

Here are a list of the zoom settings you need to check **before** you start the meeting. Make sure you are on your zoom account on the web browser not the app on your computer.

Under “Meeting” go to settings.

Check these settings (you only have to do this once and then they will remain saved):

- Check that host and participant video is turned on.
- Turn on embed password in invite link
- If you have a lot of people on the call turn the “Mute participants upon entry” on. Individuals can then unmute themselves.
- Chat function - make sure is turned on and decide whether you want the chat to be saved or not
- If you want people to be able to message individually then turn on “Private Chat”
- Sound notification when someone joins or leaves - helpful to have on for “Host and co-host” especially if there are going to be lots of people on the call
- Decide whether you want people to be able to share files in the chat. If you want to do that then make sure it is switched on
- Make sure co-host is turned on.
- Make sure screen sharing is turned on and then decide whether you just want the host & co-hosts to be able to share or participants too
- Decide whether you want people to be able to annotate the screen or not. Turn on or off accordingly
- Decide whether to turn on the non-verbal feedback
- Make sure breakout rooms are enabled.
- Make sure waiting room is enabled.

Feel free to look at other settings and change according to your group but these are the main ones you will want to have checked **before** you start the meeting.