

Tip Sheet: Recommended Settings for Zoom Webinars

If you have any questions, or if you need assistance setting up your Zoom webinar, contact the [ZMW team](#).

Disclaimer: Zoom tip sheets are reviewed and updated regularly. We encourage you to *bookmark* this tip sheet, rather than downloading it so that you always have access to the most up-to-date guide.

Note: Zoom regularly updates its technology – if you notice something isn't right on this tip sheet, please contact the [ZMW team](#) to let us know!

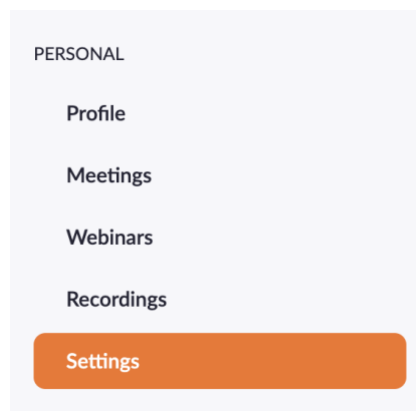
Personal Profile Settings – Cloud Recording Settings – Screen Share Settings Inside Webinar Space

Personal Profile Settings

As you may know, Zoom Webinars are slightly different from Zoom Meetings. Below, you'll find information on best practices and recommended personal profile settings.

If you're creating a webinar for the first time, visit this link for [quick tips on how to create a webinar at the U](#). For more information about webinars, check out Zoom's support page on [getting started with webinar](#).

Once you are logged in to Zoom at zoom.miami.edu, under the **Personal** options to the left of the page, click **Settings**:



Tip Sheet: Recommended Settings for Zoom Webinars

Recommended selections are as follows:

1. Under “Schedule a Meeting”

- Audio Type: Telephone and Computer Audio.

Audio Type
Determine how participants can join the audio meeting. When joining audio, you can let them use their computer microphone/speaker or use a telephone. If you can also limit them to just one of those audio options. If you have 3rd party audio enabled, you can require participants to follow the instructions you provide for Zoom audio.

Telephone and Computer Audio
 Telephone
 Computer Audio

Embed password in invite link for one-click join
Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry
Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder
Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

- Embed password in invite link.
- Require password for participants joining by phone.
- Mute participants upon entry.
- Upcoming meeting reminder.

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2. Under “In Meeting (Basic)”

- Chat.
- Private Chat.

Require encryption for 3rd party endpoints (SIP/H.323)

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.

Chat

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

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

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- File transfer.
- Feedback to Zoom.

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.

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File transfer

Hosts and participants can send files through the in-meeting chat.

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

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- Co-host.
- Polling.
- Show Zoom windows during screen share.
- Screen Sharing.
 - Who can Share? Host Only.
 - Sharing privileges can be adjusted inside the webinar space ([more on this below](#)).

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. [?](#)

Always show meeting control toolbar
Always show meeting controls during a meeting [?](#)

Show Zoom windows during screen share [?](#)

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 [?](#)

- Allow participants to rename themselves.

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin [?](#)

Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves. [?](#)

3. Under “In Meeting (Advanced)”

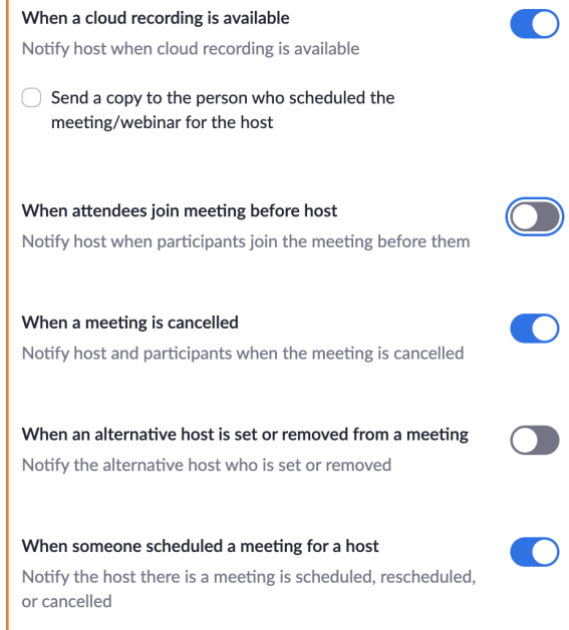
- Virtual Background.

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

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4. Under “Email Notification”

- When a cloud recording is available.
- When a meeting is cancelled.
- When someone scheduled a meeting for a host.



The screenshot shows the 'Email Notification' settings in Zoom. It includes five toggle switches and one radio button option:

- When a cloud recording is available** (Toggle: On) - Notify host when cloud recording is available
- Send a copy to the person who scheduled the meeting/webinar for the host
- When attendees join meeting before host** (Toggle: Off) - Notify host when participants join the meeting before them
- When a meeting is cancelled** (Toggle: On) - Notify host and participants when the meeting is cancelled
- When an alternative host is set or removed from a meeting** (Toggle: Off) - Notify the alternative host who is set or removed
- When someone scheduled a meeting for a host** (Toggle: On) - Notify the host there is a meeting is scheduled, rescheduled, or cancelled

5. Under “Other”

- Schedule Privilege: allows you to assign another individual to schedule webinars on your behalf.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

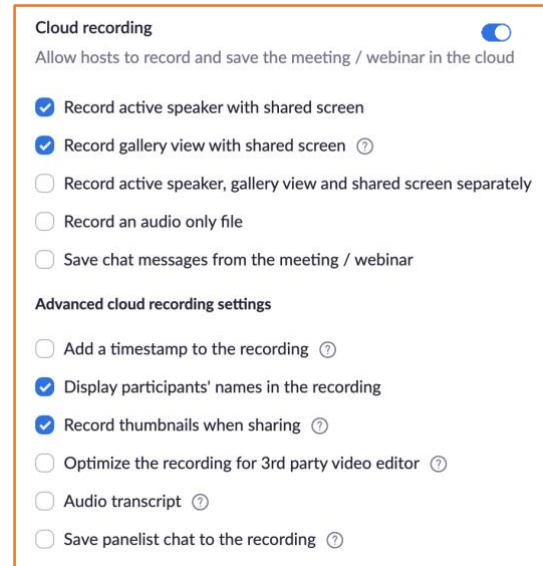
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Cloud Recording Settings

Within Zoom ([zoom.miami.edu](https://zoom.us)), clicking **Settings**, then **Recordings**, you will be able to customize the Webinar recording settings.

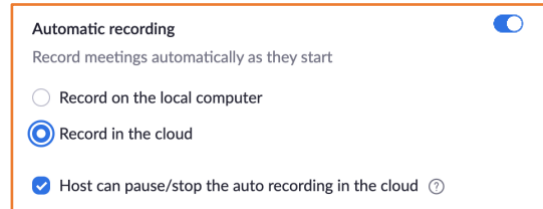
It is recommended to select:

- Record active speaker with shared screen.
- Record gallery view with shared screen.
- Display participants' names in the recording.
- Record thumbnails when sharing.



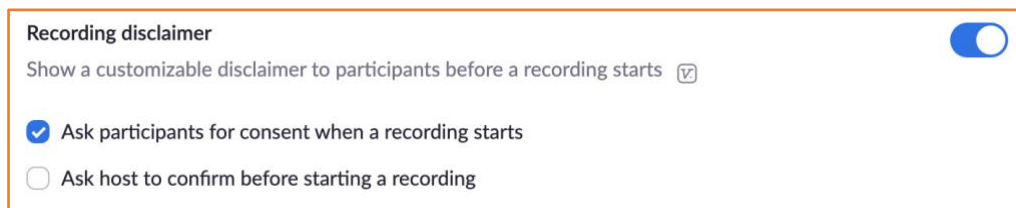
The screenshot shows the 'Cloud recording' settings in Zoom. At the top, there is a toggle switch for 'Cloud recording' which is turned on. Below it, the text reads 'Allow hosts to record and save the meeting / webinar in the cloud'. There are several options with checkboxes: 'Record active speaker with shared screen' (checked), 'Record gallery view with shared screen' (checked), 'Record active speaker, gallery view and shared screen separately' (unchecked), 'Record an audio only file' (unchecked), and 'Save chat messages from the meeting / webinar' (unchecked). Under the heading 'Advanced cloud recording settings', there are more options: 'Add a timestamp to the recording' (unchecked), 'Display participants' names in the recording' (checked), 'Record thumbnails when sharing' (checked), 'Optimize the recording for 3rd party video editor' (unchecked), 'Audio transcript' (unchecked), and 'Save panelist chat to the recording' (unchecked).

- Automatic Recording.
 - Record in the cloud.
 - Host can pause/ stop the auto recording in the cloud.



The screenshot shows the 'Automatic recording' settings in Zoom. At the top, there is a toggle switch for 'Automatic recording' which is turned on. Below it, the text reads 'Record meetings automatically as they start'. There are two options with radio buttons: 'Record on the local computer' (unselected) and 'Record in the cloud' (selected). At the bottom, there is a checked checkbox for 'Host can pause/stop the auto recording in the cloud'.

- Recording disclaimer.
 - Ask participants for consent when a recording starts.



The screenshot shows the 'Recording disclaimer' settings in Zoom. At the top, there is a toggle switch for 'Recording disclaimer' which is turned on. Below it, the text reads 'Show a customizable disclaimer to participants before a recording starts'. There are two options with checkboxes: 'Ask participants for consent when a recording starts' (checked) and 'Ask host to confirm before starting a recording' (unchecked).

- Multiple audio notifications of recorded meeting.

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Multiple audio notifications of recorded meeting

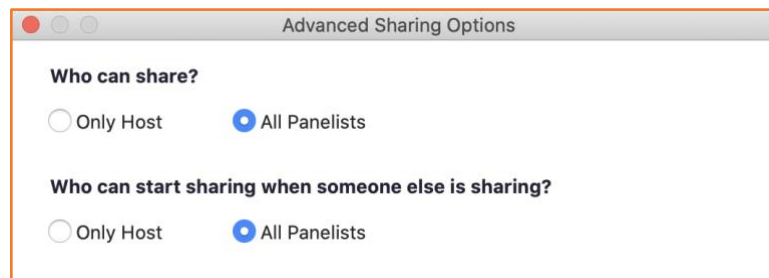


Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Note: you will be notified via email once the Zoom webinar recording is processed to the cloud. Feel free to download, review, and edit videos as needed before sharing to optimize quality.

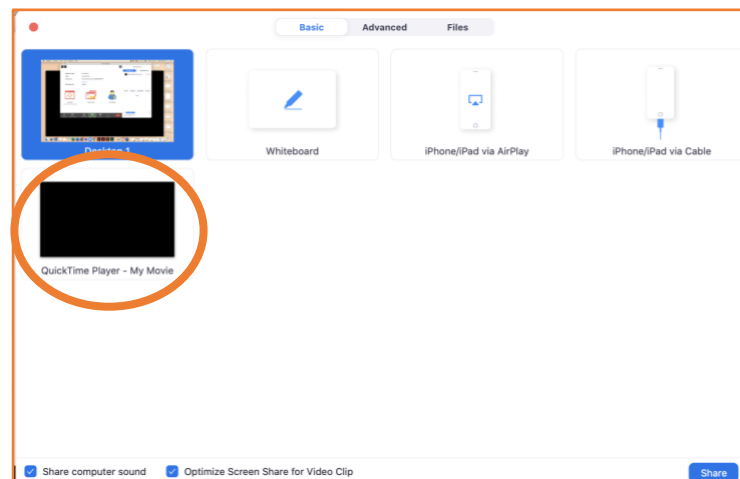
Screen Share Settings Inside Webinar Space

Click on the **up-arrow** right next to the **green Share Screen button** to assign sharing options. It is recommended to select **All Panelists can share**, and **All Panelists can start sharing when someone else is sharing**.



When sharing your screen, it is recommended to **select only the window or application you wish to share** (not the entire desktop).

If sharing a video with sound, click on the video player application thumbnail and select **Share Computer Sound**.



**Note: This tip sheet was last updated on 02/04/2021. Click [here](#) for more Zoom tip sheets and resources.*