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.

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 into Zoom at zoom.miami.edu, under the Personal options to the left of the page, click Settings:

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 portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of these audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

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

2. Under “In Meeting (Basic)”

- Chat.
- Private Chat.
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- File transfer.

- Feedback to Zoom.

- 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).

- 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
  Play sound when participants join or leave

- 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.

- 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
  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
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- Allow participants to rename themselves.

3. **Under “In Meeting (Advanced)”**

- Virtual Background.

4. **Under “Email Notification”**

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

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

- Multiple audio notifications of recorded 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).
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If sharing a video with sound, click on the video player application thumbnail and select **Share Computer Sound**.