

Global Settings – Zoom Web Portal

Below are the recommended settings for optimizing your Zoom experience. Any settings not listed are either preset by Camosun ITS or are optional.

If you have questions, please contact the eLearning team via our [TDX ticketing portal](#).

Steps for accessing your Zoom Settings

1. Navigate to **Camosun Zoom** (<https://camosun-ca.zoom.us/>).
2. Select the **Sign In** button.
3. In the Table of Contents on the left side of the screen, select **Settings**. From the top menu, select the desired topic. We have included recommendations for the **Meeting**, **AI Companion**, **Recording** and **Calendar** settings in this document.

Recommended Zoom Settings

Meeting > Security

Security Features	Recommended Settings (& Notes)
Waiting Room	OPTIONAL
Require a passcode when scheduling new meetings	ON
Require passcode for participants joining by phone	ON
Embed Passcode in invite for one-click join	ON
Only authenticated meeting participants and webinar attendees can join meetings and webinars	ON
Only authenticated users can join meetings from Web client	ON

Meeting > Schedule Meeting

Schedule Meeting Features	Recommended Settings (& Notes)
Host Video	OFF
Participants Video	OFF
Audio Type	(Select “Telephone and Computer Audio”)
Allow participants to join before host	OFF

Schedule Meeting Features	Recommended Settings (& Notes)
Enable continuous meeting chat	OFF
Mute all participants when they join a meeting	ON
Upcoming meeting reminder	OPTIONAL

Meeting > In Meeting (Basic)

In Meeting (Basic) Features	Recommended Settings (& Notes)
Meeting chat	ON (Select "Host & Co-host ONLY" from drop-down menu for saving chats)
New meeting chat experience	ON (Select all options)
Meeting chat - Direct Messages	ON
Meeting chat - Auto-save	OPTIONAL
Sound notifications when someone joins or leaves	OPTIONAL
Send files via meeting chat	ON
Display end-of-meeting experience feedback survey	OFF
Co-host	ON
Meeting Polls/Quizzes	ON (Select options as appropriate)
Show raised hand in toolbar	ON
Show Zoom windows during screen share	ON
Screen sharing	ON
How many participants can share at the same time?	(Select "One participant can share at a time")
Who can share?	(Select "All Participants")
Who can start sharing when someone else is sharing?	(Select "Host Only")
Annotation	ON (Select "Allow saving of shared screens with annotations")
Whiteboard (Classic)	ON (Select "Allow to save the whiteboard content")
Non-verbal feedback	ON
Meeting Reactions	ON (Select "All emojis")
Allow users to change their name when joining a meeting	ON
Allow participants to rename themselves	ON

Meeting > In Meeting (Advanced)

In Meeting (Advanced) Features	Recommended Settings (& Notes)
Report to Zoom	OFF
Q&A in meetings	OPTIONAL
Breakout Rooms - Meetings	ON (Select all options)
Manual Captions	OPTIONAL
Automated Captions	ON
Full Transcript	ON
Save Captions	ON
Virtual Background	ON
Allow users to select stereo audio in their client settings	ON
Show a "Join from your browser" link	ON
Allow livestreaming of meetings	OFF

Meeting > Email Notification

Email Notification Features	Recommended Settings (& Notes)
When a cloud recording is available	ON (Select appropriate options)
When a meeting is cancelled	ON
When the cloud recording is going to be permanently deleted from trash	ON (recordings will be deleted after 120 days)

Recording

Recording Features	Recommended Settings (& Notes)
Local Recording	OFF (if you want students to record locally, turn on)
Cloud Recording	ON (select appropriate options)
<ul style="list-style-type: none"> Record active speaker with shared screen 	OFF
<ul style="list-style-type: none"> Record gallery view with shared screen 	ON
<ul style="list-style-type: none"> Record active speaker, gallery view and shared screen separately 	OFF
<ul style="list-style-type: none"> Record audio only files 	ON (Select "Record one audio file for all participants")

Recording Features	Recommended Settings (& Notes)
<ul style="list-style-type: none"> Record the Interpreter 	ON (Select “Record sign language interpreter” and “Record language interpreter”)
<ul style="list-style-type: none"> Save chat messages from the meeting / webinar 	ON
Advanced Cloud Recording Settings	
<ul style="list-style-type: none"> Add a timestamp to the recording 	ON
<ul style="list-style-type: none"> Display participants’ names in the recording 	ON
<ul style="list-style-type: none"> Record thumbnails when sharing 	ON
<ul style="list-style-type: none"> Optimize the recording for 3rd party video editor 	OFF
<ul style="list-style-type: none"> Create audio transcript 	ON
<ul style="list-style-type: none"> Save panelist chat to the recording 	ON
<ul style="list-style-type: none"> Save poll results shared during the meeting/webinar 	OPTIONAL
<ul style="list-style-type: none"> Save closed caption as a VTT file 	OFF
Allow cloud recording sharing	ON
Automatic recording	OFF
Require passcode to access shared cloud recordings	ON (Select “Embed passcode in the shareable link for one-click access”)
Viewers can see transcript	ON
Viewers can see the Chat	ON
Recording notifications – Zoom clients	(Select “All participants” for both options)

Calendar

Calendar Features	Recommended Settings (& Notes)
Automatically sync Zoom calendar events	ON

AI Companion

Smart Recording Features	Recommended Settings (& Notes)
Smart Recording with AI Companion	OPTIONAL (this provides recording highlights, summary and smart chapters)

Helpful Links

- [Camosun ITS Zoom Knowledge Base](#)
 - Support for Zoom outside of D2L (includes tutorials for installing Zoom, signing into Zoom, and basic troubleshooting)
- [Zoom Support](#)
 - Getting started
 - Product Support
 - Learning Centre
 - Community
- [Camosun eLearning Team Dynamix \(TDX\) Support portal](#)
 - Support for Zoom as integrated into D2L (Brightspace)
- [Camosun eLearning Tutorials website](#)
 - Tutorials for Zoom as integrated into D2L (Brightspace)