

## Screenshot 1: Outlook Meeting Settings

**Zoom - Schedule Meeting** ✕

**Meeting ID**  
 Generate Automatically  Personal Meeting ID

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**Security**  
 Passcode   Waiting Room

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**Video**  
Host  On  Off      Participants  On  Off

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**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from United States [Edit](#)

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**Advanced Options** ^

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting
- Include invite link in location field
- Insert Zoom meeting invitation above existing text
- Enable additional data center regions for this meeting

Select a language for meeting invitation:  ▼

Alternative hosts:

Do not show me again **Save** Cancel

## Screenshot 2: Zoom Meeting Settings → ursuline.zoom.us>Settings>in-Meeting(basic)

**In Meeting (Basic)** 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.

**In Meeting (Advanced)**

**Email Notification**

**Chat** Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat ?

You have enabled "Save chat messages from the meeting / webinar" in cloud recording. You can go to [Recording Settings](#) to turn it off and not share the chat along with the recording. ×

**Private chat** Allow meeting participants to send a private 1:1 message to another participant.

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

**Screen sharing** Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only  All Participants ?

**Who can start sharing when someone else is sharing?**

Host Only  All Participants ?

**Annotation** Allow host and participants to use annotation tools to add information to shared screens

Allow saving of shared screens with annotations ?

Only the user who is sharing can annotate ?

**Whiteboard** Allow host and participants to share whiteboard during a meeting

Allow saving of whiteboard content ?

Auto save whiteboard content when sharing is stopped ?

### Breakout room



Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

### 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

Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

## Customize Waiting Room

Meeting ID : 888-888-888

The host will open the meeting shortly. Don't forget to unmute!



{ Your Meeting Topic }

[Add waiting room description](#)

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB  
Logo minimum width or height is 60px and cannot exceed 400px

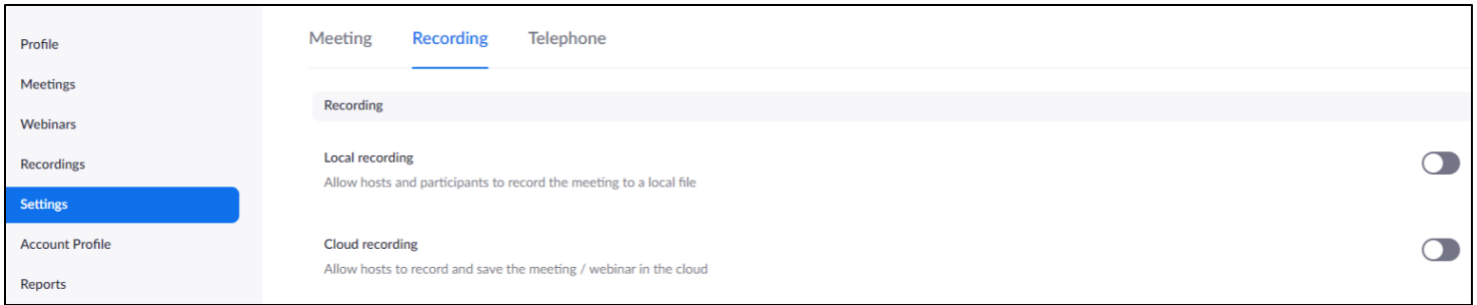
Close

### Virtual background

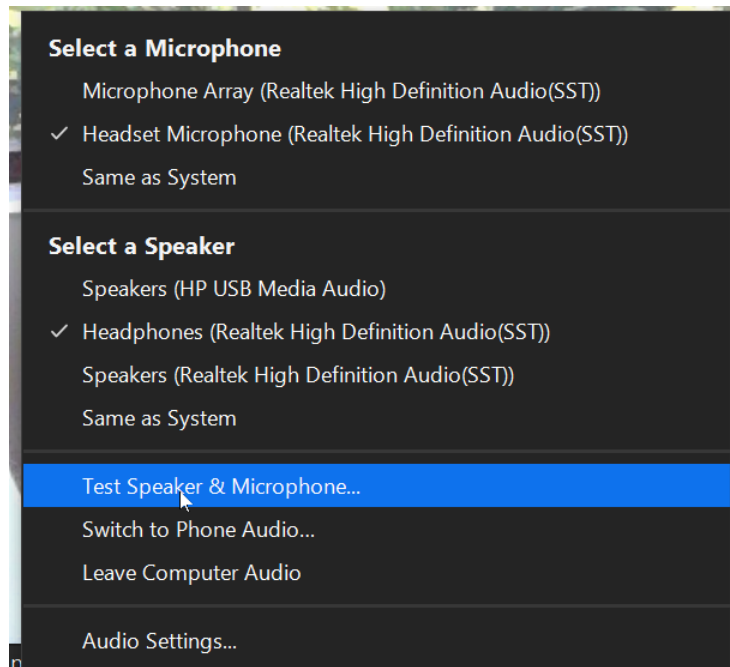


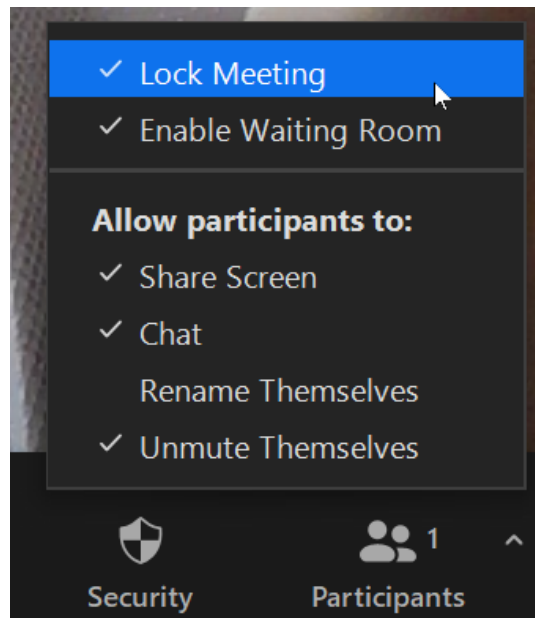
Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos for virtual backgrounds



### Screenshot 3: Zoom In-Meeting Controls





### Chat and file share

