

## For Zoom account holder: Zoom account setting for Online Toastmasters Meeting

Below are our current settings at zoom.us - My Meeting Settings

### Chat: On

**Private Chat: On (participants can chat to all)**

**Play Sound when Participants join or leave: Turned Off (avoid destruction for speakers)**

**File Transfer: On (great for sending evaluation sheet)**

**Co-host: On (Co-host can cast spotlight/mute/unmute)**

**Polling: On (Vote for Best speaker, evaluator, etc)**

**Break out Room: On (For Tabletopics speech contestants, other workshops etc)**

**Far end Camera Control: On (Host and Co-host can help speakers camera remotely)\*depends on the speaker's camera, functions are limited**

**Virtual Background: On**

### Zoom Account Sample Setting

#### In Meeting (Basic)

##### End-to-end encryption

Require that all meetings are encrypted using AES



##### Chat

Allow meeting participants to send a message visible to all participants



##### 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



##### File transfer

Hosts and participants can send files through the in-meeting chat. This option cannot be enabled if the End-to-end encryption option is enabled.



**Co-host** 

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

**Polling** 

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

**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 


**Allow to share Zoom windows in desktop sharing** 

Show Zoom Desktop application when sharing screen 

**Annotation** 

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

**Whiteboard** 

Allow participants to share a whiteboard that includes annotation tools 

## In Meeting (Advanced)

**Breakout room** 

Allow host to split meeting participants into separate, smaller rooms

**Remote support** 

Allow meeting host to provide 1:1 remote support to another participant

**Closed caption** 

Allow host to type closed captions or assign a person/ 3rd-party device to add closed captions

**Far end camera control** 

Allow another user to take control of your camera during a meeting

**Group HD video** 

Activate higher quality video for host and participants. (This will use more bandwidth.)

**Virtual background** 

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.