. If this option is disabled, the recordings cannot be deleted by the host and only admin can delete them.	This is impossible to select because cloud recording is not enabled
Recording disclaimer	Show a customizable disclaimer to participants before a recording starts	Blue.  Beside "Ask participants for consent when a recording starts" we ticked box so it's blue with a tick  Beside "Ask host to confirm before starting a recording" we ticked box so it's blue with a tick.

Multiple audio notifications of recorded meeting	Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.	Blue
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### 'Telephone' Tab

Title	Explanation	Our setting
Show international numbers link on the invitation email	Show the link for Zoom International Dial-in Numbers on email invitations	Grey
Toll Call	Include the selected numbers in the Zoom client and the email invitation via the international numbers link. Participants can dial into meeting with the numbers	It's not possible to choose
Choose where most of the participants call into or call from the meeting	An accurate selection can reduce unnecessary phone call delays to improve call quality	From dropdown list: we selected 'Europe'. We clicked on 'All of Europe' so the circle beside it is outlined in blue
3rd Party Audio	Users can join the meeting using the existing 3rd party audio configuration	Grey
Mask phone number in the participant list	Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666	Blue
Global Dial-in Countries/Regions	Click the Edit icon to choose countries/regions that frequently have participants who need to dial into meetings. The dial-in phone numbers of these locations appear in the email invitation, and can be used by participants dialing in from those locations.	We clicked on pencil icon. In window, we clicked beside magnifying glass on 'Search for a country / region' and typed IRE (first few letters of our country). When IRELAND (/your country) appeared, we clicked on white box beside it so that it was blue with a white tick symbol. In right window under 'Selected Countries/Regions' we hovered over the word 'Ireland' and when the mouse changed to a cross, clicked and dragged 'Ireland' to the top of the list. Then we clicked the blue 'Save' button on the bottom right.