Meeting security settings

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.

Apply Zoom updates as they become available.

For assistance call the ITS Solution Center at 928-523-3335 or request ITS support at nau.service-now.com.
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