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:
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Recommended selections are as follows:

1. Under “Schedule a Meeting”
   - Audio Type: Telephone and Computer Audio.
   - Embed password in invite link.
   - Require password for participants joining by phone.
   - Mute participants upon entry.
   - Upcoming meeting reminder.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio elements. If participants have 3rd party audio enabled, you can require them to connect to 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.
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2. Under “In Meeting (Basic)"

- Chat.
- Private Chat.
- File transfer.
- Feedback to Zoom.
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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).

- Allow participants to rename themselves.

3. Under “In Meeting (Advanced)”

- Virtual Background.
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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.

5. Under “Other”

- Schedule Privilege: allows you to assign another individual to schedule webinars on your behalf.
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Cloud Recording Settings
Within Zoom ([zoom.miami.edu](http://zoom.miami.edu)), 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.

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

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

- Multiple audio notifications of recorded meeting.
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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.*