



# Critical Zoom Safe Environment Settings

This document reinforces our original guidelines found in PDF format [here](#).

**Computer Audio Only:** Prevents unknown participants from joining via telephone

Other

instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

Save

Cancel

**Join Before Host Disabled:** Prevents students from spending time in your “classroom” unattended. You become the first person in the call and regulate who enters with your permission.

Join before host



Allow participants to join the meeting before the host arrives

**Chat Enabled, But Prevent Participants from Saving Chat:** Allows all communication to be publicly visible and prevents students from obtaining a mutable “transcript” of the chat on their own device.

Chat



Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat 

**Private Chat Disabled:** Prevents students from messaging each other without teacher visibility.


Private chat



Allow meeting participants to send a private 1:1 message to another participant.



**Play Sound When Participants Join or Leave Enabled (Host Only):** Provides the host a small cue that someone has entered. This is particularly useful in preventing intruders if you are notified of someone joining the call at an unorthodox time, or if your whole class is already in the call.


Play sound when participants join or leave 

Play sound when participants join or leave

Heard by host and all attendees


Heard by host only

**Allow Host to Put Attendee on Hold Enabled:** Provides a crucial security measure should you need to remove a participant and put them back in the “Waiting Room.”

Allow host to put attendee on hold 


Allow hosts to temporarily remove an attendee from the meeting.

**Screen Sharing Enabled (Host Only):** Prevents students or unwanted participants from drawing text or symbols for all participants to see, or from showing inappropriate content. The host of the call retains sole control of screen sharing.


Screen sharing 


Allow host and participants to share their screen or content during meetings

Who can share?

Host Only  All Participants 

**Disable Desktop/Screen Share for Users On:** Allows added security for screen sharing.


Disable desktop/screen share for users 

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 



**Annotation Off:** Prevents participants from marking up the shared screen. Note that this feature might be scaffolded in as the teacher and students gain comfort and trust on the platform.


Annotation

Allow participants to use annotation tools to add information to shared screens 



**Whiteboard On:** Allows the teacher to present drawings for students to see, but not to add to

Whiteboard


Allow participants to share whiteboard during a meeting 



- Auto save whiteboard content when sharing is stopped

**Nonverbal Feedback On:** Allows important engagement features for students to indicate whether they are following along by answering yes or no, raising their hand, or giving a thumbs up.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



**Allow Removed Participants to Rejoin Off:** As a maximum security feature, once a participant has been removed from the meeting, they cannot rejoin. Teachers should communicate explicitly to students in violation of any Safe Environment policies that they cannot rejoin if they are removed.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 



**Virtual Background On:** Allows students to use a safe image for their background if desired.

Virtual background

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





**Waiting Room On:** No security feature is more important than enabling the Waiting Room, as it allows the host of the call to regulate who can enter the call. Most of the instances of “Zoom Bombing” have been the results of the Waiting Room being turned off, and the teacher not maintaining control of who enters their classroom.

Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 