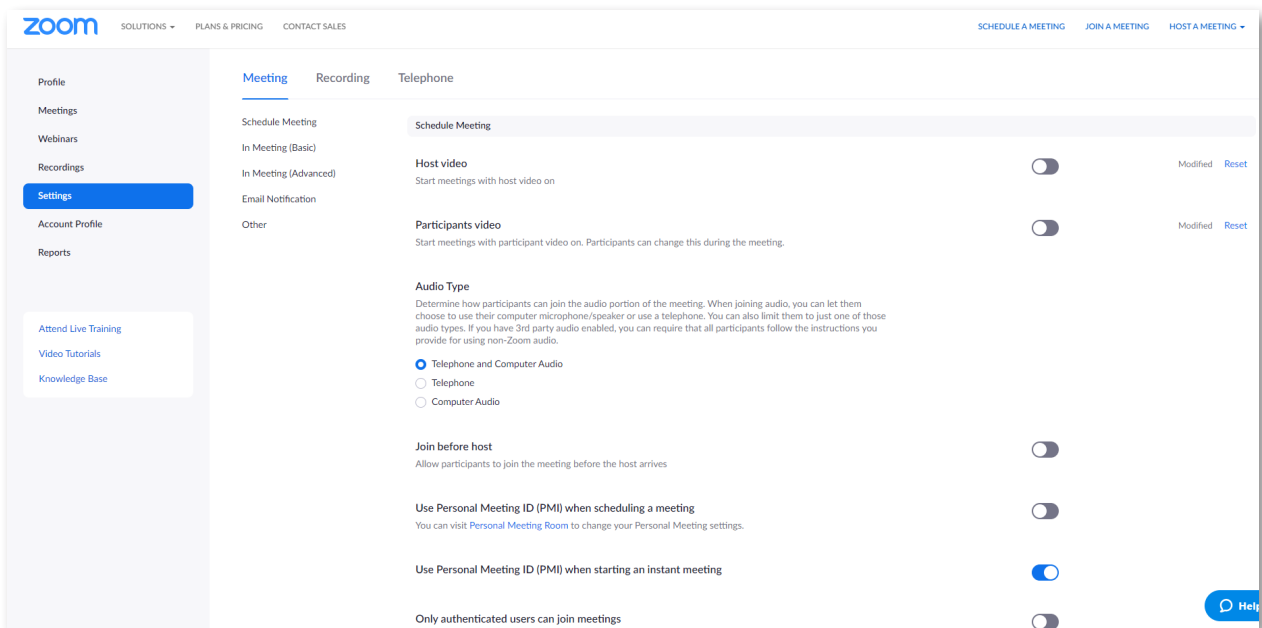


## Configuring your Zoom

When you schedule a meeting it is important for safety, security and protection you consider activating the following options to your meetings.

## Schedule Meeting

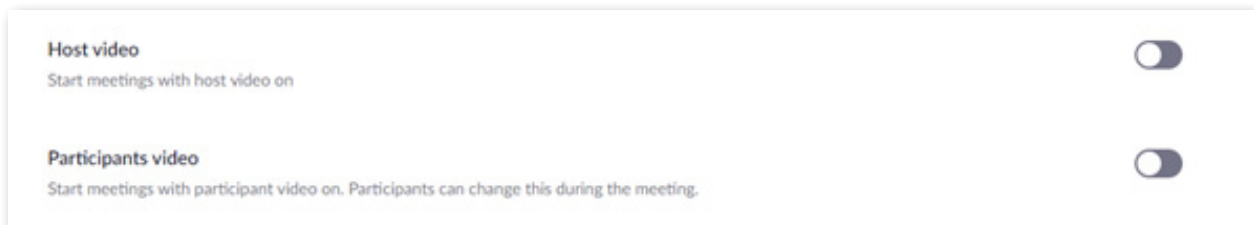


The screenshot shows the Zoom Admin Console interface for configuring meeting settings. The 'Meeting' tab is selected, and the 'Schedule Meeting' section is active. The settings are as follows:

- Host video:** Start meetings with host video on.  Modified Reset
- Participants video:** Start meetings with participant video on. Participants can change this during the meeting.  Modified Reset
- 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:**

## Host Video

Consider having this switched off so that every time you start a meeting you aren't caught unaware, you can activate your video when you are ready.



This close-up shows the 'Host video' and 'Participants video' settings, both of which are currently turned off (indicated by the toggle switch being to the left).

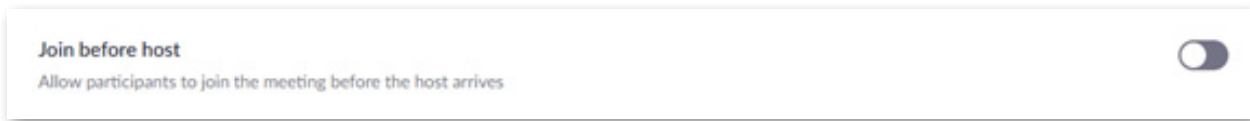
- Host video:** Start meetings with host video on.
- Participants video:** Start meetings with participant video on. Participants can change this during the meeting.

## Participant Video

Consider having this switched off to allow those attending to settle themselves but additionally avoids anything inappropriate automatically coming up on screen. (For example if an unauthorized or unexpected participant attends the meeting and shares

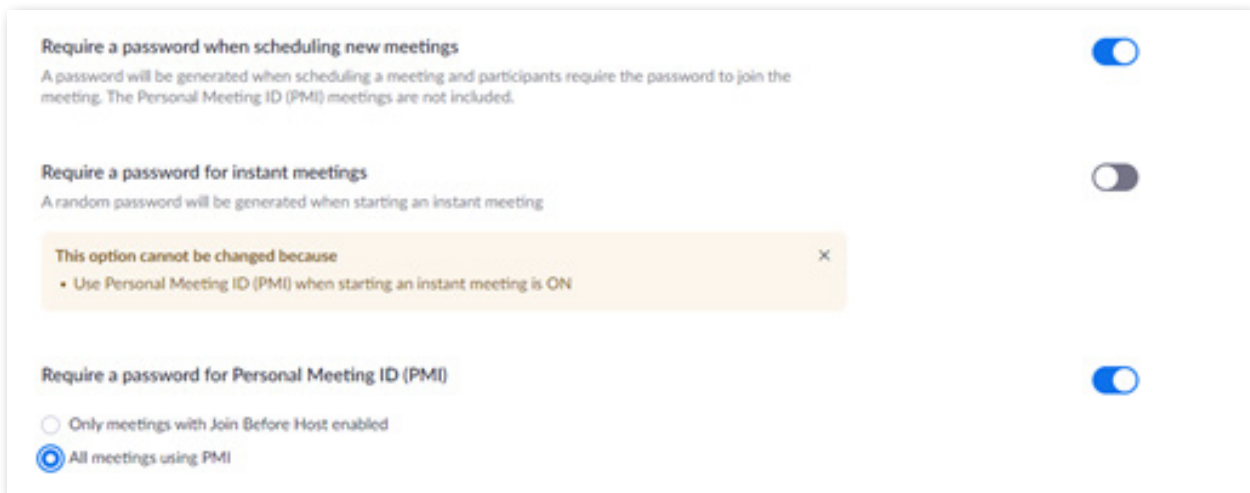
## Join Before Host

Consider having this switched off to prevent anyone from being able to interact with other participants prior to the host arriving.



## Require a Password

This is worth setting for these options from a security perspective, to prevent anyone from accessing the meeting who doesn't have the meeting ID and password.



## Polling

If you want to be able to activate a poll, you need to have this setting switched on. When you schedule the meeting you can scroll to the bottom to create the poll BEFORE the meeting.

