# Zoom:
# Account Settings

Zoom allows each user to select from various options when setting up meetings. When you schedule a meeting in Zoom, directly or via the Course Collaboration Tool, Zoom applies some of the options you have set for your account to those meetings. There are also some options that are set by default for ODU Zoom Accounts for the best possible experience. Changing these settings can impact your course meetings.

## Recording Options

Choose what is recorded to fit the needs of your course. Options include 'active speaker with shared screen', 'gallery view with shared screen', and 'active speaker, gallery view, and shared screen recorded separately' (which creates multiple files for each meeting). .

**ODU Default**: The default setting for ODU Zoom accounts is 'active speaker with shared screen'.

**Recommendation**: If a different cloud recording format is needed, just change the cloud recordings setting in your Zoom profile (odu.zoom.us) and this will be updated for all future meetings.

# Recordings

Choose where to record your Zoom Meetings - locally or in the cloud.

**ODU Default**: The default setting for ODU Zoom accounts is to record to the Cloud. Meetings created using the Course Collaboration Tool or in a Zoom-integrated classroom will record to the Cloud. Recordings are only available to the user who scheduled the meeting (not alternate hosts).

**Recommendation**: Cloud recordings are automatically uploaded to Kaltura within 24hrs and are available for viewing and publishing to a course from My Media in Blackboard or Kaltura MediaSpace. We do not recommend you share Zoom recording links with your class as they are only stored in Zoom for 30 days.

# Waiting Room

Choose who goes into a waiting room before being admitted - either attendees outside of ODU or all attendees.

**ODU Default**: The default setting for ODU Zoom accounts is to send attendees not using an @odu.edu account to the waiting room.  Meetings created using the Course Collaboration Tool or in a Zoom-integrated classroom will place anyone not using an odu.edu account in the Waiting Room to be manually admitted.

**Recommendation**: Additional information on how you can manage security and privacy for private meetings (ex. office hours) is available below.



**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.

**Waiting Room Options**

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Users not in your account will go in the waiting room

✓ Host and co-hosts only can admit participants from the waiting room

Edit Options   Customize Waiting Room

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## Meeting Authentication

Zoom allows you to control who can attend your meetings. You can allow only authenticated users, which requires meeting attendees to be signed into a Zoom account, or you can choose to allow only attendees who have ODU Zoom accounts.

**ODU Default**: The default setting for all ODU Zoom accounts is that attendees must have a Zoom account. Meetings created using the Course Collaboration Tool or in a Zoom-integrated classroom require attendees to use an ODU account.

**Recommendation**: Please leave the user authentication option on or it will cause errors when creating meetings in the Course Collaboration Tool. If you need to allow a guest outside of ODU, you can change this setting for an individual class meeting via the Zoom site.
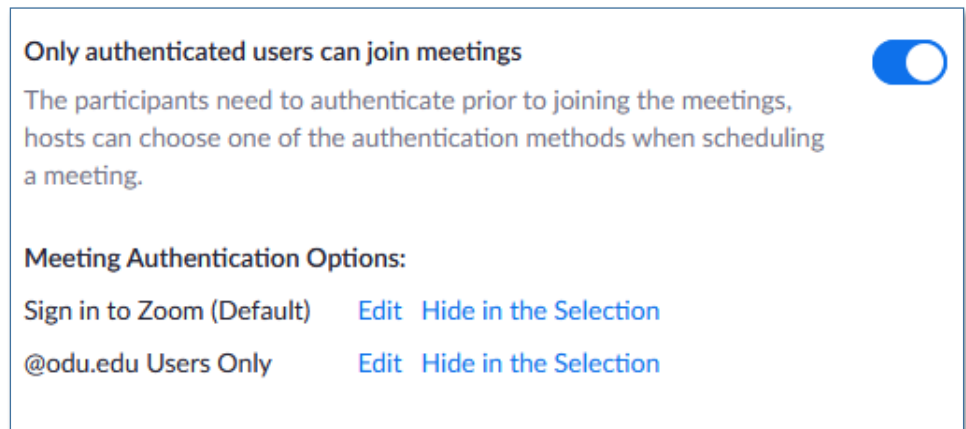


## Meeting Security

Meeting passcodes are an additional layer of security for meetings. When joining a meeting that requires a passcode, attendees must enter the meeting number and the passcode or use the meeting link that contains the passcode.

**ODU Default**: The default setting for all ODU Zoom accounts is to require meeting passcodes. Meetings created using the Course Collaboration Tool or in a Zoom-integrated classroom have a meeting passcode set automatically.

**Recommendation**: Attendees and hosts accessing the meetings from the Course Collaboration Tool do not have enter the passcode to join meetings.

## Office Hours or Private Meetings

When there is a need for a private meeting (like during office hours) you can set up an ad hoc meeting specifically for that occasion, use your Personal Meeting Link or use a recurring meeting. To prevent additional attendees from entering a private meeting, we recommend you use the Lock Meeting functionality. This is a great alternative to using the waiting room for all attendees.
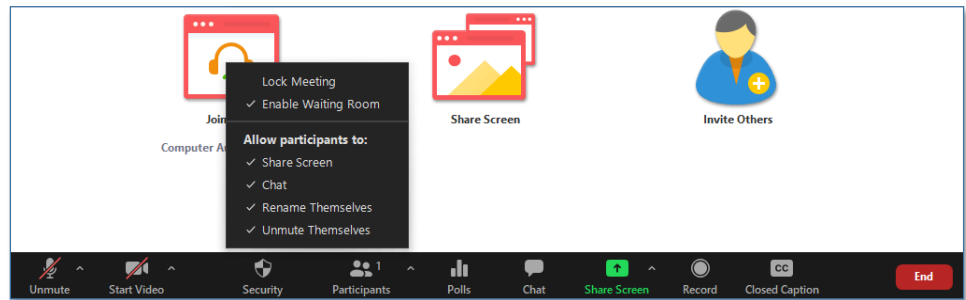


## Meeting Chat

If you are teaching a hybrid course in one of our Zoom-integrated rooms, the chat feature is enabled but not displayed to the faculty in the room. You can either connect to the meeting via an additional device and use that device to view the chat or inform your students not to use the chat for these meetings and establish an alternate way of communicating.