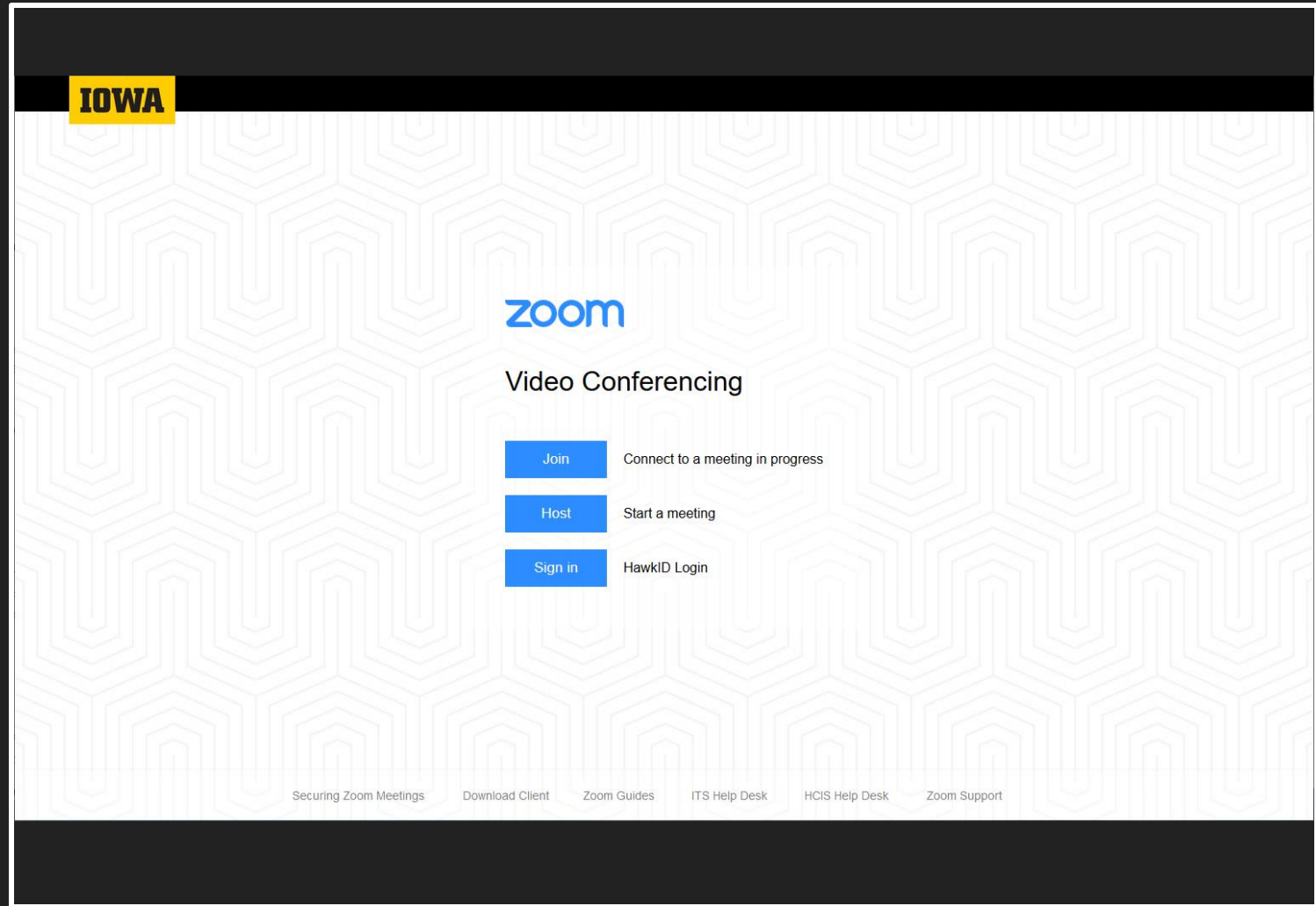


# Recommended Settings for Zoom Meetings



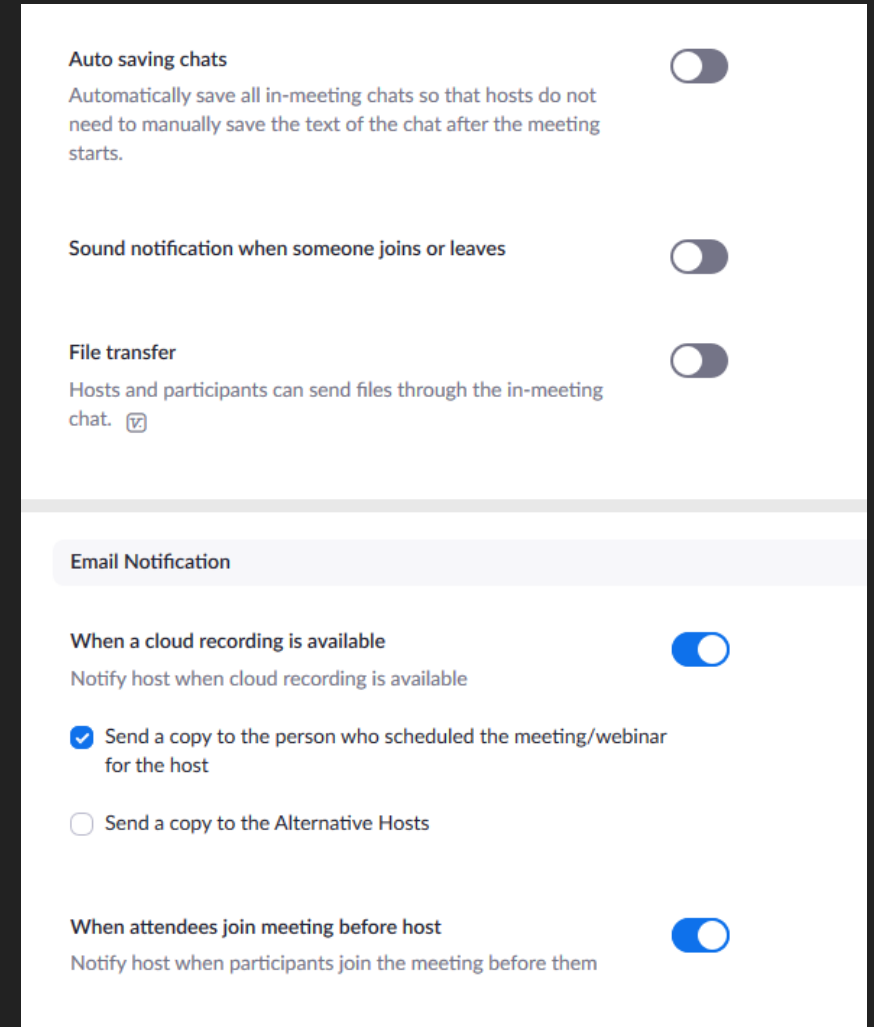
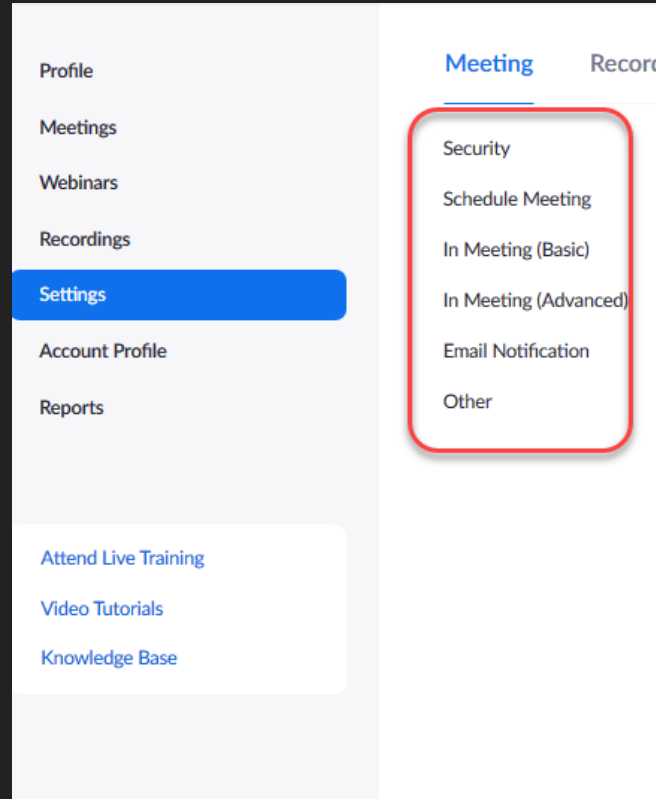
1) To begin, go to <https://uiowa.zoom.us> and sign into your UI Zoom account.



2) Go to Settings and review options that are enabled or disabled by default. These settings will be applied to all new meetings you schedule.

Options we recommend enabling/disabling:

- File Transfer (enable)
- Auto Saving Chats (enable)
- Participants Video (disable)
- Email notification for when attendees arrive before host (disable)



3) Note that some settings, such as allowing participants to share screen, can be accessed and adjusted in-meeting.

You can also adjust individual meeting's options by clicking on the meeting title under Meetings.

Remember to save your changes.

