

# Zoom Meeting Setup and Options

## Zoom Installers

- [Zoom Installation Packages and Browser Plug-ins \(Chrome/Firefox\)](#)
  - Windows - Zoom Client for Meetings and the Zoom Plug-in for Outlook
  - Mac - Zoom Client for Meetings and the Zoom Plug-in for Outlook
  - Web - Zoom Chrome Extension and Zoom Firefox Extension
  - Phone/Tablet - Zoom can be installed from the App Store or Google Play Store

## Zoom Tutorial Links

- [Getting Started Video Tutorials](#)
- [Frequently Asked Questions](#)

## Meeting Settings

Setting	On	Off
<b>Host Video</b>	Host webcam starts when they join the meeting.	Host webcam must be turned on by the host.
<b>Participant Video</b>	Participant webcam starts when they join the meeting.	Host has to allow participant to activate their webcam.
<b>Audio Type</b>	<input checked="" type="radio"/> Telephone and Computer Audio <input type="radio"/> Telephone <input type="radio"/> Computer Audio	
<b>Join before host</b>	Allows participants to join the meeting early if the host hasn't arrived yet.	Only allows participants to join once the host has joined the meeting.

<b>Use Personal Meeting ID (PMI) when scheduling a meeting</b>	Uses the PMI and means any meeting you schedule will use your personal room.	Allows the user to schedule meetings without using their personal room.
<b>Mute participants upon entry</b>	Mutes participant mic upon joining, must request host permission to speak.	Enables participant mic when they join, allowing them to speak freely.
<b>Calendar Integration</b>	Allows scheduled Zoom meetings to be saved to your calendar, requires plug-in.	Prevents scheduled Zoom meetings from being saved to your calendar.
<b>Upcoming meeting reminder</b>	Allows the Zoom client to show desktop notifications when you have an upcoming meeting.	Prevents to the Zoom client from showing desktop notifications when you have any upcoming meetings.
<b>Chat</b>	Allows participants to send chat messages that can be read by the entire class.	Prevents participants from sending chat messages to the entire class.
<b>Private Chat</b>	Allows participants to send private chat messages to each other.	Prevents participants from sending private chat messages to each other.
<b>Play sound when participants join or leave</b>	Allows all participants to hear when a participant joins the meeting.	Prevents everyone from hearing when a participant joins the meeting.
<b>File transfer</b>	Allows hosts/participants to share files via the chat interface.	Prevents hosts/participants from sharing files via the chat interface.
<b>Co-host</b>	Allows the host to add or elevate participants to co-hosts in meeting.	Prevents the host from adding or elevating participants to co-host status.
<b>Polling</b>	Allows the host to create surveys to send out to participants.	Disables the polling controls available to the host.
<b>Always show meeting control toolbar</b>	Shows a small toolbar at the bottom of the screen with the meeting tools.	Hides the toolbar, which can be brought up anytime you move your mouse over the main toolbar.
<b>Show Zoom windows during screen share</b>	Causes participant, chat and other windows to appear while sharing your screen.	Hides everything but the screen being shared and the toolbar.

<b>Annotation</b>	Allows participants to use drawing tools to mark up the screen while it is being shared.	Prevents participants from using drawing tools to mark up the screen during screen sharin
<b>Whiteboard</b>	Allows participants to bring up the whiteboard function and use mark up tools.	Prevents participants from bringing up the whiteboard function.
<b>Remote Control</b>	Allows the person sharing their screen to pass control of the shared screen to others.	Prevents the person sharing their screen from passing control of the shared screen to othe
<b>Nonverbal feedback</b>	Allows participants in a meeting to use emojis and other non-verbal feedback available from the participants panel.	Prevents participants in a meeting from using emojis and other non-verbal feedback availa
<b>Allow removed participants to rejoin</b>	Allows participants removed from a meeting to rejoin later.	Prevents participants removed from a meeting from rejoining.
<b>Breakout room</b>	Allows host to split meeting into separate smaller rooms then bring them back together.	Prevents host from splitting meeting into separate smaller rooms then bring them back tog