

This guide explains how to adjust audio and video settings for a more secure meeting experience. Take a few moments to log into your Zoom profile at nau.edu/zoom to adjust these settings.

Zoom profile Settings

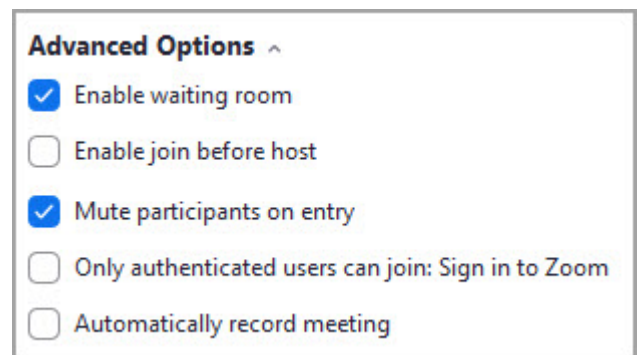
In the left-hand menu of your Zoom profile, select **Settings**.

- **Host video:** Disable to turn off your video when you join as a host
- **Participants video:** Disable to turn off participant video when they join
- **Join before host:** Disable to prevent others from joining the meeting before you as a host
- **Only authenticated users can join meetings:** Enable to require participants to authenticate with their NAU credentials prior to joining meetings.
- **Passcodes are required on ALL meetings**
 - Consider enabling the [“Embed passcode in invite link for one-click join”](#) option
- **Mute participants upon entry:** Enable to turn off participant audio when they join.
 - As the host, you can control whether participants can unmute themselves.
- **Chat:** Disable to prevent participants from sending messages that everyone can see.
 - You can prevent participants from saving chats
 - You can also disable the ability to allow participants to send private messages to others.

Waiting room

The **waiting room** places participants in a queue before entering the meeting. The Host lets participants in manually. This feature is ideal for virtual office hours or to check attendance before a meeting starts.

When scheduling a meeting, open the **Advanced Options** and select the **Enable waiting room** checkbox.



Advanced Options ^

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Apply Zoom updates as they become available.