

How-To: Change Zoom Meeting Settings

When hosting a Zoom meeting you may wish to secure it so that only authorized attendees can join.

Here's how it's done

Log into your Zoom account

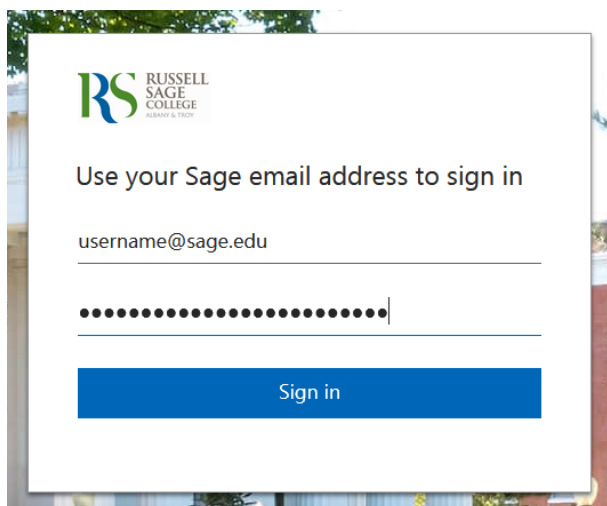
Head over to zoom.sage.edu or sage.edu/zoom and click the Sign In button.



click photo to enlarge

Sign in with your Sage credentials

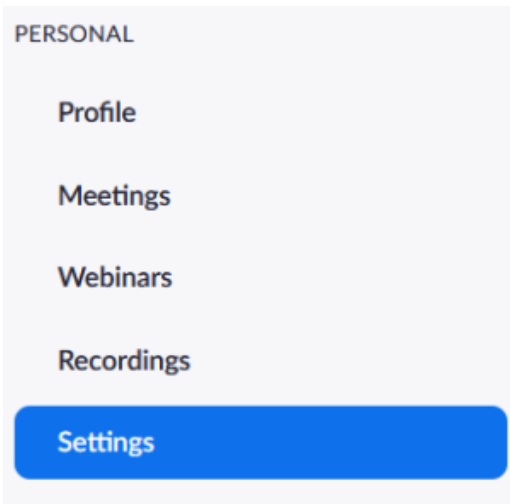
You will be brought to our Single Sign-On page where you will need to enter your Sage email address and password.



click photo to enlarge

Open up the meeting settings

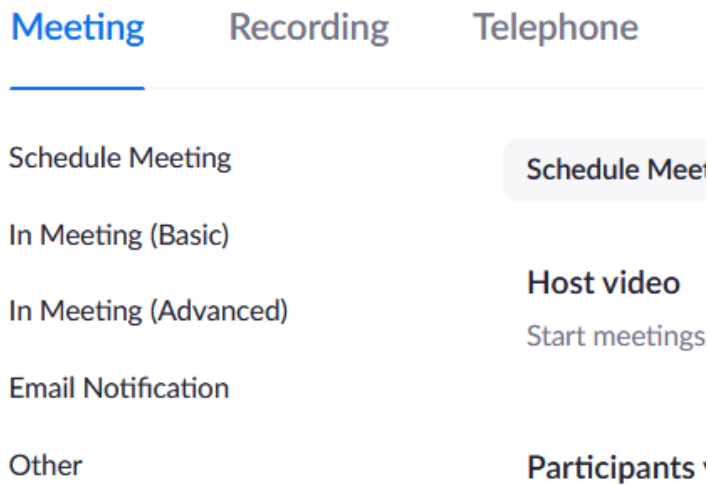
On the left-hand navigation bar select *Settings*.



click photo to enlarge

Select the Meeting tab

Make sure the *Meeting* tab is highlighted.



click photo to enlarge

Make the necessary changes to secure your meeting

Find the setting you wish to alter and ensure the features you want to enable for your meeting are turned on. This could relate to meeting passwords, preventing chat between participants, enabling breakout rooms, etc. We've included an example of a few settings in the screenshots below.

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings

A random password will be generated when starting an instant meeting.

Require a password for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI

Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting 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. 

click photo to enlarge

Chat

Allow meeting participants to send a message visible to all participants

- Prevent participants from saving chat 

Private chat

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

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

- Heard by host and all attendees
- Heard by host only

When each participant joins by telephone

- Record and play their own voice

File transfer

Hosts and participants can send files through the in-meeting chat. 

click photo to enlarge

Wrapping up

This article has demonstrated how to change various settings for your Zoom Meetings.

Related articles

- [How-To: Check if You Have a Zoom Webinar License Assigned](#)
- [How-To: Download and Share Recorded Zoom Meetings](#)
- [How-To: Create Meetings with the Zoom Google Calendar Plugin](#)
- [Troubleshooting Zoom for Google Calendar](#)
- [How-To: Use Your Sage Zoom Account](#)