

## Recommended Zoom “Meeting” and “Recording” Settings

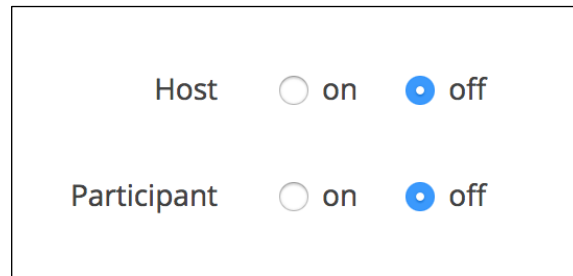
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This article describes the recommended settings for Zoom Meetings and considerations for changing them when creating a meeting. In addition, PRO account users should view recommended “Recording” settings.

### Video

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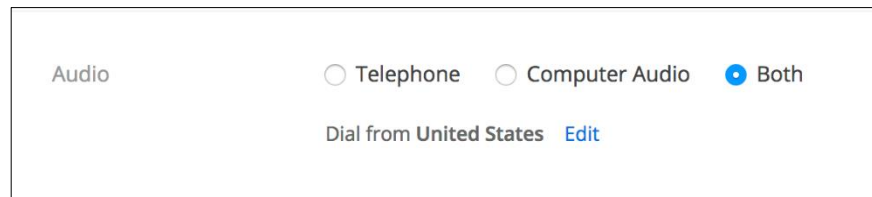
The "Host" and "Participant" on/off toggles determine if the video will be initialized automatically upon joining a room. **We recommend leaving these in the "OFF" position to give attendees time to prepare their environment before enabling their video during the session.**



### Audio

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Select **Both** to allow users to choose to use their computer or call in on the phone to connect to the audio. The phone number will be listed in the invitation copied from the meeting summary page, or you can provide it from the session.

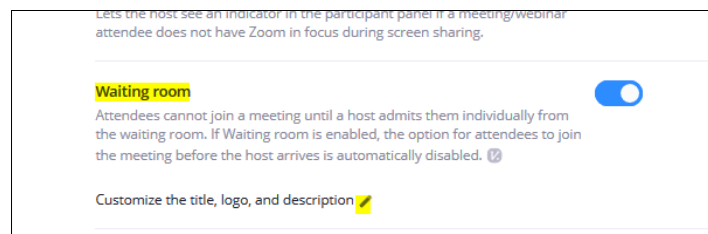


### Meeting Options

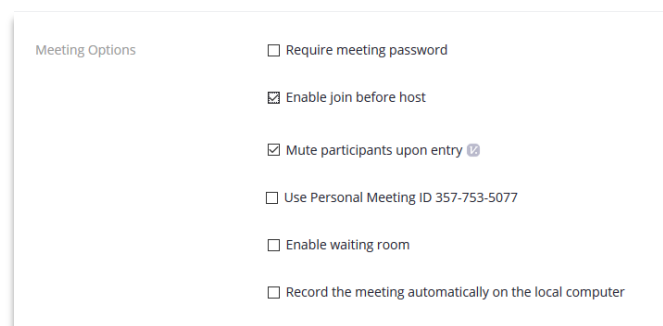
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- **Require meeting password - DO NOT CHECK** - This setting allows you to set a custom password that participants will need to enter to join the meeting. **We do not recommend using passwords.** Under normal circumstances, passwords should not be needed since participants need to know the unique meeting URL in order to join a meeting.

- **Enable join before host** - Enabling this setting will allow participants to join the meeting before the host (instructor) joins the meeting. **We recommend leaving this setting enabled** so students can join the meeting early and make sure everything is working correctly. Without this setting enabled, students will see a message informing them that the host has not yet started the meeting.
- **Mute participant upon entry** - This setting mutes participants as they join the meeting. **We recommend keeping this setting enabled to prevent interference.** Without this setting enable, participants will join the session with a live microphone.
- **Personal Meeting ID - DO NOT CHECK** - Please ignore this number. Not recommended for use with students.
- **Enable waiting room** - The waiting room is a virtual area where participants are held outside the meeting room. When enabled, the host (instructor) needs to grant each participant access to the room as they arrive. This setting is ON for all NEW meetings. This setting can be toggled OFF on a per-meeting basis or leave as a default for all your meetings. Best for “virtual office hours” or 1:1 meetings.
  - **To change the default for your meetings:**
    - Login to the clarion.zoom.us and select **Meeting Settings** from the left side navigation panel
    - Scroll down to **In Meeting (Advanced)**
    - Toggle the Waiting room option on or off as desired:



- **Record the meeting automatically in the cloud - DO NOT CHECK** - Enabling this setting will automatically start the recording immediately upon meeting start. **It's recommended that you manually begin and end the recording inside the Zoom room.**



## Recommended Recording Settings

Zoom Pro Account meeting hosts have several options for Recording settings.

Login to the [clarion.zoom.us](https://clarion.zoom.us) and select **Meeting Settings** from the left side navigation panel. Next, click the “Recording” tab.

Meeting

Recording

Telephone

### Recording

Features	Status
<p><b>Local recording</b> Allow hosts and participants to record the meeting to a local file</p>	<input checked="" type="checkbox"/>
<p><b>Cloud recording</b> Allow hosts to record and save the meeting / webinar in the cloud</p>	<input checked="" type="checkbox"/>
<p><input checked="" type="checkbox"/> Record active speaker with shared screen</p> <p><input type="checkbox"/> Record gallery view with shared screen <span style="font-size: 0.8em;">?</span></p> <p><input type="checkbox"/> Record active speaker, gallery view and shared screen separately</p> <p><input checked="" type="checkbox"/> Record an audio only file</p> <p><input checked="" type="checkbox"/> Save chat messages from the meeting / webinar</p>	
<p><b>Advanced cloud recording settings</b></p> <p><input type="checkbox"/> Add a timestamp to the recording <span style="font-size: 0.8em;">?</span></p> <p><input checked="" type="checkbox"/> Record thumbnails when sharing <span style="font-size: 0.8em;">?</span></p> <p><input type="checkbox"/> Optimize the recording for 3rd party video editor <span style="font-size: 0.8em;">?</span></p> <p><input checked="" type="checkbox"/> Audio transcript <span style="font-size: 0.8em;">?</span></p> <p><input checked="" type="checkbox"/> Save panelist chat to the recording <span style="font-size: 0.8em;">?</span></p>	