Zoom Settings and Where to Find Them

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Overview

Zoom's meeting settings interface is complicated. There are over 130 settings in the FREE version in **three** different locations between the account Web page (zoom.us/signin) used for setting up meetings and in the Zoom app used during live meetings. (Note: For the paid versions of Zoom, there are many additional settings available.)

On the account Web page, there are settings to create a new meeting invitation (default page after logging in or, if you do not see immediately, go to PERSONAL > Meetings along the left panel) that are good for that meeting ONLY, There is also a Settings menu along the left panel (also under PERSONAL) that are good for ALL future meetings unless adjusted here or one of the other two locations.

Note: There is also a ADMIN features menu (not discussed in this article) on the left panel below that that requires a paid account.

The Zoom app settings, on the other hand, are somewhat hidden and are displayed only when you click on the up arrows to the right of specific buttons (audio, video, etc.) along the bottom panel. In this interface, settings can be adjusted on the fly during a meeting that were preset from either the account Web pages or only available here. In addition, various host and participant buttons in the app can override these settings. Once inside the app settings, you will notice along the left panel that there are several options: General, Video, Audio, Share Screen, Virtual Background, Recording, Statistics, Keyboard Shortcuts, and Accessibility.

In the pages that follow, there is a detailed discussion of Zoom settings by several major Zoom functions that can help enhance the quality of a session and troubleshoot problems. There is also a lengthy and current (as of July, 2020) table listing settings by each of the three locations matched to major Zoom functions for easy reference. In several cases, the settings do not work in isolation but are dependent or affect one another. It is important to note that the settings can and do change, so they may be moved elsewhere or removed in the future.   Of course, as the software evolves, new settings may also be added at any time.

Zoom Settings – Major Highlights

Breakout Rooms

- If Breakout Rooms are not activated (Web account page – In Meeting (Advanced))., you will not see a Breakout Rooms button in the bottom panel of a live meeting in order to assign participants on the fly.
- If you want to assign them ahead of time when setting up a meeting, you will not see this option unless you make sure Pre-Assign Participants is checked as well just below activating Breakout Rooms (Web account page – In Meeting (Advanced))

Chat - If you are having trouble reading the Chat font size, it can be adjusted from 80 to 200 percent (app – Accessibility).

Joining Meetings - You can enable either Join Before Host (Web account page – Settings – Schedule a Meeting) or Waiting Room (Web account page – when setting up a meeting OR Web account page – Settings – Security) but NOT BOTH at the same time.

Recording - You can set up your session, so that it has Automatic Recording. Thus, you will not have to push the Record button during your session if you realize you want to record it. (Web account page – Settings – Record).

Screen Share

- You have to enable Screen Share (Web account page - Settings – In Meeting (Basic)) or else the Screen Share button disappears in the app. Several other screen share-related functions are also automatically disabled as well.
- Annotation and the White Board for Screen Share both need to be enabled (Web account page – Settings – In Meeting (Basic)) to mark up any type of shared screen (desktop, Internet browser, software application, etc.) including a white board. Because the White Board's whole purpose depends on the capability to be marked up, Annotation can be disabled and still work here. In this case, however, Annotation will be unavailable on any other type of shared screen. Both need to be disabled in order for Annotation to be completely disabled.
- The Green border to outline a shared screen must be enabled (App – Share Screen – Advanced).
  Note: Strangely, it seems to work right now only when it is unchecked. Try it either way if it does not work as you would expect.

Other

- The popular feature Touch Up My Appearance can only be found in the app (Video – My Video).
- Show My Connected Time can be activated in the app (General) and a small time recorder will appear in the upper right-hand corner of your session.

Zoom Settings Table - Major Functions Listing Order

- **Accessibility**
- **Audio**
- **Breakout Rooms**
- **Chat**
- **File Transfer**
- **ID/Password for Meeting**
- **Joining and Leaving Meeting/Waiting Room**
- **Keyboard Shortcuts**
- **Record**
- **Screen Share**
- **Schedule Meeting**
- **Security**
- **Statistics**
- **Toolbar (In-Meeting)**
- **Videos/Photos**
- **Virtual Background**
- **Waiting Room**
- **Other**

Zoom (FREE Version) Settings by Zoom Features
(as of July, 2020)

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Accessibility		Closed Captioning (manual) – yes/no **(Settings – Meeting – In Meeting (Advanced))**	Closed Caption Font Size – Normal/Medium/Large **(Accessibility)**
		Save Captions – yes/no **(Settings – Meeting – In Meeting (Advanced))**	Always Show Meeting Controls – yes/no **(Accessibility – Meeting Controls)**
			Chat Display Size – various (80-200%) **(Accessibility)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Audio	Mute Participants upon Entry – yes/no	Mute Participants upon Entry – yes/no **(Settings – Meeting – Schedule Meeting)**	Test Speaker button – choice of speakers/Volume **(Audio)**
			Microphone – choice of Mic/Volume **(Audio)**
			Mute My Microphone When Joining a Meeting – yes/no **(Audio)**
		Audio Type – Computer Audio **(Settings – Meeting – Schedule Meeting)**	Automatically Join Audio by Computer When Joining a Meeting – yes/no **(Audio)**
		Allow Users to Select Stereo Audio in Their Client Settings (during meetings) – yes/no **(Settings – Meeting – In Meeting (Advanced))**	Press to Hold SPACE to Temporarily Unmute Yourself – yes/no **(Audio)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Audio			Use Separate Audio Device to Play Ringtones Simultaneously – yes/no (**Audio**)
			Sync Buttons on Headset – yes/no (**Audio**)
		Allow Users to Select Original Sound in Their Client Settings – yes/no (**Settings – Meeting – In Meeting (Advanced)**)	Show In-Meeting Option to Enable Original Sound from Microphone (**Audio – Advanced button**)
			Suppress Persistent Background Boise several settings (**Audio – Advanced button**) Suppress Intermittent Background Noise – several settings (**Audio – Advanced button**) Echo Cancellation – several settings (**Audio – Advanced button**)

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Audio			Stop My Video and Audio When My Display Is off or Screensaver Begins – yes/no **(General)**
Breakout Room		Breakout Room (allowed during session) – yes/no Allow Host to Assign Participants When Scheduling – yes/no **(Settings – Meeting – In Meeting (Advanced))**	
Chat		Allow Meeting Participants to Send Message to Visible to All Participants – yes/no Prevent Participants from Saving Chat – yes/no **(Settings – Meeting – In Meeting (Basic))**	Chat Display Size – various (80-200%) **(Accessibility)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Chat		Private Chat – yes/no **(Settings – Meeting – In Meeting (Basic))**	
		Auto Saving Chats – yes/no **(Settings – Meeting – In Meeting (Basic))**	
		Auto Answer Group in Chat – yes/no **(Settings – Meeting – In Meeting (Advanced))**	
File Transfer		File Transfer via chat – yes/no Only Allow Specified File Types (in beta) **(Settings – Meeting – In Meeting (Basic))**	
ID/Password for Meeting	Meeting ID – Generate Automatically/Personal ID _____	Enable Personal Meeting ID – yes/no **(Settings – Meeting – Schedule Meeting)**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
ID/Password for Meeting		Use Personal Meeting ID (PMI) When Scheduling a Meeting – yes/no **(Settings – Meeting – Schedule Meeting)**	
		Use Personal Meeting ID (PMI) When Starting an Instant Meeting – yes/no **(Settings – Meeting – Schedule Meeting)**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
ID/Password for Meeting	Meeting Password - Require Meeting Password – yes (ONLY) Note: Can change password in box	Require a Password When Scheduling New Meetings – yes (ONLY) Require a Password for Meetings That Have Been Scheduled – yes (ONLY) Note: Can change password assigned here. **(Settings – Meeting – Security)**	
		Require a Password for Personal Meeting (PMI) ID – All Meetings Using PMI – yes (ONLY) Note: Can change password assigned here **(Settings – Meeting – Security)**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
ID/Password for Meeting		Require a Password for Instant Meetings – yes (ONLY) **(Settings – Meeting – Security)**	
		Embed Password in Invite Link for One Click Join – yes/no **(Settings – Meeting – Security)**	
		Require Password for Participants Joining by Phone – yes (ONLY) **(Settings – Meeting – Schedule Meeting)**	
Joining and Leaving Meeting/Waiting Room	Enable Join Before Host – yes/no	Join Before Host – Yes/No Note: Disabled if Waiting Room enabled. **(Settings – Meeting – Schedule Meeting)**	Enter Full Screen When Starting or Joining a Meeting – yes/no **(General)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Joining and Leaving Meeting/Waiting Room		Mute Participants upon Entry - yes/no **(Settings – Meeting – Schedule Meeting)**	
		Sound Notification When Someone Joins or Leaves – yes/no Play Sound for Everyone/Hosts and Co-Hosts Only When Someone Joins by Phone, Ask to Record Their Voice as the Notification – yes/no **(Settings – Meeting – In Meeting (Basic))**	Ask Me to Confirm When I Leave a Meeting – yes/no **(General)**
	Enable Waiting Room – yes/no	Waiting Room – yes/no **(Settings – Meeting – Security)**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Joining and Leaving Meeting/Waiting Room		When Attendees Join Meeting before Host – yes/no **(Settings – Meeting – Email Notification)**	
		Show a Join from Your Browser Link – yes/no **(Settings – Meeting – In Meeting (Advanced))**	
		Allow Removed Participants to Rejoin – yes/no **(Settings – Meeting – In Meeting (Basic))**	
		Only Authenticated Users Can Join Meeting from Web Client (Not available in the FREE version) – yes/**no (Settings – Meeting – Security)**	
Keyboard Shortcuts			Listing Enable Global Shortcut – yes/no **(Keyboard Shortcuts)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Record	Record Meeting Automatically on the Local Computer – yes/no	Local Recording – yes/no Hosts Can Give Participants Permission to Record Locally – yes/no **(Settings – Recording)**	Local Recording Location – select drive/Open and Change buttons **(Recording)**
		Automatic Recording – yes/no **(Settings – Recording)**	Choose a Location for the Recorded Files When the Meeting Ends – yes/no **(Recording)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Record		Recording Disclaimer – yes/no If yes: - Ask Participants for Consent Before Recording Starts – yes/no - Ask Host to Confirm Before Starting a Recording – yes/no **(Settings – Recording)**	Record a Separate Audio File for Each Participant Who Speaks – yes/no **(Recording)**
			Add a Time Stamp to the Recording – yes/no **(Recording)**
		Multiple Audio Notifications of Recorded Meeting – yes/no **(Settings – Recording)**	Optimize for Third Party Video Editor – yes/no **(Recording)**
			Keep Temporary Recording Files – yes/no **(Recording)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Record			Record Video During Screensharing – yes/no Place Video Next to the Shared Screen During the Recording – yes/no **(Recording)**
Screen Share		Screen Share – yes/no Who Can Share? Host Only/All Participants Who Can Start Sharing When Someone Else is Sharing? Host Only/All Participants **(Settings – Meeting – In Meeting (Basic))**	Enable Hardware Acceleration for Screen Sharing **(Share Screen – Advanced)**
			Show Green Border When I Select the Shared Content (**Share Screen – Advanced)**
			Screen Capture Mode – several choices (**Share Screen – Advanced)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Screen Share			Limit Your Screen Share to 10 Frames Per Second (**Share Screen – Advanced**)
			Silence System Notifications When Sharing Desktop – yes/no (**Share Screen**)
		Whiteboard – yes/no Allow Saving of Whiteboard Content – yes/no Autosave Whiteboard Content When Sharing is Stopped – yes/no (**Settings – Meeting – In-Meeting (Basic)**)	
		Disable Desktop/Screen Share for Users – yes/no (**Settings – Meeting – In Meeting (Basic)**)	Maximize Zoom Window When a Participant Shares Screen – yes/no (**Share Screen**)

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Screen Share		Remote Support (one-on-one) – yes/no **(Settings – Meeting – In Meeting (Advanced))**	
		Remote Control – yes/no – (Not available in the FREE version) **(Settings – Meeting – In Meeting (Basic))**	Enable the Remote Control of All Applications (Not available in the FREE version) – yes/no **(Share Screen)**
		Show Zoom Windows During Screen Share - yes/no **(Settings – Meeting – In Meeting (Basic))**	Enter Full Screen When a Participants Shares Screen – yes/**no (Share Screen)**
			Scale to Fit Shared Content to Zoom Window – yes/no **(Share Screen)**
			Side-by-Side Mode – yes/no **(Share Screen)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Schedule Meeting	Topic	Upcoming meeting reminder – yes/no **(Settings – Meeting – Schedule Meeting)**	
	Description (Optional)	Invitation Email – Choose Email in Language to Edit – 13 languages **(Settings – Meeting – Other)**	
	When (date, time)	Schedule Privilege – Assign Scheduling Privilege to: _____/ I Can Schedule for ____ **(Settings – Meeting – Other)**	
	Duration (Hours, Minutes**)**	Show International Numbers Link on Invitation email – yes/no **(Settings – Telephone)**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Schedule Meeting	Time Zone	Use HTML Format Email for Outlook Plugin – yes/no **(Settings – Meeting – In Meeting (Advanced))**	
	Recurring Meeting – yes/no		
Security		Require Encryption for 3rd Party Endpoints (SIP/H.323) – yes/no **(Settings – Meeting – In Meeting (Basic)**	
		Report Participants to Zoom – yes/no **(Settings – Meeting - In Meeting (Advanced))**	
		Identify Guest Participants in the Meeting or Webinar – yes/no **(Settings – Meeting – In Meeting (Advanced))**	

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Statistics			Various
Toolbar (In-Meeting		Always Show Meeting Control Toolbar – yes/no **(Settings – Meeting – In Meeting (Basic))**	
Video/Photos	Host – yes/no	Host Video – yes/no **(Settings – Meeting – Schedule Meeting)**	Camera – Widescreen/Original Ratio **(Video – Camera)**
	Participant – yes/no	Participant Video– yes/no **(Settings – Meeting – Schedule Meeting)**	Enable HD - yes/no **(Video – My Video)**
	Participant – yes/no	Participant Video– yes/no **(Settings – Meeting – Schedule Meeting)**	Enable HD - yes/no **(Video – My Video)**
		Hide Participant Profile Pictures in the Meeting – yes/no **(Settings – Meeting – In Meeting (Basic))**	Mirror my video – yes/no **(Video – My Video)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Video/Photos		Far End Camera Control (another user can take over your camera; BOTH participants must have setting turned on) – yes/no **(Settings – Meeting – In Meeting (Advanced))**	Touch up My Appearance – yes/no **(Video – My Video)**
		Allow Participants to Rename Themselves – yes/no **(Settings – Meeting – In Meeting (Basic))**	Always Display Participant Names in Their Video **(Video – Meetings)**
			Turn Off My Video When Joining a Meeting – yes/no **(Video – Meetings)**
			Always Show Video Preview Dialog When Joining a Video Meeting – yes/no **(Video – Meetings)**
			Hide Non Video Participants – yes/no **(Video – Meetings)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Video/Photos			Spotlight My Video When I Speak – yes/no **(Video – Meetings)**
			Display up to 49 Participants Per Screen in Gallery View (Can be grayed out if computer processor doesn't meet minimum requirements) – yes/no **(Video – Meetings)**
			Enable De-Noise – yes/no **(Video – Advanced button)**
			Enable Hardware Acceleration for Video Processing – yes/no **(Video – Advanced button)**
			Enable Hardware Acceleration for Sending Video – yes/no **(Video – Advanced button)**
			Enable Hardware Acceleration for Receiving Video – yes/no **(Video – Advanced button)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Video/Photos			Video Rendering Method – several choices (Video – Advanced button)
			Video Rendering Post Processing – Auto/Enable/Disable (Video – Advanced button)
			Video Capturing Method – Auto/Direct Show/Media Foundation (Video – Advanced button)
			Stop My Video and Audio When My Display Is off or Screensaver Begins – yes/no (General)
Virtual Background		Virtual Background – yes/no Allow Use of Videos for Virtual Background – yes/no (Settings – Meeting – In Meeting (Advanced))	Choose Virtual Background – choices (Virtual Background)

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Virtual Background			I Have a Green Screen – yes/no **(Virtual Background)**
			Mirror Video – yes/no **(Virtual Background)**
Waiting Room	Enable Waiting Room – yes/no	Waiting Room – yes/no **(Settings – Meeting – Security)**	
Other		Feedback to Zoom – yes/no **(Settings – Meeting – In Meeting (Basic))**	Start Zoom When I Start Windows – yes/no **(General)**
		Display End of Meeting Experience Feedback Survey – yes/no **(Settings – Meeting – In Meeting (Basic))**	When Closed Minimize Window to the Notification Area Instead of the Task Bar – yes/no **(General)**
		Only Show Default Email When Sending Email Invites – yes/no **(Settings – Meeting – In Meeting (Advanced)**	Use Dual Monitors – yes/no **(General)**

ZOOM FEATURES	Zoom.us/signin – Meetings – Schedule a Meeting button (one-time only)	Zoom.us/signin – Settings menus and submenus (stay until changed)	Zoom App – live meeting (stay until changed)
Other		When a Meeting is Cancelled – yes/no (notify host and participants) **(Settings – Meeting – Email Notification)**	Automatically Copy Invite Link Once the Meeting Starts – yes/no **(General)**
		Blur Snapshot on IOS Task Switcher – yes/no **(Settings – Meeting – Other)**	Show My Connected Time – yes/no **(General)**
		Integration Authentication – Key _____/Secret /Regenerate button **(Settings – Meeting – Other)**	Remind Me x Minutes Before My Upcoming Meeting – yes/no **(General)**
		Mask Phone Number in the Participant List – yes/no **(Settings – Telephone)**	Reaction Skin Tone – several options **(General)**
		Nonverbal Feedback (participant's screen) – yes/no **(Settings – Meeting – In Meeting (Basic))**	