



CONTROL No.	REV.	TITLE GUIDANCE FOR HOSTING CONTROLLED-CONTENT PUBLIC MEETING ACROSS MULTIPLE PLATFORMS.	Effective Date	Page 1 of 48
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1.0 Purpose

This guidance provides comprehensive guidelines for hosting secure and controlled-content public meetings on Microsoft Teams, Google Meet, Zoom and Webex. It includes step-by-step instructions to restrict public attendance and control participant permissions, focusing on limiting screen sharing and microphone usage.

2.0 Scope

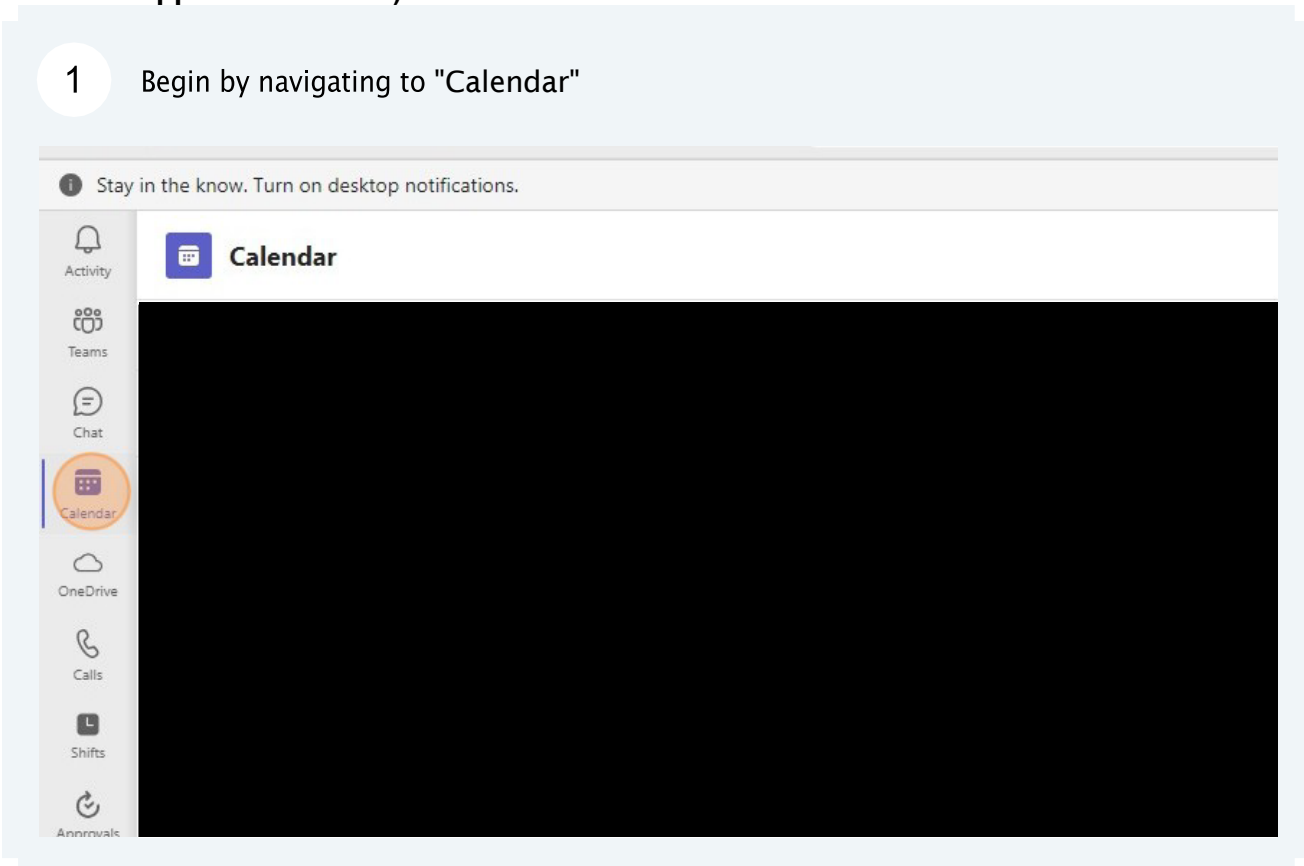
This guidance is intended for all state agencies and departments hosting public meetings on Microsoft Teams, Google Meet, and Zoom, with an emphasis on maintaining consistent security and effective participant management.

Please note that Microsoft Teams is the only enterprise-supported platform by the state. The other platforms mentioned—Google Meet, Webex, and Zoom—are included as recommendations for use by organizations, boards, committees, etc., that fall outside the scope of the state’s enterprise-supported offerings.

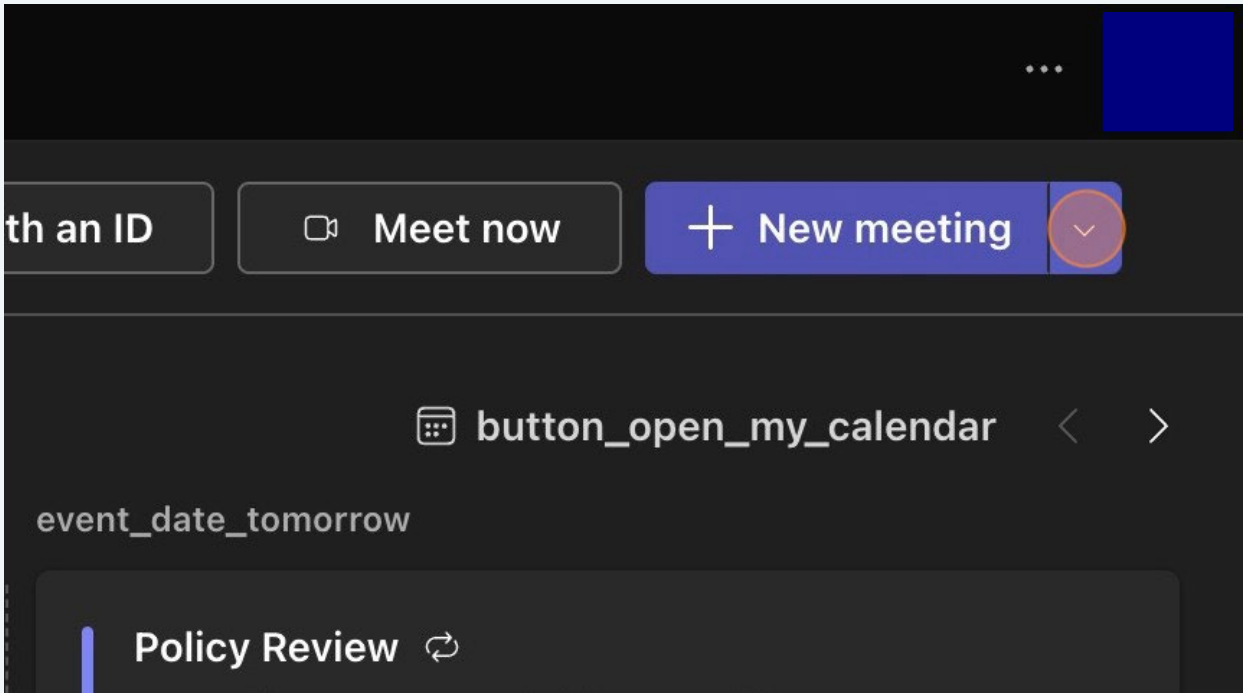
3.0 Guidance

Set up controlled-content meeting with specific people in Teams (**State’s Enterprise-supported Platform**)

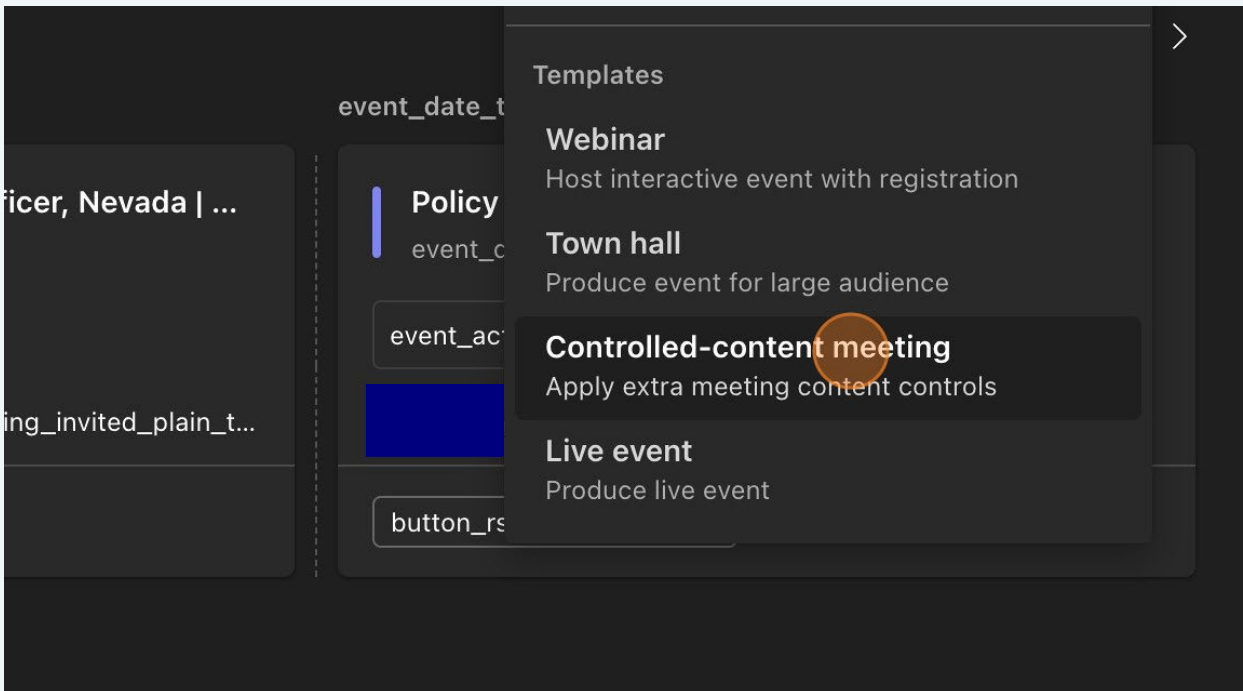
- 1 Begin by navigating to "Calendar"



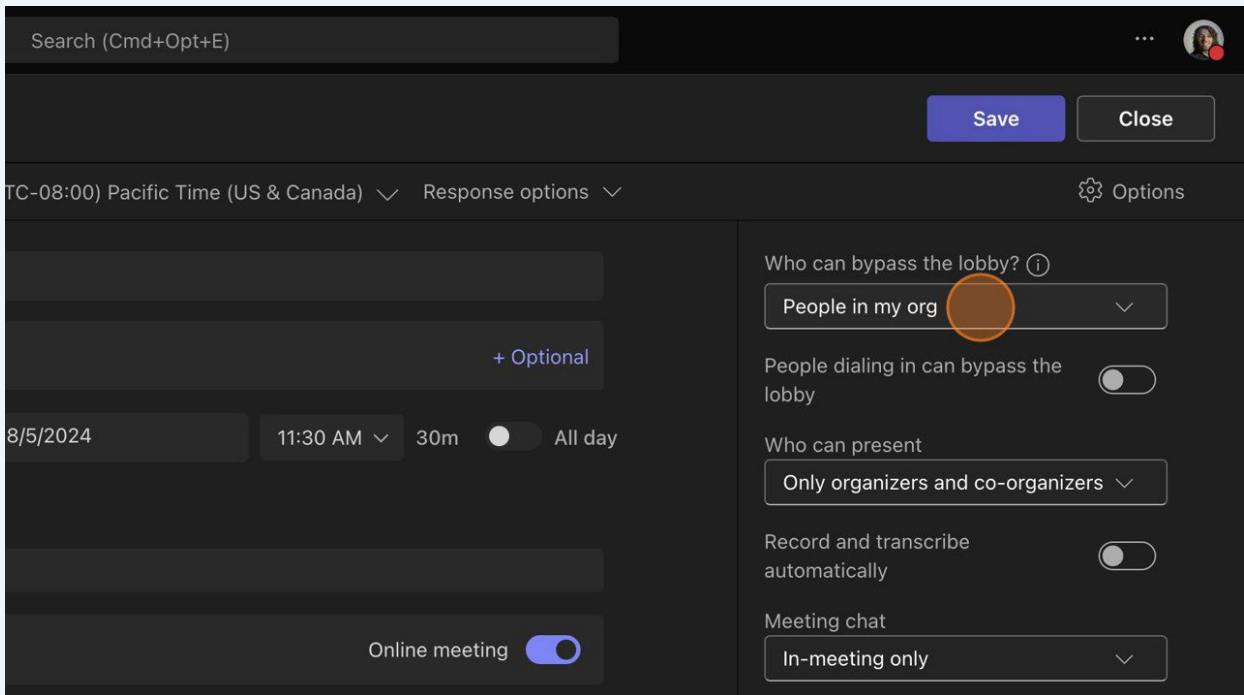
2 Start with a drop down on New Meeting.



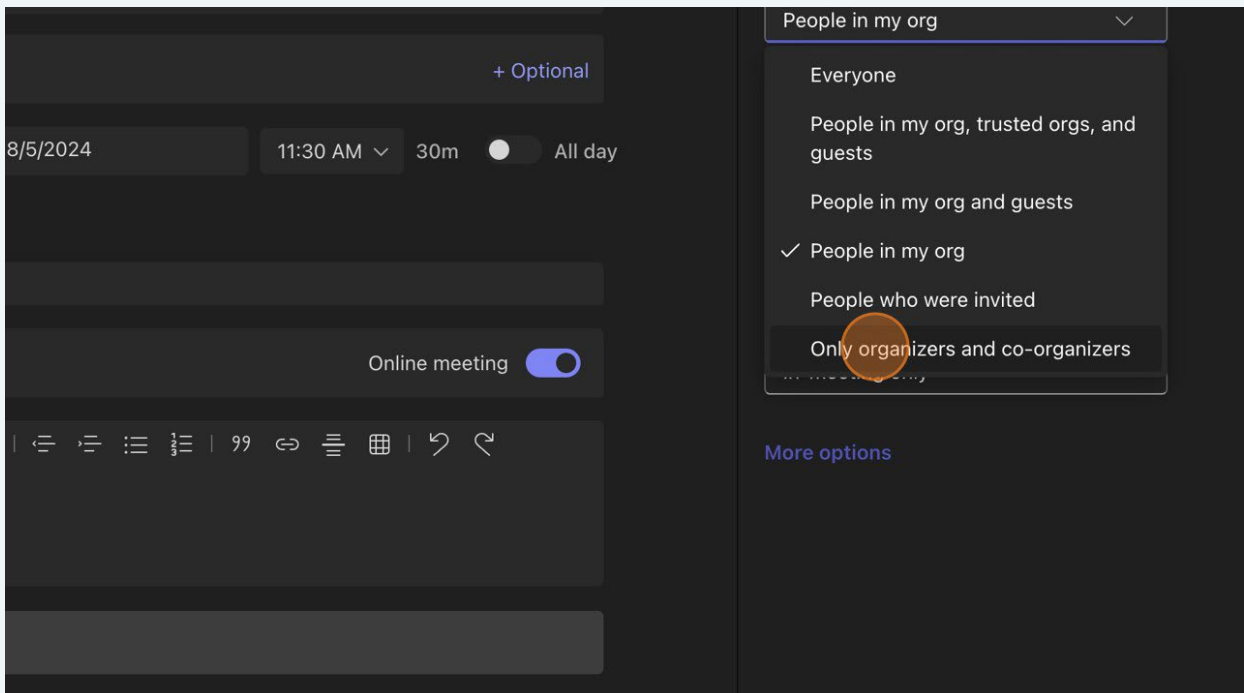
3 Click "Controlled-content meeting"



4 Click "Who can bypass the Lobby?"



5 Select Only organizer and co-organizers.



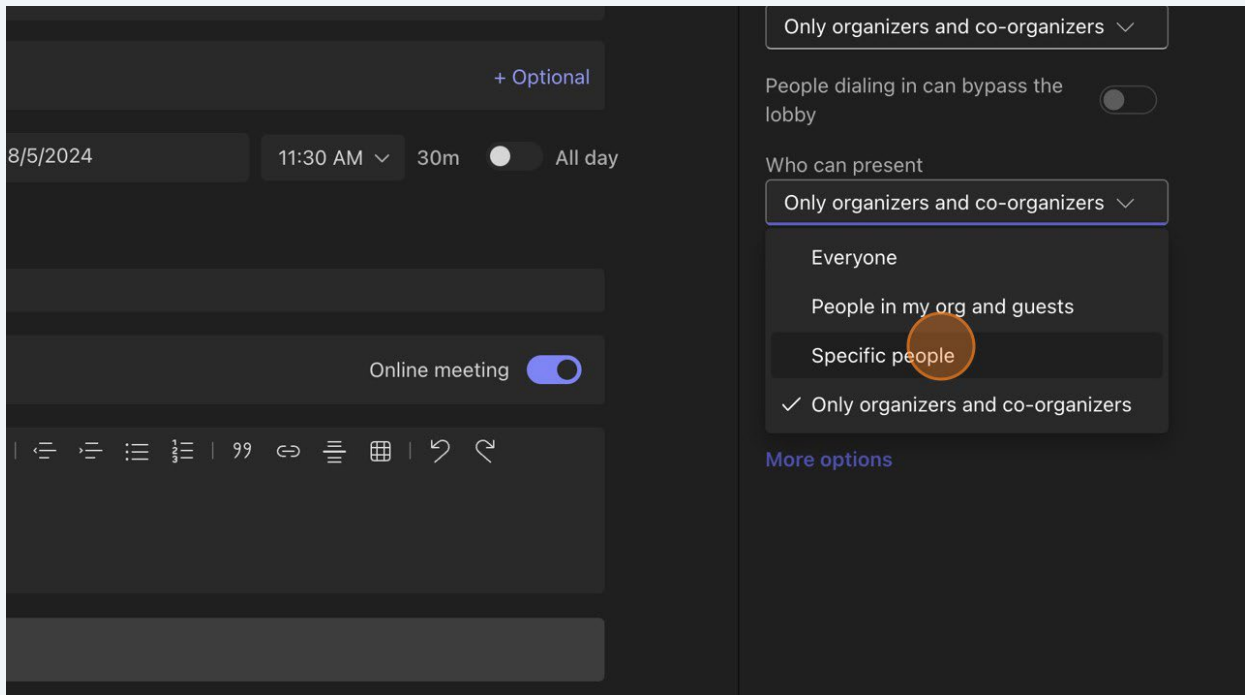
6

Click "Who can Present"

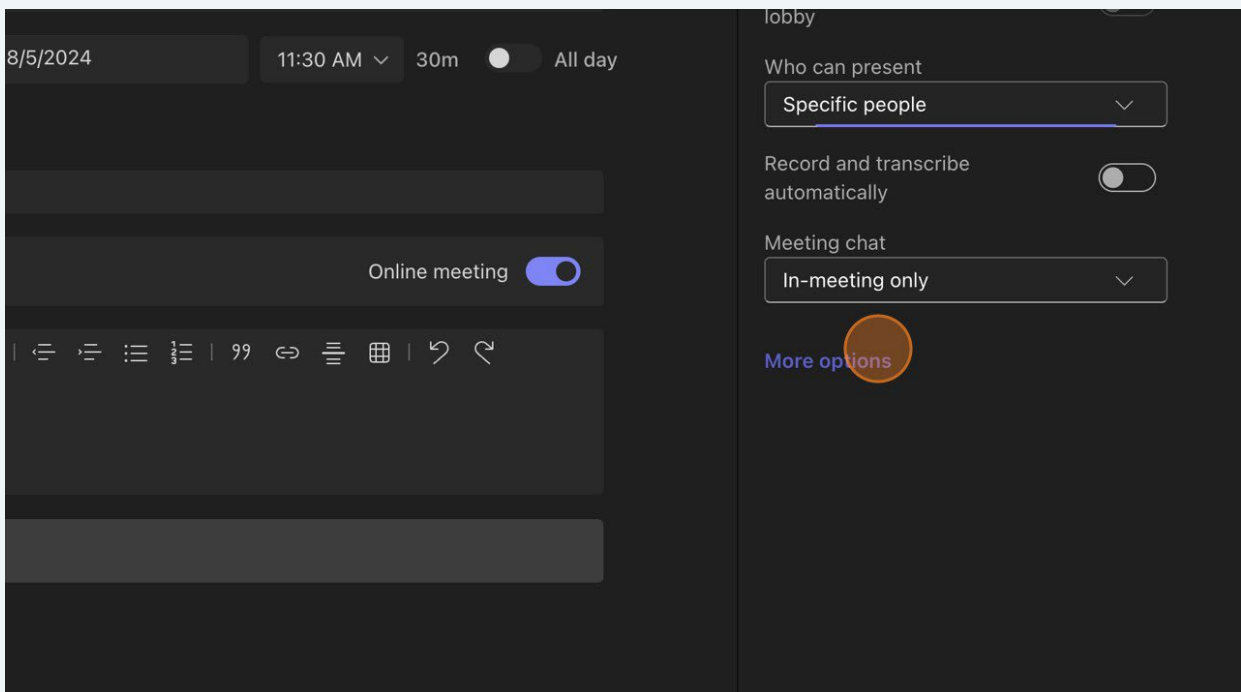
The screenshot shows a meeting configuration interface. At the top, it displays 'TC-08:00) Pacific Time (US & Canada)' and 'Response options'. The main area is divided into two columns. The left column contains meeting details: a date field with '8/5/2024', a time field with '11:30 AM', a duration field with '30m', and an 'All day' toggle. Below these is an 'Online meeting' toggle which is turned on. The right column contains various settings: 'Who can bypass the lobby?' with a dropdown set to 'Only organizers and co-organizers', a toggle for 'People dialing in can bypass the lobby', 'Who can present' with a dropdown set to 'Only organizers and co-organizers' (this dropdown is circled in orange), a toggle for 'Record and transcribe automatically', and 'Meeting chat' with a dropdown set to 'In-meeting only'. A 'More options' link is at the bottom right. At the bottom of the interface is a navigation bar with several icons.



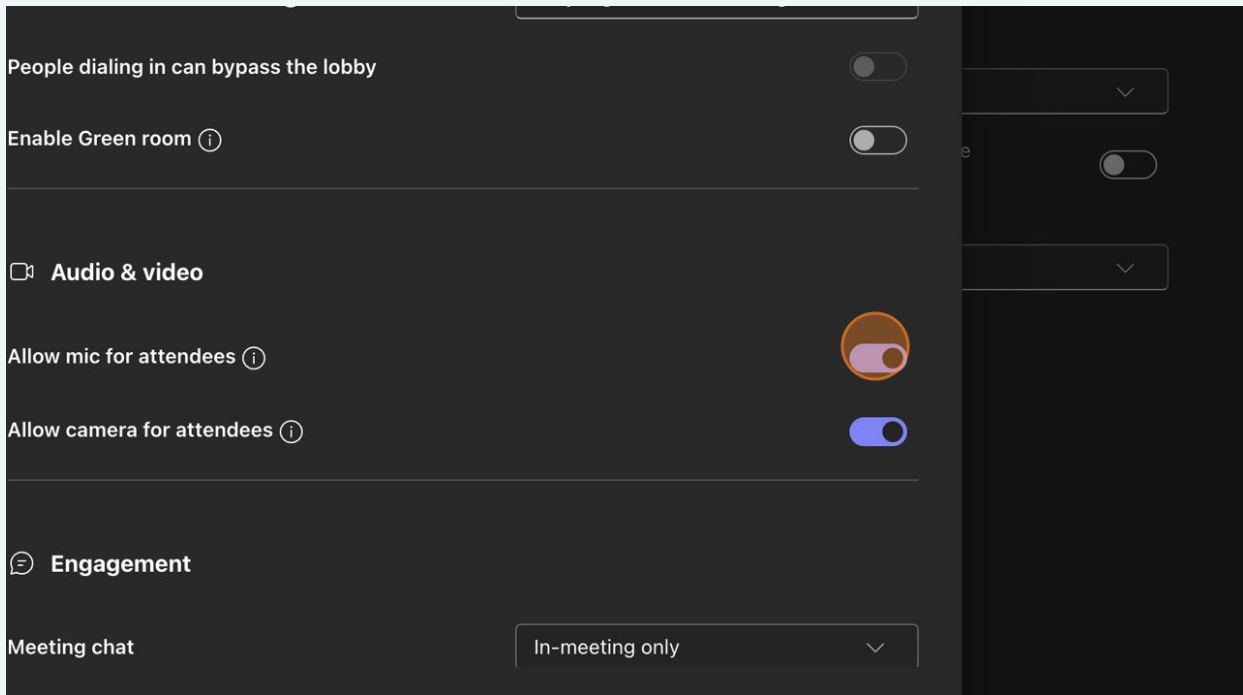
7 You can either select Specific People or Only organizers and co-organizers.



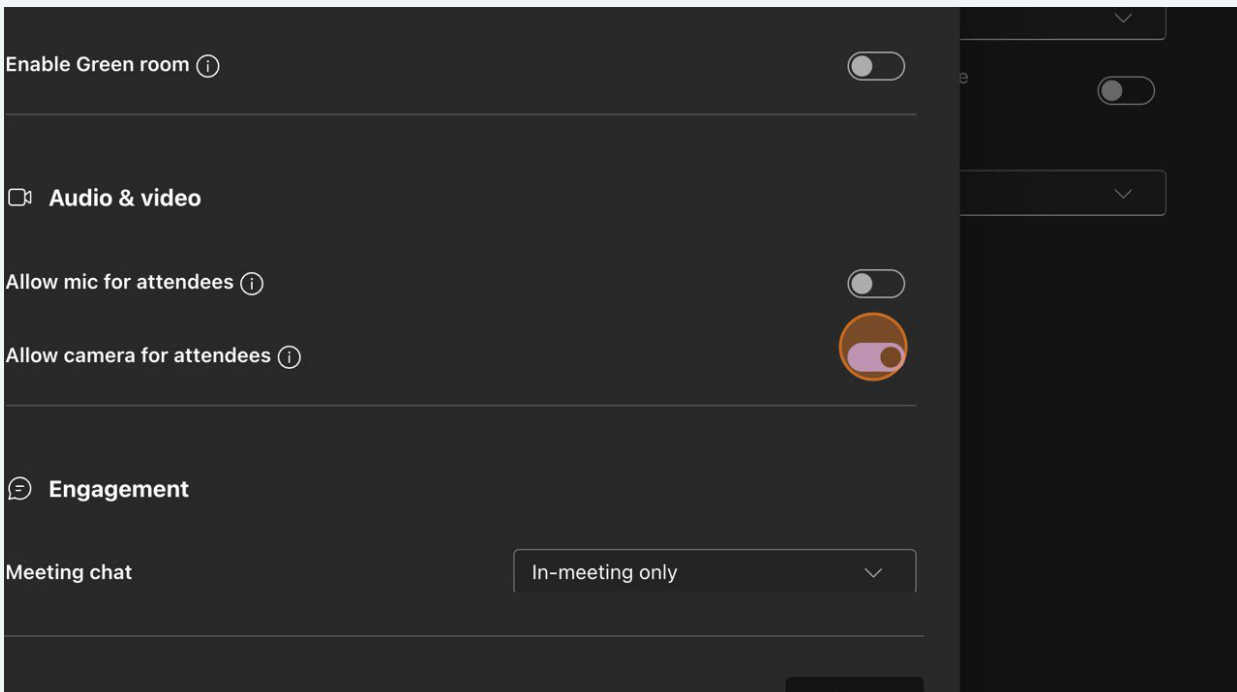
8 Click "More options"



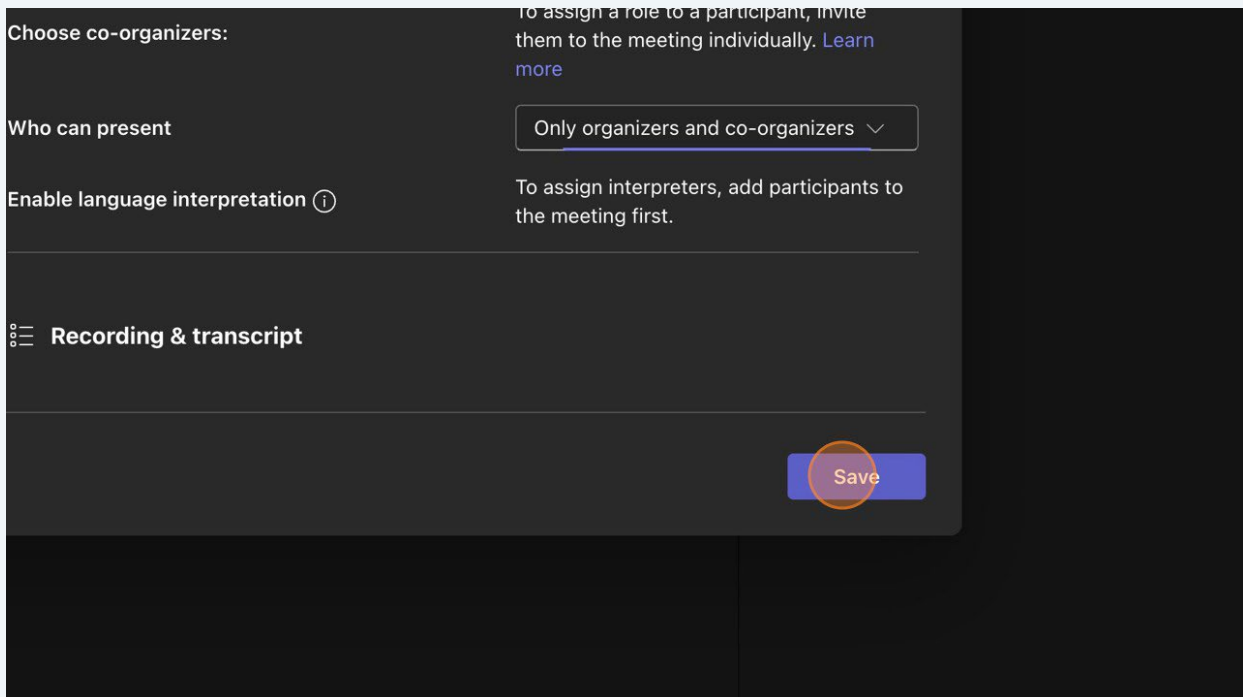
9 For Audio and . Disable Mic.



10 For Audio and . Disable Camera.



11 Click "Save"



Choose co-organizers: To assign a role to a participant, invite them to the meeting individually. [Learn more](#)

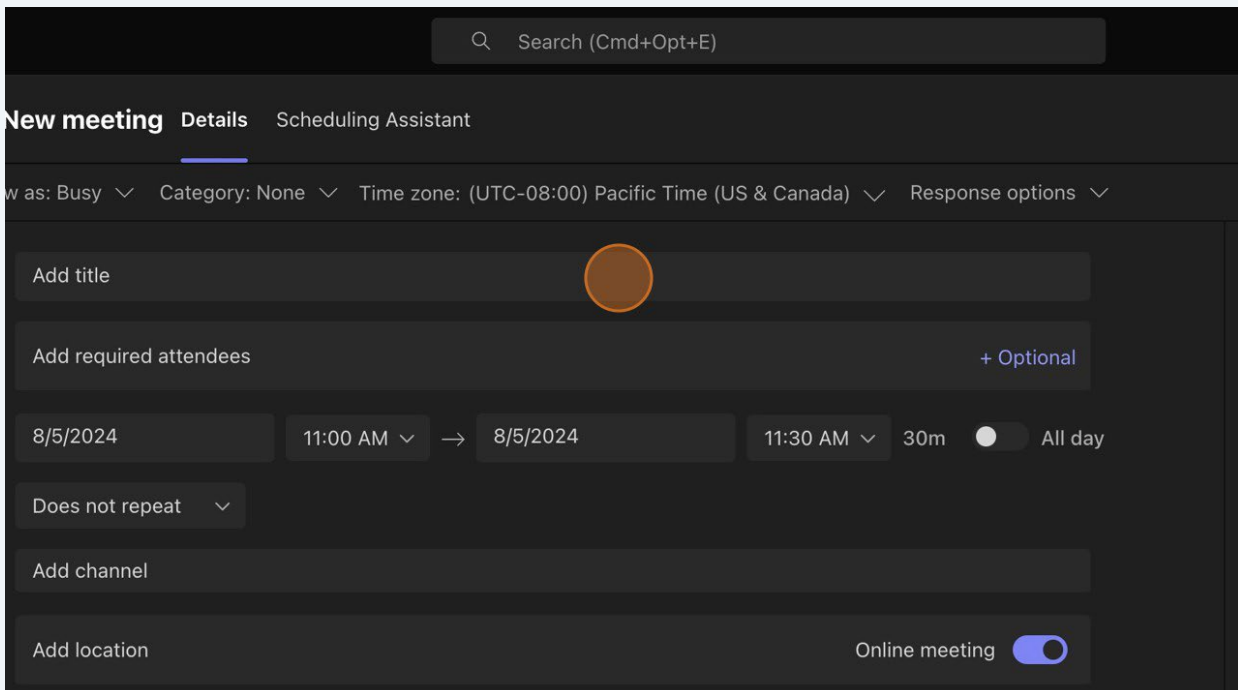
Who can present Only organizers and co-organizers ▾

Enable language interpretation ⓘ To assign interpreters, add participants to the meeting first.

☰ Recording & transcript

Save

12 Add the Title of the meeting.



Search (Cmd+Opt+E)

New meeting Details Scheduling Assistant

How as: Busy ▾ Category: None ▾ Time zone: (UTC-08:00) Pacific Time (US & Canada) ▾ Response options ▾

Add title

Add required attendees + Optional

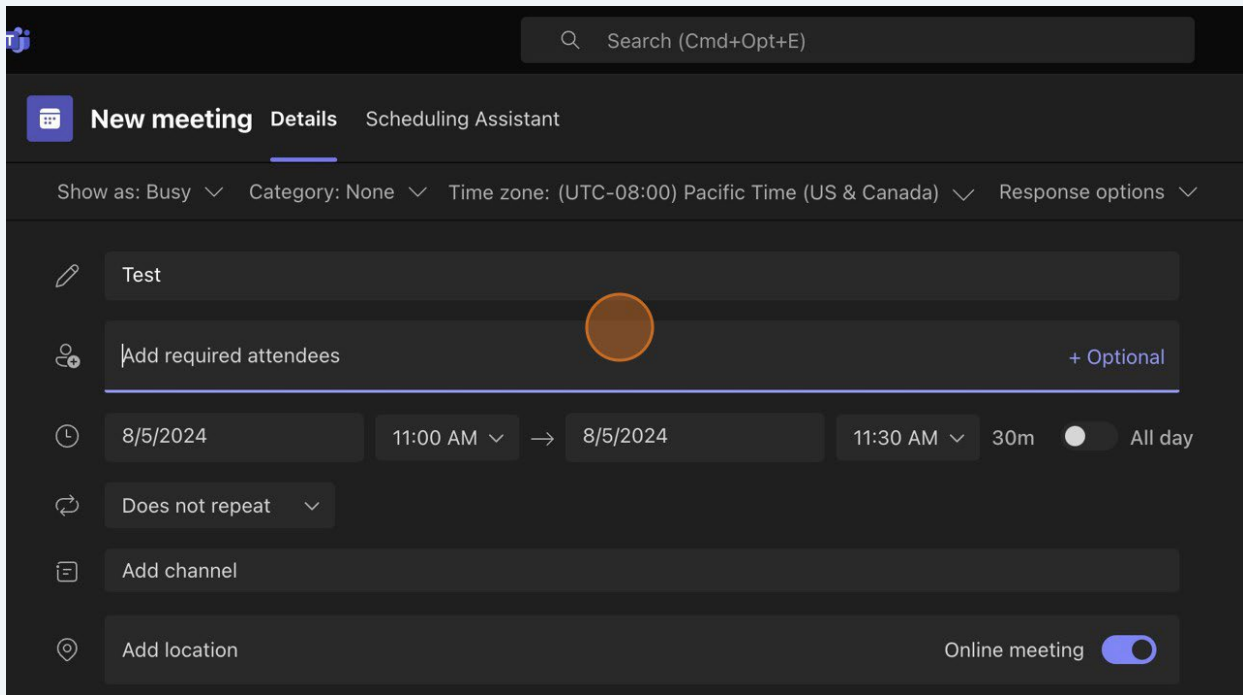
8/5/2024 11:00 AM ▾ → 8/5/2024 11:30 AM ▾ 30m All day

Does not repeat ▾

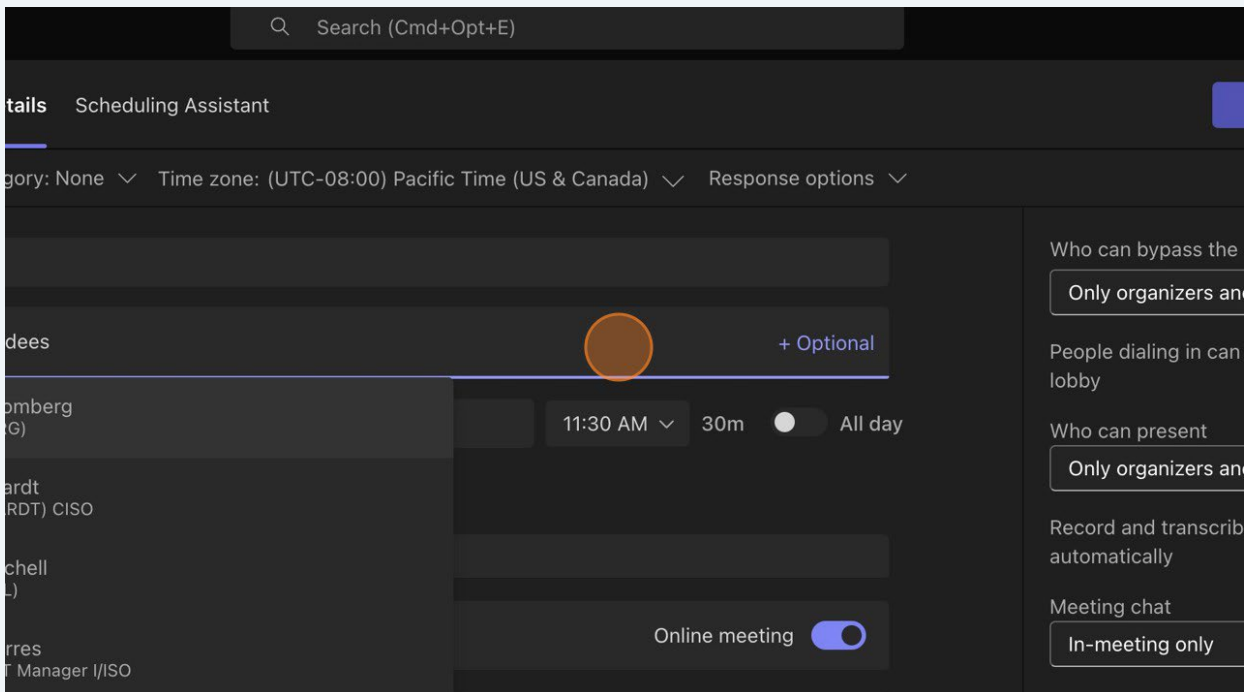
Add channel

Add location Online meeting

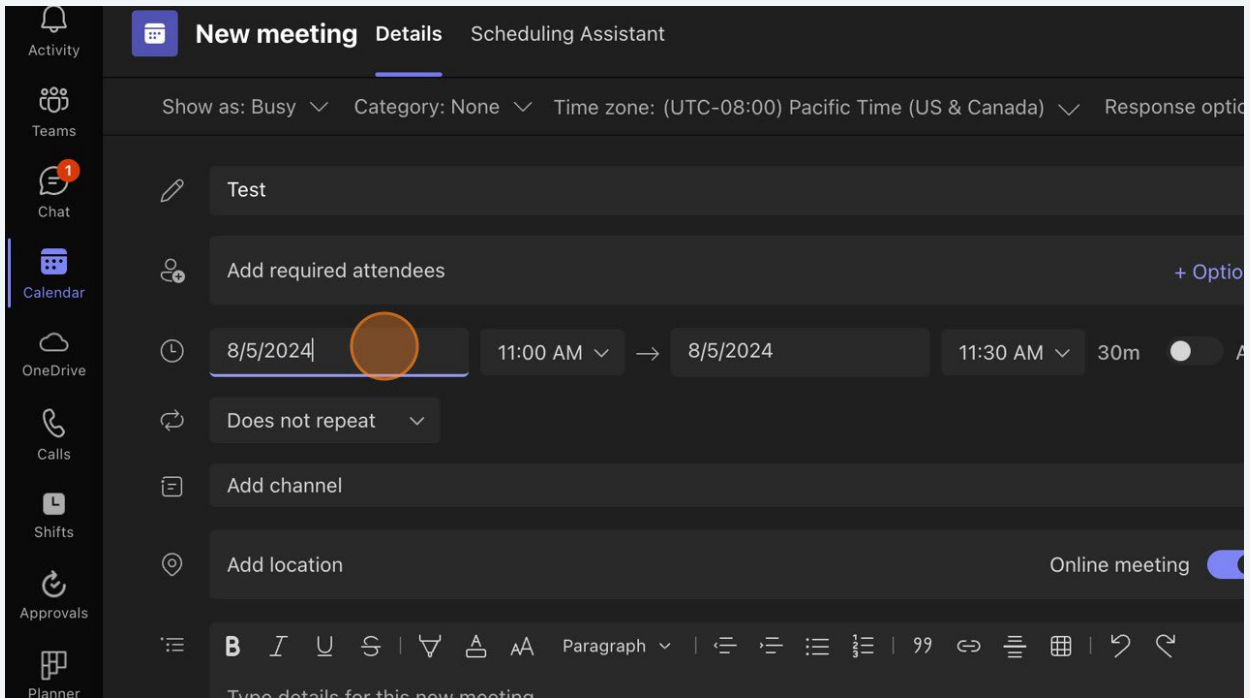
13 Click the "Add required attendees"



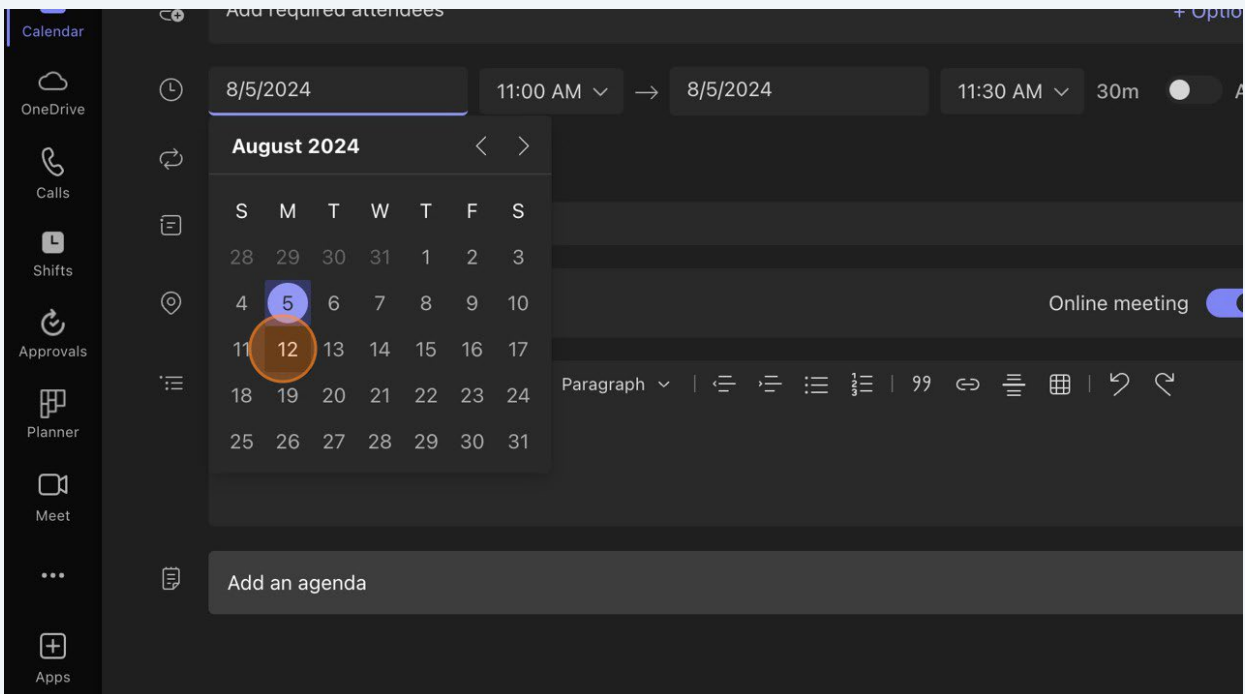
14 Add your attendees.



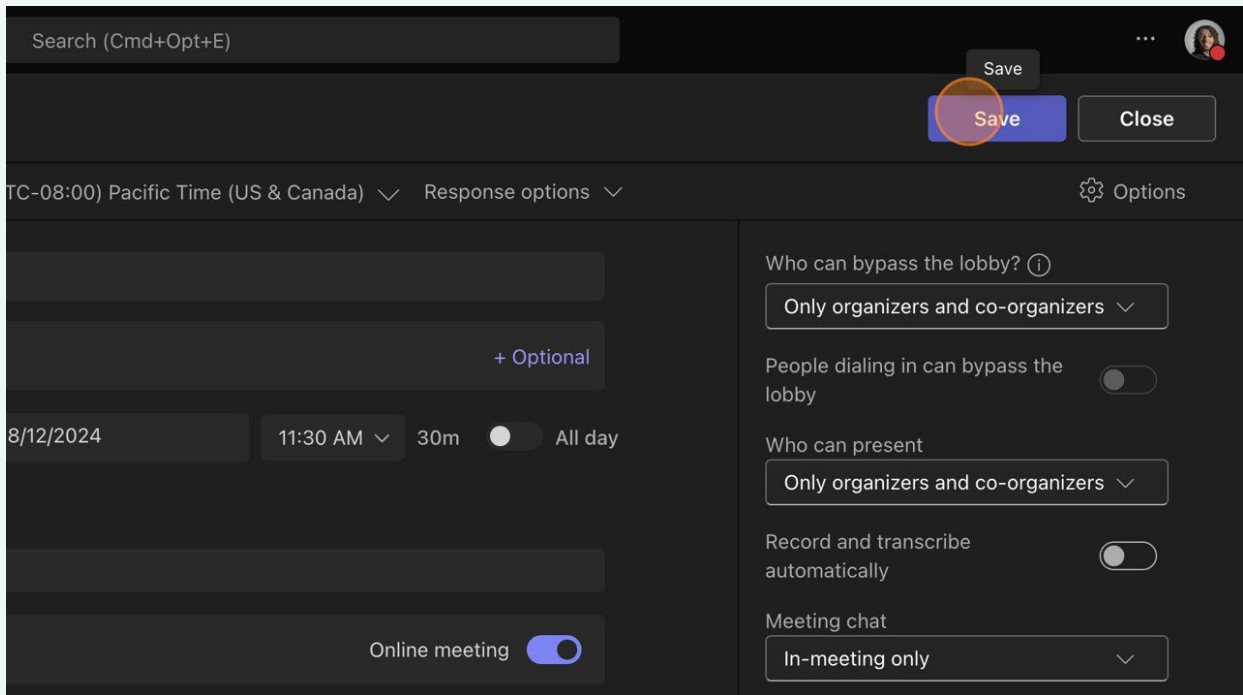
15 Add the date and time.



16



17 Once done, click save



i You are done.

Set up controlled-content meeting with specific people in Google Meets

- 1 Navigate to <https://meet.google.com/landing?pli=1>

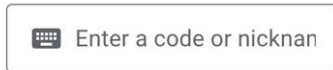
2

Click "New meeting"

Secure video conferencing for everyone

Connect, collaborate, and celebrate from
anywhere with Google Meet

 New meeting

 Enter a code or nicknan

Join

[Learn more about Google Meet](#)

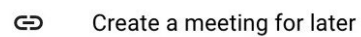
Click N

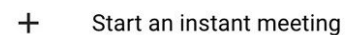
3

Click "Schedule in Google Calendar"

for everyone

Connect, collaborate, and celebrate from
anywhere with Google Meet

 Create a meeting for later

 Start an instant meeting

 Schedule in Google Calendar

code or nicknan

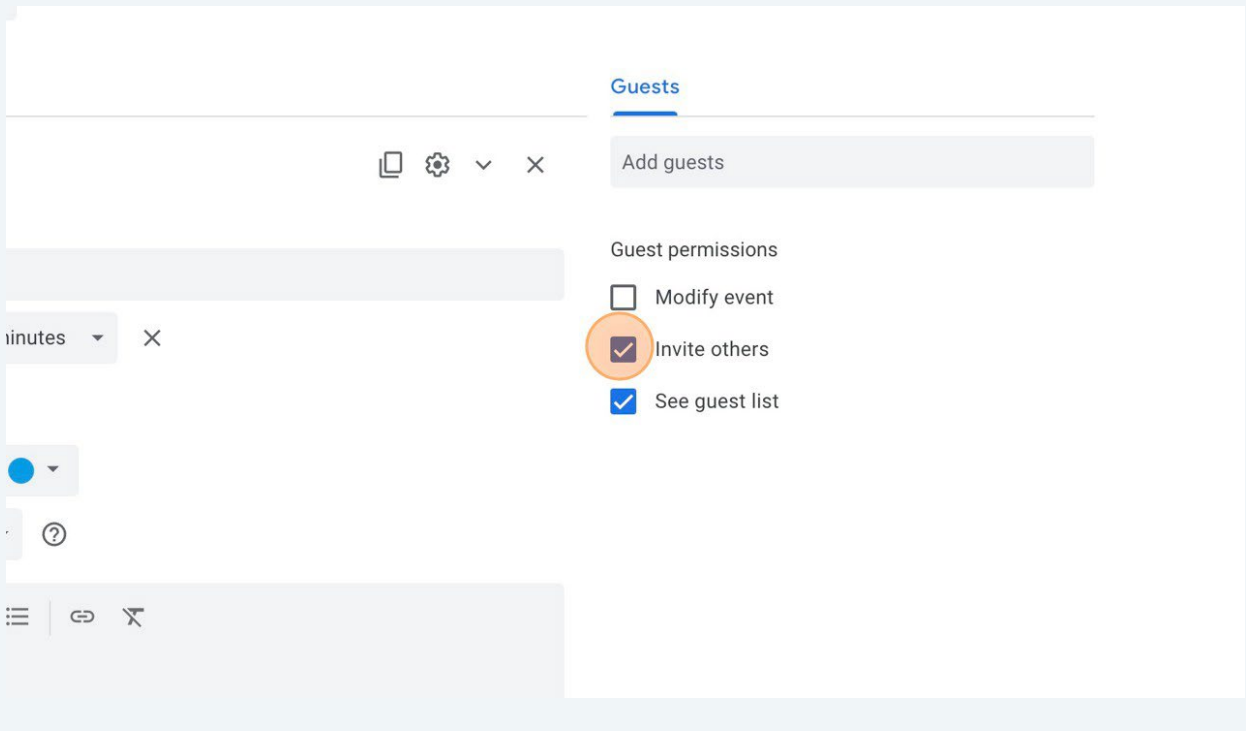
Join

Click N



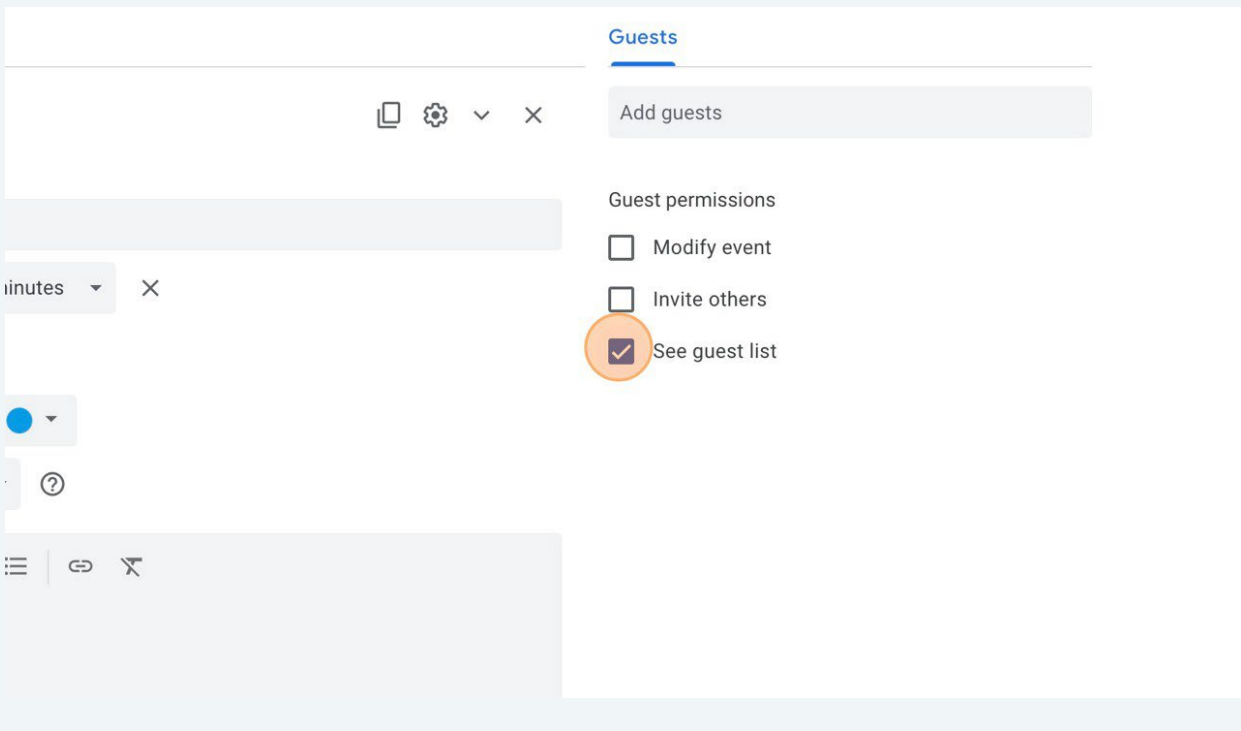
4

Click the "Invite others"

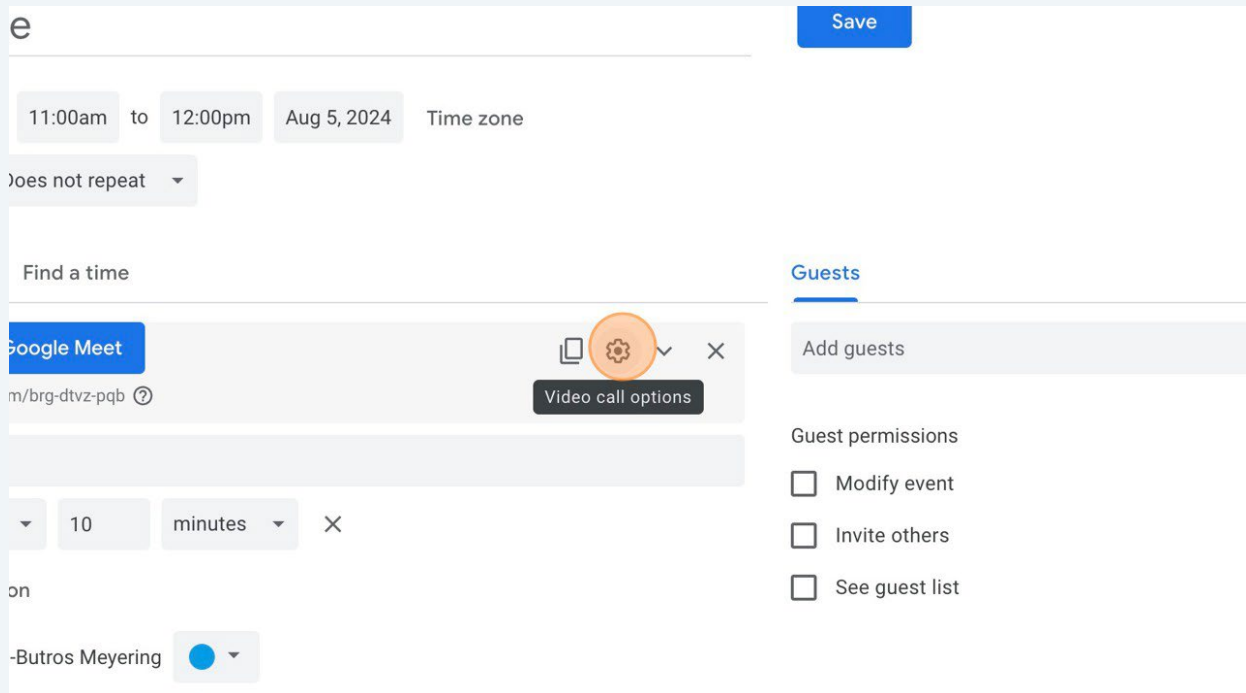


5

Click the "See guest list"

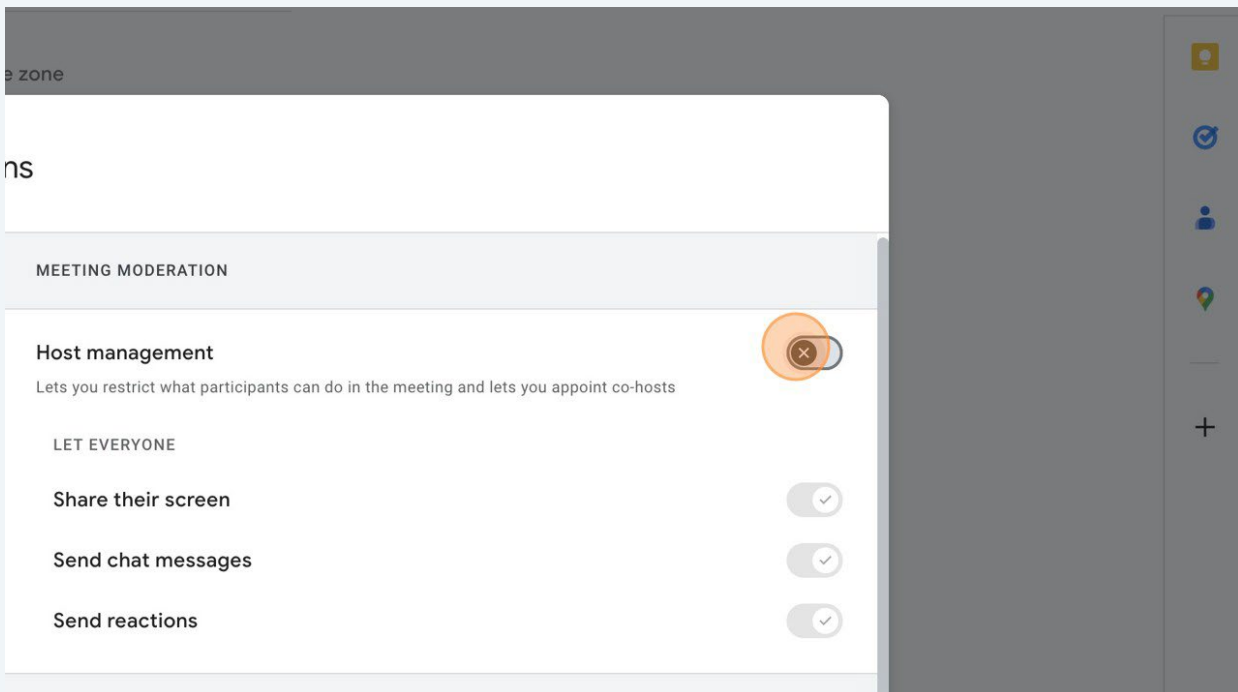


6 Click "settings"



The screenshot shows the Google Meet settings page. At the top, there is a 'Save' button. Below it, the meeting time is set to 11:00am to 12:00pm on Aug 5, 2024, with a 'Time zone' dropdown. A dropdown menu shows 'Does not repeat'. There is a 'Find a time' section. The meeting link is 'm/brg-dtvz-pqb'. A 'Video call options' button is highlighted with an orange circle. Below the link, there is a '10 minutes' duration selector. At the bottom, the host is identified as 'Butros Meyering' with a blue status indicator. On the right side, the 'Guests' section is visible, including an 'Add guests' button and 'Guest permissions' with three unchecked checkboxes: 'Modify event', 'Invite others', and 'See guest list'.

7 Click here for Host Management.



The screenshot shows the 'Host management' settings panel in Google Meet. The panel is titled 'MEETING MODERATION' and 'Host management'. Below the title, it says 'Lets you restrict what participants can do in the meeting and lets you appoint co-hosts'. Under the heading 'LET EVERYONE', there are three settings, each with a toggle switch and a checkmark: 'Share their screen', 'Send chat messages', and 'Send reactions'. A close button (X) is highlighted with an orange circle. On the right side of the screen, a vertical toolbar is visible with icons for chat, mute, video, and a plus sign for more options.

8

Disable Share their

ns

MEETING MODERATION

Host management

Lets you restrict what participants can do in the meeting and lets you appoint co-hosts

LET EVERYONE

Share their screen

Send chat messages

Send reactions

MEETING ACCESS

These settings also apply to future instances of this meeting

Host must join before anyone else

9

Click the "Restricted" field for meeting access type.

notification

Michael Hanna-Butros Meyering

sy ▾ Default visibility

B *I* U

Create meeting notes

d description

Host must join before anyone else

Meeting access type

- Open**
No one has to ask to join. Anyone can dial in.
- Trusted**
People can join without asking if they belong to your organization or are invited using their Google Account. Everyone else must ask to join. Anyone can dial in by phone.
- Restricted**
Anyone who hasn't been invited must ask to join, including people who dial in

Attendance tracking
Send attendance and live stream reports to the host by email

Any host, co-host and organizer can change these settings
Organizer: Michael Hanna-Butros Meyering

Cancel



10 Click here for Attendance tracking.

The screenshot shows the 'meeting access type' settings in Google Meet. Three options are listed: 'Open' (No one has to ask to join. Anyone can dial in.), 'Trusted' (People can join without asking if they belong to your organization or are invited using their Google Account. Everyone else must ask to join. Anyone can dial in by phone.), and 'Restricted' (Anyone who hasn't been invited must ask to join, including people who dial in.). Below these is the 'Attendance tracking' section, which is currently turned off. A blue 'Save' button is visible at the bottom right of the settings panel.

11 Click Guests.

The screenshot shows the 'Video call options' menu for a Google Meet. The menu items are: 'Host controls', 'Meeting records', 'Guests' (highlighted with an orange circle), and 'Breakout rooms'. To the right, the 'MEETING ACCESS' section is visible, showing 'Send chat messages', 'Send reactions', and 'Meeting access type' with 'Open' and 'Trusted' options.

12 Click here for "Everyone is a viewer by default".

Manage who is a contributor, viewer, or co-host in the meeting. Unlike a contributor, a viewer can't chat, raise their hand, share their screen, or use their mic or camera.

Co-hosts can mute others, present their screen, record the call, admit visitors, and assign other co-hosts. Co-hosts aren't automatically added as event guests.

Changes made here don't affect a call that is happening now.

Call artifacts are shared with the host and co-hosts you add here. [Learn more](#)



Everyone is a viewer by default



Co-hosts

0



Add co-host

Contributors

0



13 Click "Save"

Breakout 1

0

Type a name or drag it here

Breakout 2

0

Type a name or drag it here

change these settings
layering

Cancel

Save



14 Click the "Add title" for the meeting name.

The screenshot shows a meeting creation interface. At the top, there is a text input field labeled "Add title" with a blue "Save" button to its right. Below this, the date and time are set to "Aug 5, 2024 11:00am to 12:00pm Aug 5, 2024 Time zone". There is a checkbox for "All day" and a dropdown menu for "Does not repeat". The interface is divided into two tabs: "Event details" (selected) and "Guests". Under "Event details", there is a "Join with Google Meet" button, a meeting link "meet.google.com/brg-dtvz-pqb", a "Meeting ID" section with a link, and "Phone Numbers" including "(US)+1 903-980-1506" and "PIN: 913 127 005#". Under the "Guests" tab, there is an "Add guests" button and a "Guest permissions" section with three checkboxes: "Modify event", "Invite others", and "See guest list". An orange circle highlights the "Add title" text.

15 Add the approved guests.

This screenshot shows the same meeting creation interface as above, but with the "Guests" tab selected. The "Add guests" button is highlighted with an orange circle. The "Event details" tab is now inactive. The "Guest permissions" section remains visible with the same three checkboxes: "Modify event", "Invite others", and "See guest list".

16 Click save.

Save

Aug 5, 2024 Time zone

Guests

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list

i You are done!



Set up controlled-content meeting with specific people in Zoom

1 Click Schedule.

The screenshot displays the Zoom user interface for Michael Hanna-Butros Meyering. At the top, there is a navigation bar with a search icon, 'Search', 'Support', the phone number '1.888.799.9666', 'Contact Sales', and 'Request a Demo'. Below this is a secondary navigation bar with 'Plans & Pricing', 'Schedule', 'Join', 'Host', 'Web App', and a profile icon 'M'. The main content area is divided into two columns. The left column shows the user's name, their current plan ('Basic Plan (Free)'), and a list of features: Whiteboard, Team Chat, Mail, Calendar, Notes, and Docs. A 'Manage Plan' button is located at the bottom of this column. The right column features three large buttons: 'Schedule' (with a calendar icon), 'Join' (with a plus icon), and 'Host' (with a video camera icon). Below these is a 'Meetings' section with a 'Visit Meetings' link and a 'No Upcoming Meetings' message. A 'Test Audio and Video' button is positioned at the bottom of the 'Meetings' section. A 'Feedback' button is visible in the bottom right corner of the interface.

2 Type "The name of your meeting"


3 Turn off Continuous meeting Chat.

Your current plan can only support 40 minutes per meeting.
Need more time? [Upgrade Now](#)

Time Zone (GMT-7:00) Pacific Time (US and Canada) ▾


Recurring meeting

Attendees
Enter user names or email addresses

Enable Continuous Meeting Chat ⓘ 
Added attendees will have access to the Meeting Group Chat before and after the meeting.

Meeting ID Generate Automatically Personal Meeting ID 809 294 7843


Template Select a template ▾

Whiteboard  Add Whiteboard


4 Turn on waiting room.

Meeting ID Generate Automatically Personal Meeting ID 809 294

Template Select a template

Whiteboard  Add Whiteboard

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room 
Only users admitted by the host can join the meeting

Video Host on off
Participant on off

Options [Show](#)

5

Click here.

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options [Show](#)

[Download](#) [Sales](#) [Support](#) [Language](#)

6

Click "Show"

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options

[Download](#) [Sales](#) [Support](#)

Zoom app 1.888.799.9666 Test Zoom

Zoom Room Apps Contact Sales Account



7

Click here.

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Privacy

nd Billing

agement

anagement

ices Management

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options

[Hide](#)

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions/countries

[Save](#) [Cancel](#)

Download Sales Support

8

Click here.

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Privacy

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nd Billing

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Management

aces Management

Only users admitted by the host can join the meeting

Video

Host on off

Participant on off

Options

[Hide](#)

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions/countries

[Save](#) [Cancel](#)

Download Sales Support

9 Select United States Click "Save"

Approve or block entry to users from specific regions/countries

Only allow users from selected countries/regions

Block users from selected countries/regions

Countries/Regions

United States x

Save Cancel

Only users admitted by the host can join the meeting

Host on off

Participant on off

10 Click "Save" on the bottom

Data & Privacy

Reports

ADMIN

- > Plans and Billing
- > User Management
- > Room Management
- > Workspaces Management

Participant on off

Options

Hide

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Approve or block entry to users from specific regions

Only allow users from: United States [Edit](#)

Save Cancel

About

Zoom Blog
Customers
Our Team
Careers

Download

Zoom app
Zoom Room Apps
Zoom Rooms Controller
Browser Extension

Sales

1.888.799.9666
Contact Sales
Plans & Pricing
Request a Demo

Support

Test Zoom
Account
Support Center
Learning Center



Addition Zoom Settings.

11 Click "Settings"

Notes

Docs **NEW**

Recordings & Transcripts

Meeting Summary

Clips

Scheduler

Settings

Data & Privacy

Reports

ADMIN

> Plans and Billing

> User Management

Allow users to save chats from the meeting

Host Everyone

Only users in your account

Only users in your account can chat

Allow participants to delete messages in meeting chat

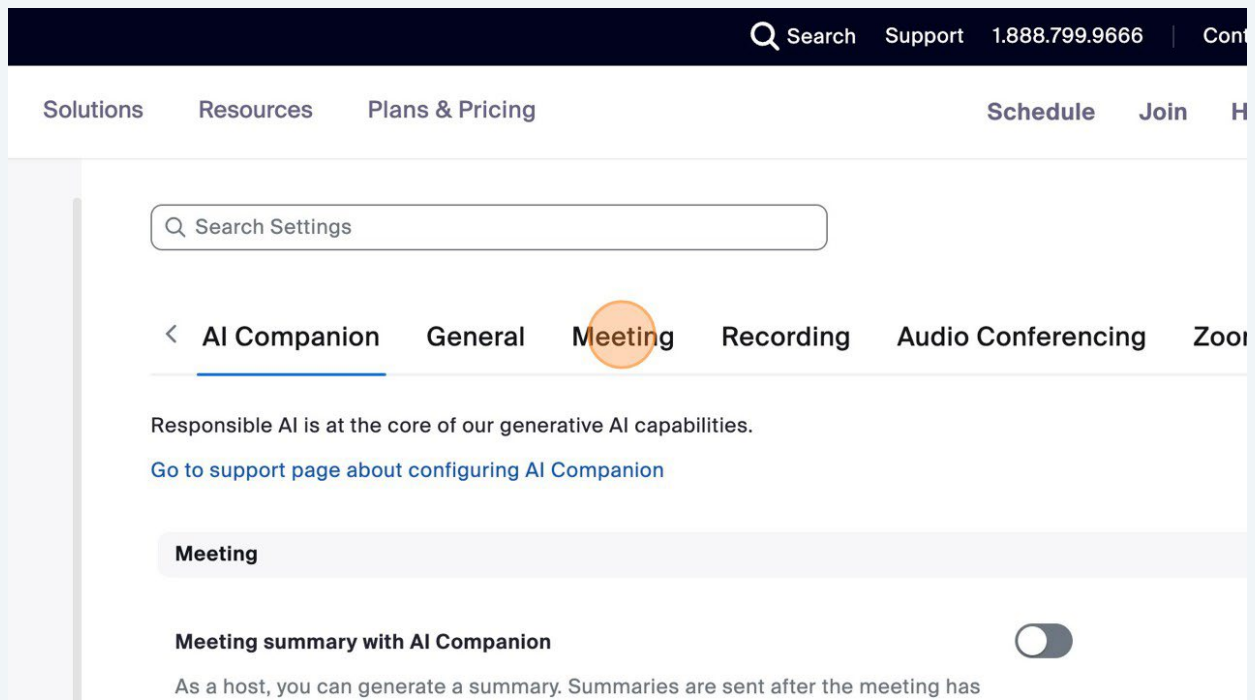
When this setting is enabled, participants (and hosts) can delete their own messages and hosts (and hosts) can delete any messages sent during the meeting.

Allow participants to edit messages in meeting chat

When this setting is enabled, participants can edit their own messages sent during the meeting.

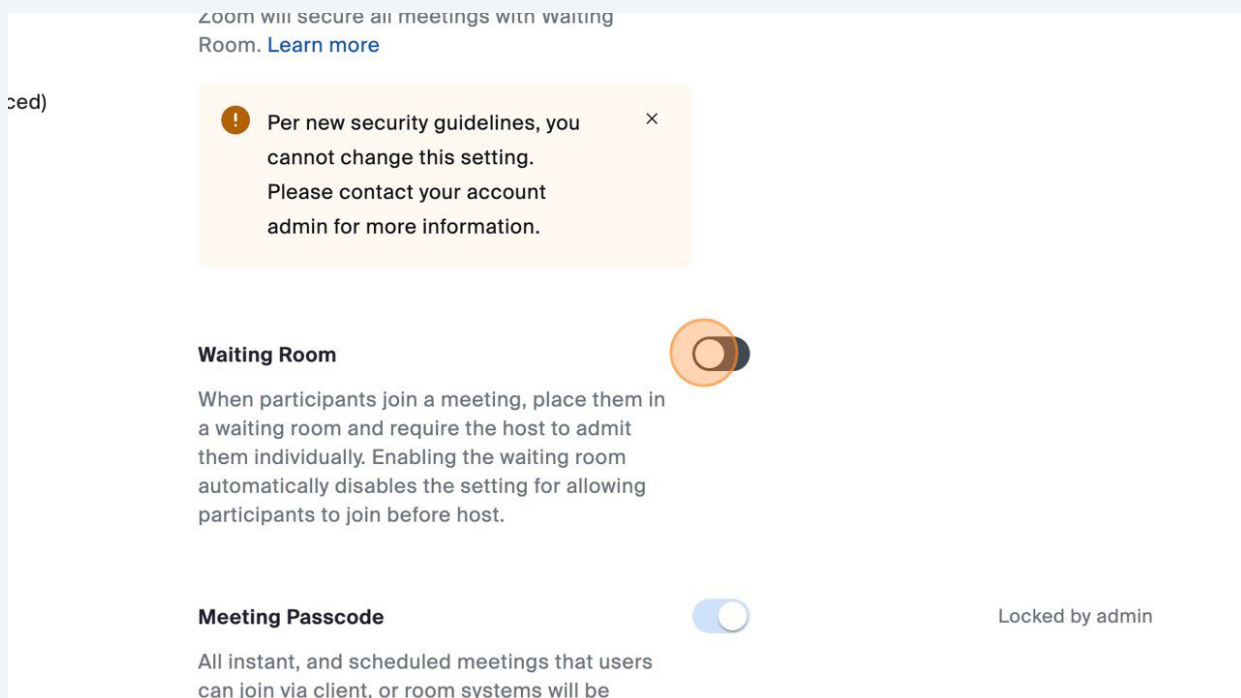


12 Click "Meeting"



The screenshot shows the Zoom settings interface. At the top, there is a dark navigation bar with 'Search', 'Support', '1.888.799.9666', and 'Cont'. Below this is a white navigation bar with 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', and 'H'. A search bar labeled 'Search Settings' is present. The main content area has a breadcrumb trail: '< AI Companion', 'General', 'Meeting' (highlighted with an orange circle), 'Recording', 'Audio Conferencing', and 'Zoom'. Below the breadcrumb, there is a heading 'Responsible AI is at the core of our generative AI capabilities.' and a link 'Go to support page about configuring AI Companion'. A section titled 'Meeting' contains a toggle switch for 'Meeting summary with AI Companion', which is currently turned off. Below the toggle, there is a descriptive sentence: 'As a host, you can generate a summary. Summaries are sent after the meeting has'.

13 Enable Waiting Room



The screenshot shows the Zoom settings page for 'Waiting Room'. At the top, it says 'Zoom will secure all meetings with waiting Room. [Learn more](#)'. Below this is a notification box with an orange exclamation mark icon and the text: 'Per new security guidelines, you cannot change this setting. Please contact your account admin for more information.' The 'Waiting Room' toggle switch is highlighted with an orange circle and is currently turned on. Below the toggle, there is a description: 'When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.' At the bottom, there is a 'Meeting Passcode' toggle switch, which is turned on and labeled 'Locked by admin'. Below the toggle, there is a sentence: 'All instant, and scheduled meetings that users can join via client, or room systems will be'.



14 Enable "Host video"

...ed)

... end-to-end encryption (encryption keys stored on your local device) when scheduling or starting a meeting. When using end-to-end encryption, several features (e.g. cloud recording, phone/SIP/H.323 dial-in) will be automatically disabled. [Learn more](#)

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

15 Disable "Allow participants to join before host"

Meeting (Advanced)

...ail Notification

...her

microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Computer Audio

Allow participants to join before host

Allow participants to join before the host arrives. If participants are not allowed to join before the host, or the host has another meeting running, participants will see a dialog that notifies them that the meeting has not started. This dialog can be customized through the [Customize Waiting Room](#) setting.

Enable continuous meeting chat

16 Disable "Enable continuous meeting chat"

ced)

Allow participants to join before host



Allow participants to join before the host arrives. If participants are not allowed to join before the host, or the host has another meeting running, participants will see a dialog that notifies them that the meeting has not started. This dialog can be customized through the [Customize Waiting Room](#) setting.

Enable continuous meeting chat



Chat will continue before, during, and after the meeting in Team Chat for signed in users.

Enable Personal Meeting ID



A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

17 Click "Turn Off"

Disable "Enable continuous meeting chat"

The following setting depends on this setting, the change might affect it

- Chat
- New meeting chat experience

Turn Off

Cancel

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

Use Personal Meeting ID (PMI) when



18 Disable "Mute all participants when they join a meeting"

g (Advanced)

Single instance Repeated

ification

Visible Shared content

on Video feeds Both

Opacity level 5%

Mute all participants when they join a meeting Modified [Reset](#)

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder Modified [Reset](#)

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

19 Allow only "Host" to save chats from meeting

Other

Chat

Allow meeting and webinar participants to send chat messages

By default, allow participants to chat with

Everyone and anyone directly ▾

Allow users to save chats from the meeting

Host Everyone

Only users in your account

Only users in your account can chat

Allow participants to delete messages in meeting chat

When this setting is enabled, participants can delete their own messages and hosts (and co-



20

Disable "allow participants to edit messages in meeting chat"

Allow participants to delete messages in meeting chat



When this setting is enabled, participants can delete their own messages and hosts (and co-hosts) can delete any messages sent during the meeting.

Allow participants to edit messages in meeting chat



When this setting is enabled, participants can edit their own messages sent during the meeting.

Enable the Screenshot feature in meeting chat



When this setting is enabled, participants can

21

Disable "Private chat"

ced)

Allow participants to use the emoji library in meeting chat. Choose between allowing participants to use any emoji in the library, or choose to allow only pre-selected emojis. If the setting is disabled, participants can still use keyboard shortcuts to add emojis. Participants can change their emoji skin tone in Settings.

Private chat



Allow meeting participants to send direct messages to other participants and allow webinar panelists to send direct messages to other panelists.

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.



22 Click "Turn Off"

notification participants to use any emoji in the library, or choose to allow only pre-selected emojis. If the setting is disabled, participants can still use

Disable "Private chat"

Once disabled, participants will not be able to chat with anyone directly. The sub-option of chat will be updated to "By default, allow participants to chat with Everyone' ".

Turn Off **Cancel**

other panelists.

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.

23 Disable "Announce number of participants for dial-in participants"

ced) Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Sound notification when someone joins or leaves

Announce number of participants for dial-in participants

Send files via meeting chat

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


Only allow specified file types





24

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

ced)


Sound notification when someone joins or leaves 

Announce number of participants for dial-in participants  Modified [Reset](#)

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

Only allow specified file types


Maximum file size


Display end-of-meeting experience feedback survey 


25

Disable "Display end-of-meeting experience feedback survey"

ced)

Announce number of participants for dial-in participants  Modified [Reset](#)

Send files via meeting chat  Modified [Reset](#)
 Hosts and participants can send files through the in-meeting chat.

Display end-of-meeting experience feedback survey 
 Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Display for every meeting

Display for meetings randomly

26 Click "Host Only" for Screen Sharing.

pts

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

How many participants can share at the same time? ?

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

- Host Only
- All Participants ?

Who can start sharing when someone else is sharing?

- Host Only
- All Participants ?

27 Click "Save"

Who can share?

- Host Only
- All Participants ?

Who can start sharing when someone else is sharing?

- Host Only
- All Participants ?

Save Cancel

Screen Sharing Presenter View

Allow host and participants to use presenter view while screen sharing

Disable desktop screen sharing for meetings you host

28 Prevent screen from being controlled

icipants

Restrict external users from using remote control and remote support in a meeting

Guests include users who are not signed in or not in the same account. When this setting is on, users will not be able to give remote control to an external participant and external participants cannot request control of the user.

- Prevent my screen from being controlled by an external user ✓
- Prevent guest user's screen from being controlled in your meeting ✓

Annotation ☑

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

- Allow saving of shared screens with annotations

29 Prevent guest user's screen from being controlled

icipants

remote control and remote support in a meeting

Guests include users who are not signed in or not in the same account. When this setting is on, users will not be able to give remote control to an external participant and external participants cannot request control of the user.

- Prevent my screen from being controlled by an external user ✓
- Prevent guest user's screen from being controlled in your meeting ✓

Save

Cancel

Annotation ☑

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

- Allow saving of shared screens with annotations



30 Click "Save"

ts

meeting

Guests include users who are not signed in or not in the same account. When this setting is on, users will not be able to give remote control to an external participant and external participants cannot request control of the user.

- Prevent my screen from being controlled by an external user ⓧ
- Prevent guest user's screen from being controlled in your meeting ⓧ

Save **Cancel**

Annotation ⓧ

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

- Allow saving of shared screens with annotations
- Only the user who is sharing can annotate

31 Disable Annotations

not in the same account. When this setting is on, users will not be able to give remote control to an external participant and external participants cannot request control of the user.

- Prevent my screen from being controlled by an external user ⓧ
- Prevent guest user's screen from being controlled in your meeting ⓧ

Annotation

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

- Allow saving of shared screens with annotations
- Only the user who is sharing can annotate

Whiteboard (Classic)

Allow host and participants to share whiteboard

32 Disable Whiteboard

Prevent guest users screen from being controlled in your meeting ⓧ

Annotation



Modified [Reset](#)


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

Whiteboard (Classic)



Allow host and participants to share whiteboard during a meeting

Use Whiteboard by default if available ?

 The new Zoom Whiteboard will open by default when screen sharing. Unselect this setting if you prefer to open the classic Whiteboard instead. ×

33 Disable Remote Control

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

Whiteboard (Classic)



Modified [Reset](#)

Allow host and participants to share whiteboard during a meeting

Remote control



During screen sharing, the person who is sharing can allow others to control the shared content

Allow remote controlling user to share clipboard

Allow "auto accept all requests" ⓧ

34 Enable Slide Control

Allow host and participants to share whiteboard during a meeting

ced)

Remote control



Modified [Reset](#)

During screen sharing, the person who is sharing can allow others to control the shared content

Slide Control



During a presentation, the person who is sharing can allow others to control the PowerPoint or Keynote slide presentation

Non-verbal feedback



Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up, coffee cup). These icons are found in the Reactions menu in the

35 Disable "Show invitee list in the Participants panel"

ced)

Allow participants to use floating video reactions.

Allow removed participants to rejoin



Allow previously removed meeting participants and webinar panelists to rejoin

Show invitee list in the Participants panel



Users invited to meetings on other platforms (e.g. Google, Outlook, or Exchange) will also be shown on this list


Allow users to change their name when joining a meeting





By disabling this setting, users will always use their name on profile page to join a meeting




36 Enable "Full transcript"

Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Persian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Tagalog, Tamil, Telugu, Thai, Turkish, Ukrainian, Vietnamese 

Allow only the following users to enable captions for the meeting or webinar 

Full transcript 

Allow viewing of full transcript in the in-meeting side panel

Save Captions 

Allow participants to save fully closed captions or transcripts

37 Click "Enable"


Romanian, Russian, Spanish, Swedish, Tagalog

Enable "Full transcript "


The following settings depend on this setting, the change might affect them.

- Save Captions


Enable

Save Captions 

Allow participants to save fully closed captions or transcripts


Sign Language interpretation view 

38 Disable "Allow use of videos as virtual backgrounds"

members can be added or removed in Team Chat or Contacts. 

Virtual background

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos as virtual backgrounds 

Immersive View


Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars.

Turn off custom background 

39 Click "Save"

Virtual background

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos as virtual backgrounds 

Save

Cancel

Immersive View

Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars.

Turn off custom background 



40 Enable "Show a "Join from your browser" link"

meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings



Allow users to select stereo audio during a meeting

Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Show "Always join from browser" option



41 Require CAPTCHA

pts

workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

On desktop browser

On mobile browser

Note that the meeting experience from the mobile browser is more limited than the desktop browser

Require solving a CAPTCHA for guest users (users who are not signed in) ?

Show "Always join from browser" option when joining from join.zoom.us



Allow account members to enable "Always join from browser" when they join meetings from join.zoom.us.



42 Click "Save"

the meeting experience from the browser is limited

- On desktop browser
- On mobile browser

Note that the meeting experience from the mobile browser is more limited than the desktop browser

- Require solving a CAPTCHA for guest users (users who are not signed in) ?

Save **Cancel**

Show "Always join from browser" option when joining from join.zoom.us

Allow account members to enable "Always join from browser" when they join meetings from join.zoom.us.

43 Enable "Request permission to unmute"

join.zoom.us.

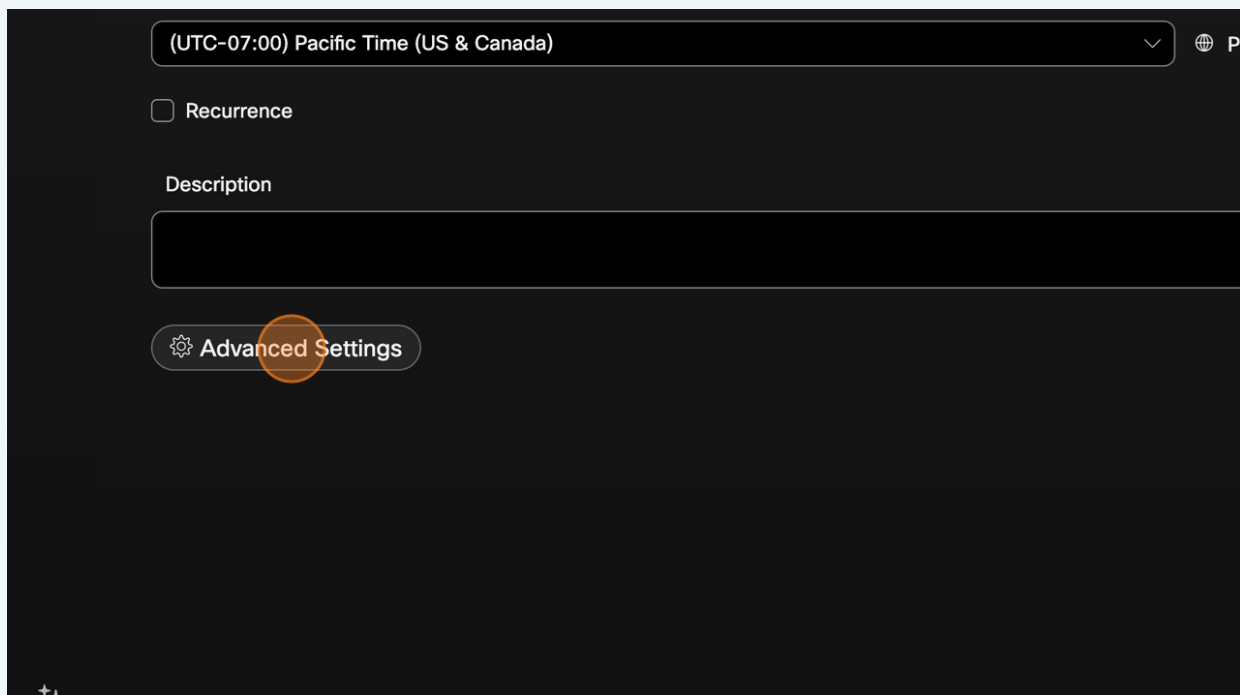
ced)

- Show a custom disclaimer when starting or joining a meeting**
Create your own disclaimer that will be shown at the start of all meetings hosted by your account
- Request permission to unmute**
Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person.
- Enable "Stop incoming video" feature**
Allows meeting participants to turn off all incoming video feeds on their screen (does not

 Done.

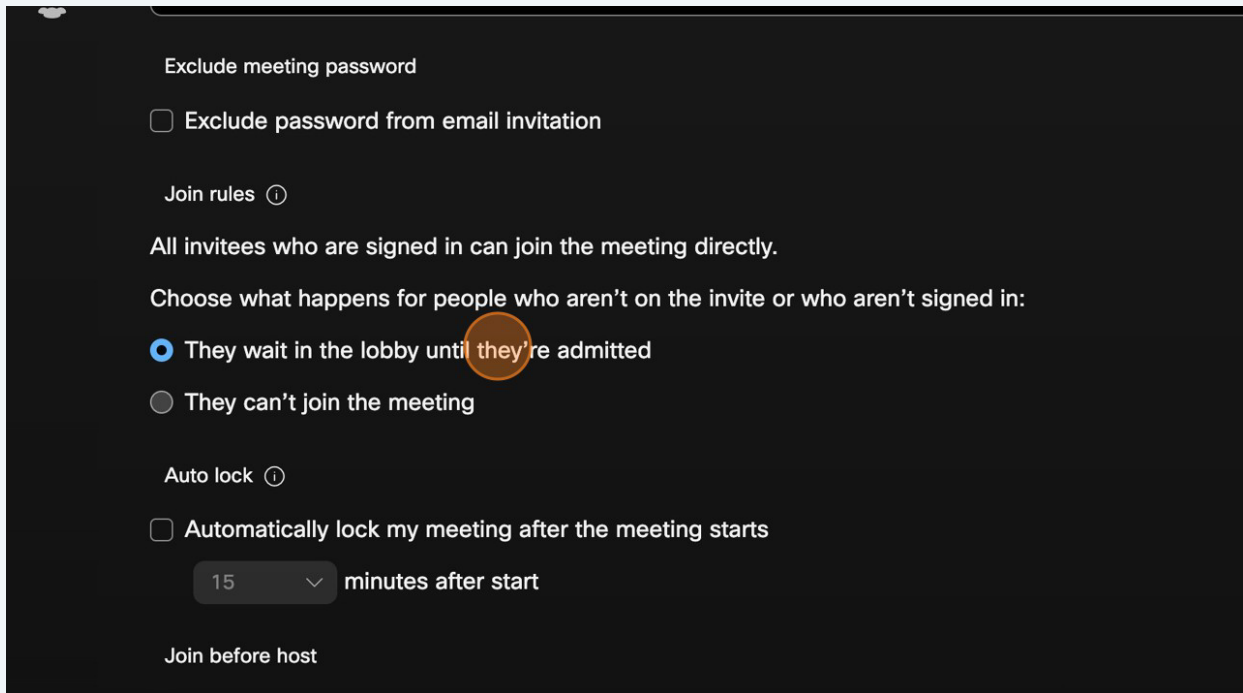
Set up controlled-content meeting with specific people in Webex

- 1 On a new meeting, Click "Advanced Settings"



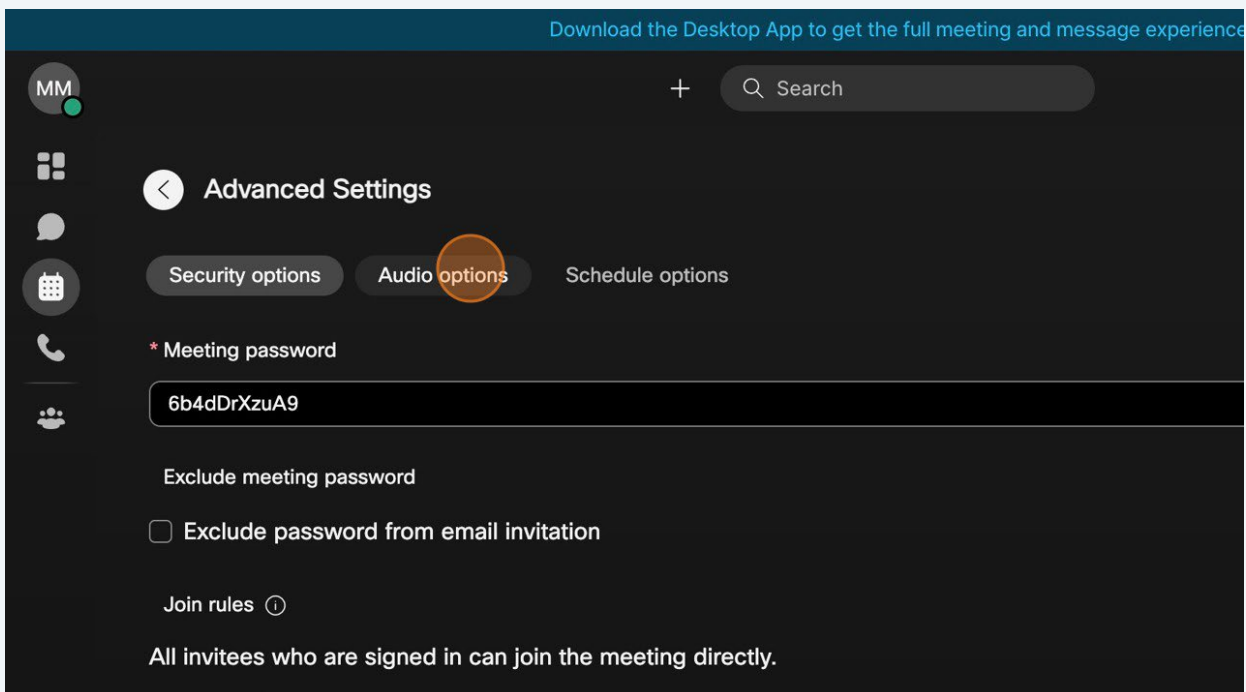
2

Click "They wait in the lobby until they're admitted."



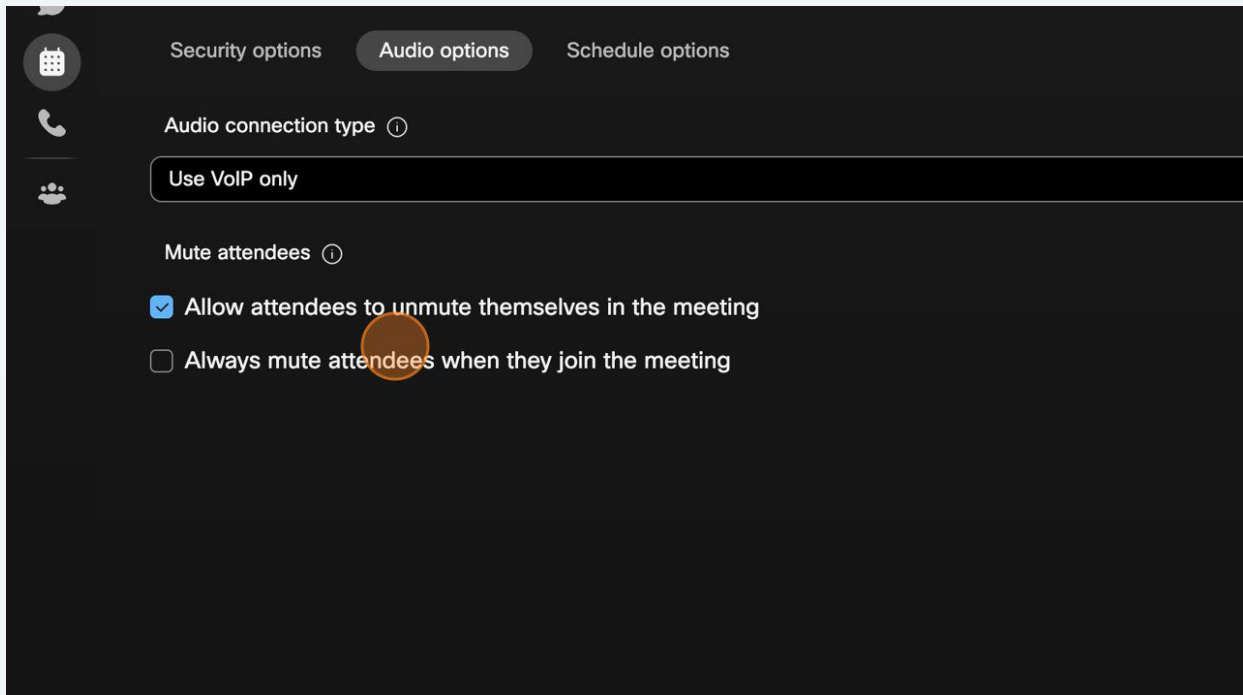
3

Click "Audio options"



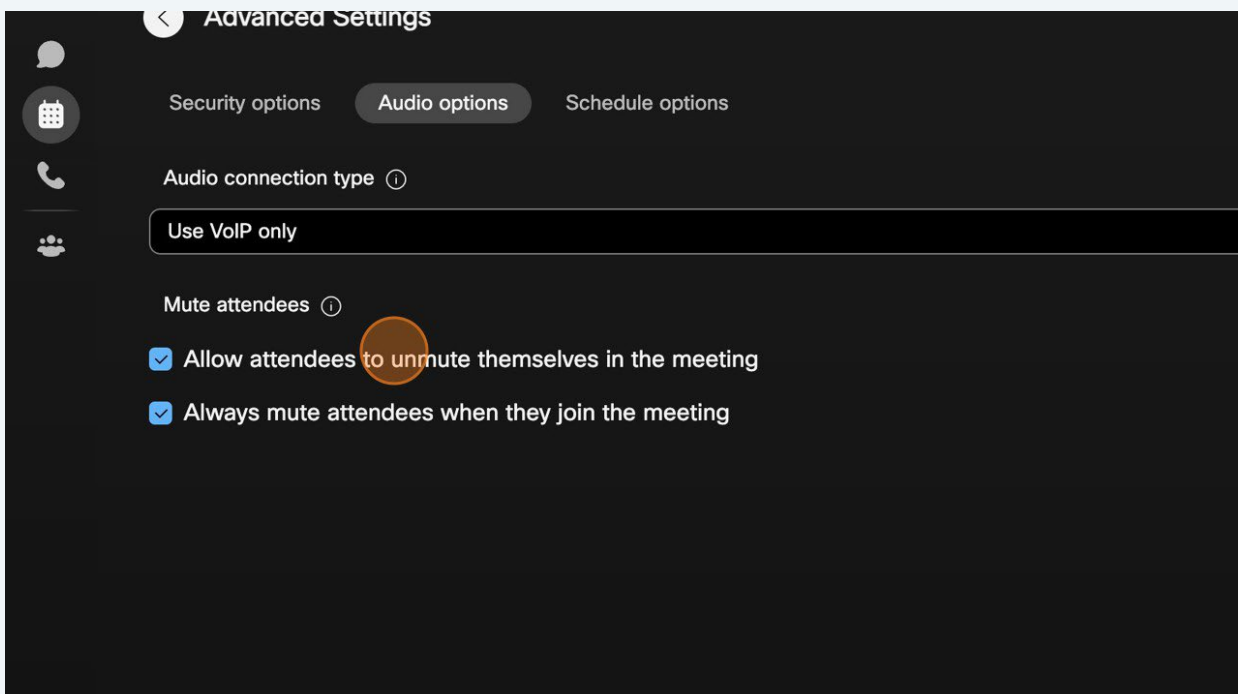
4

Click "Always mute attendees when they join the meeting."

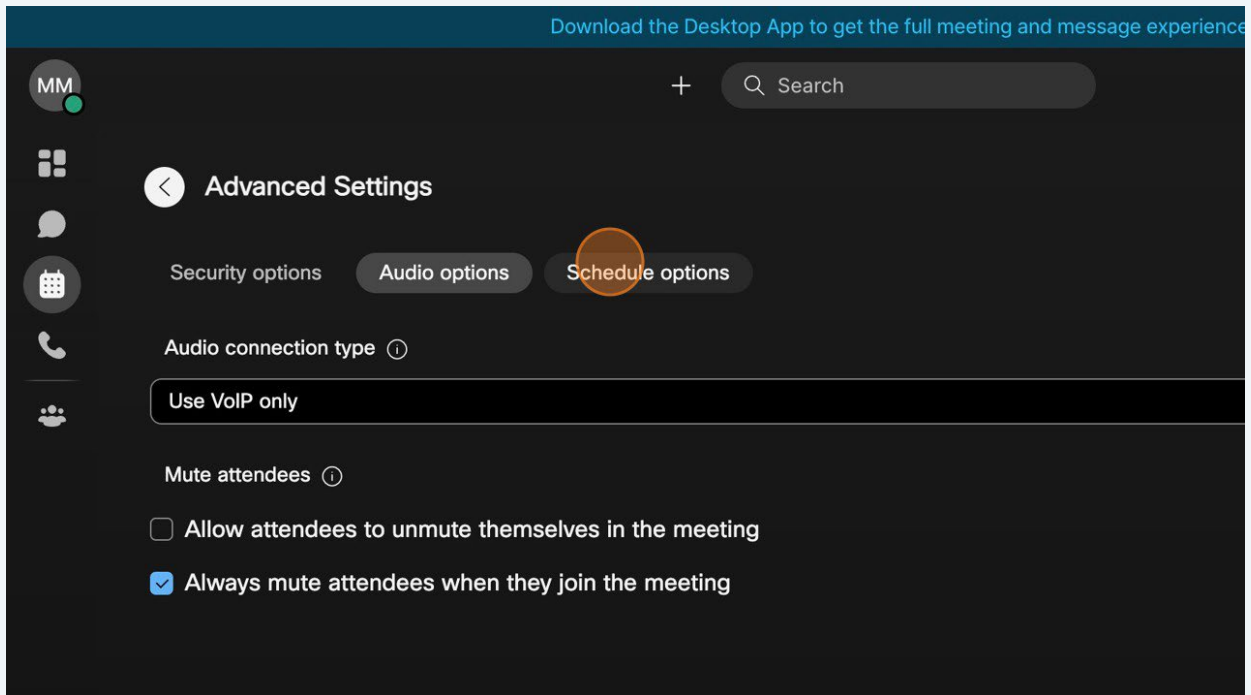


5

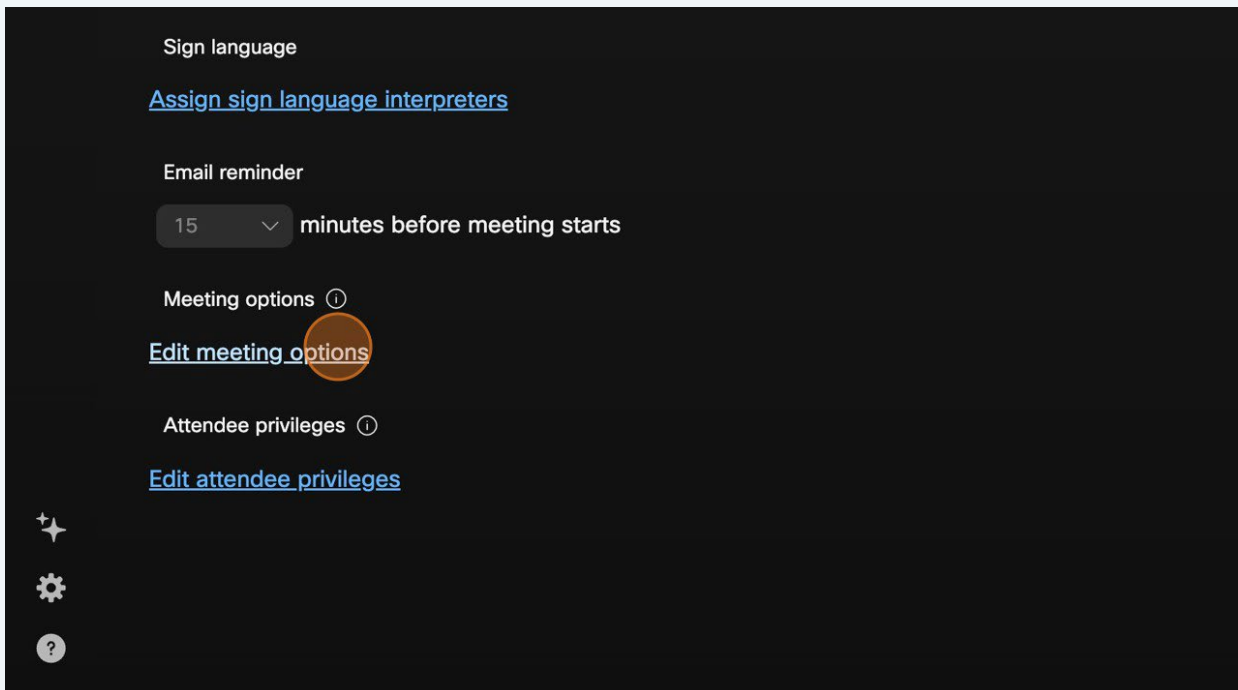
Disable "Allow attendees to unmute themselves in the meeting"



6 Click "Schedule options."

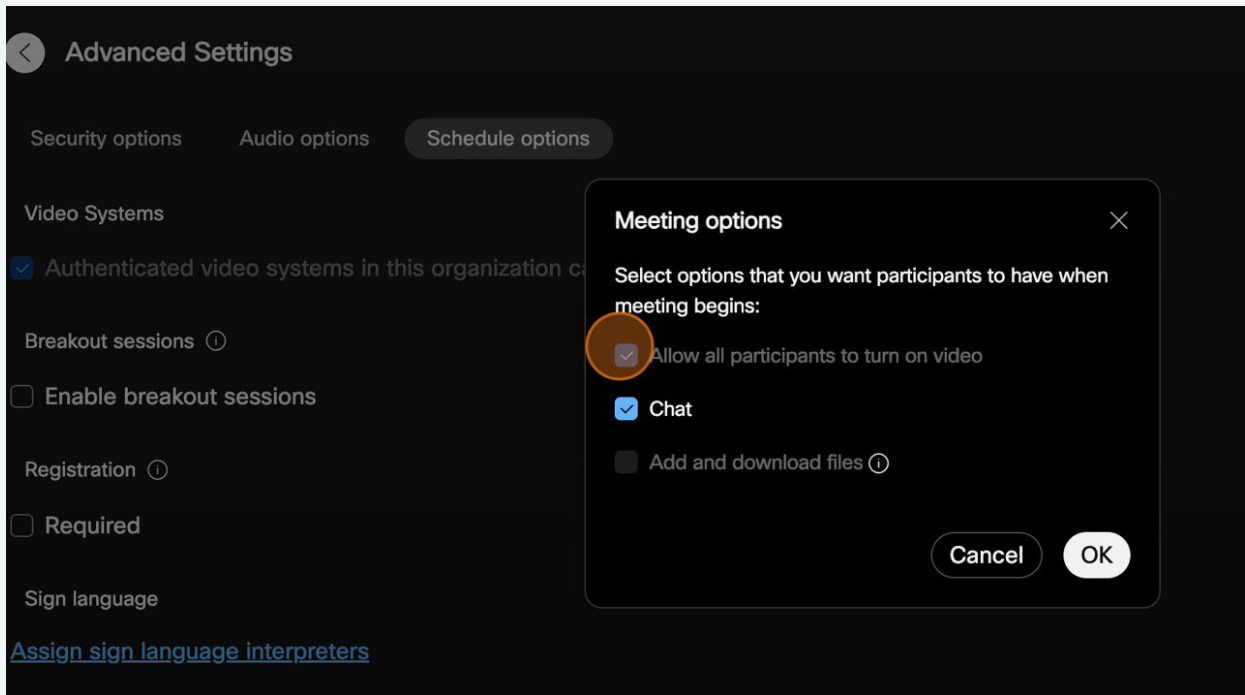


7 Click "Edit meeting options"



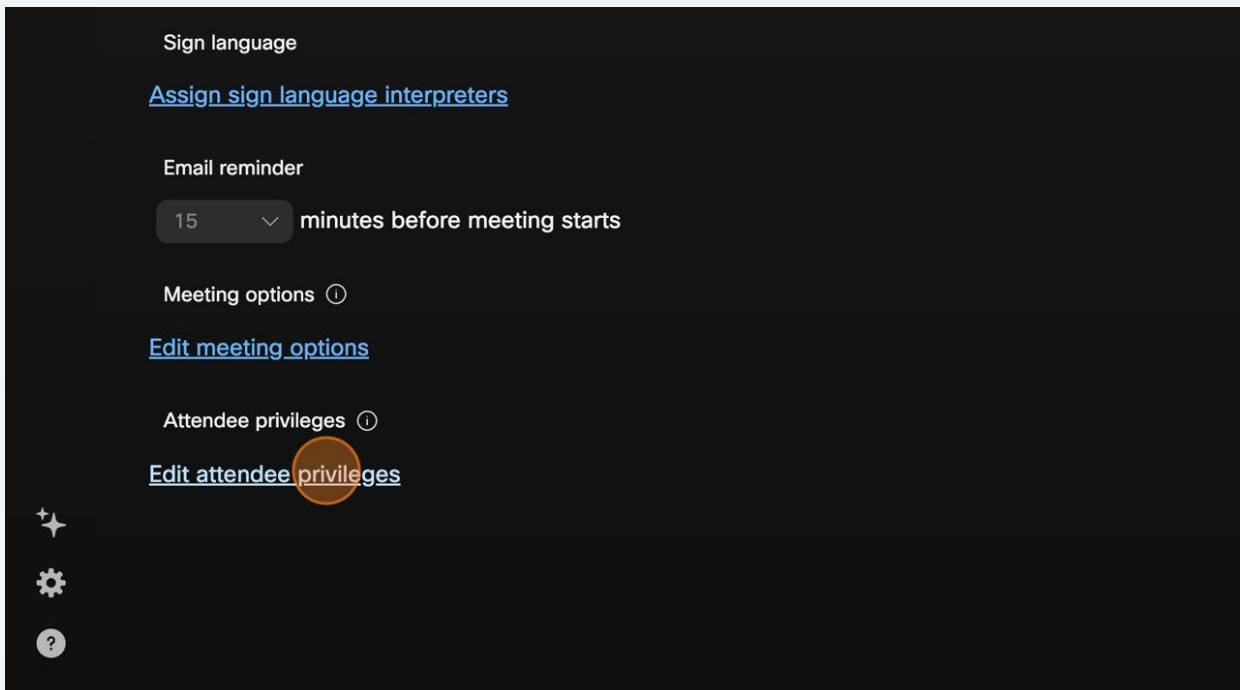
8

Disable "Allow all participant to turn on video" and then "Ok"

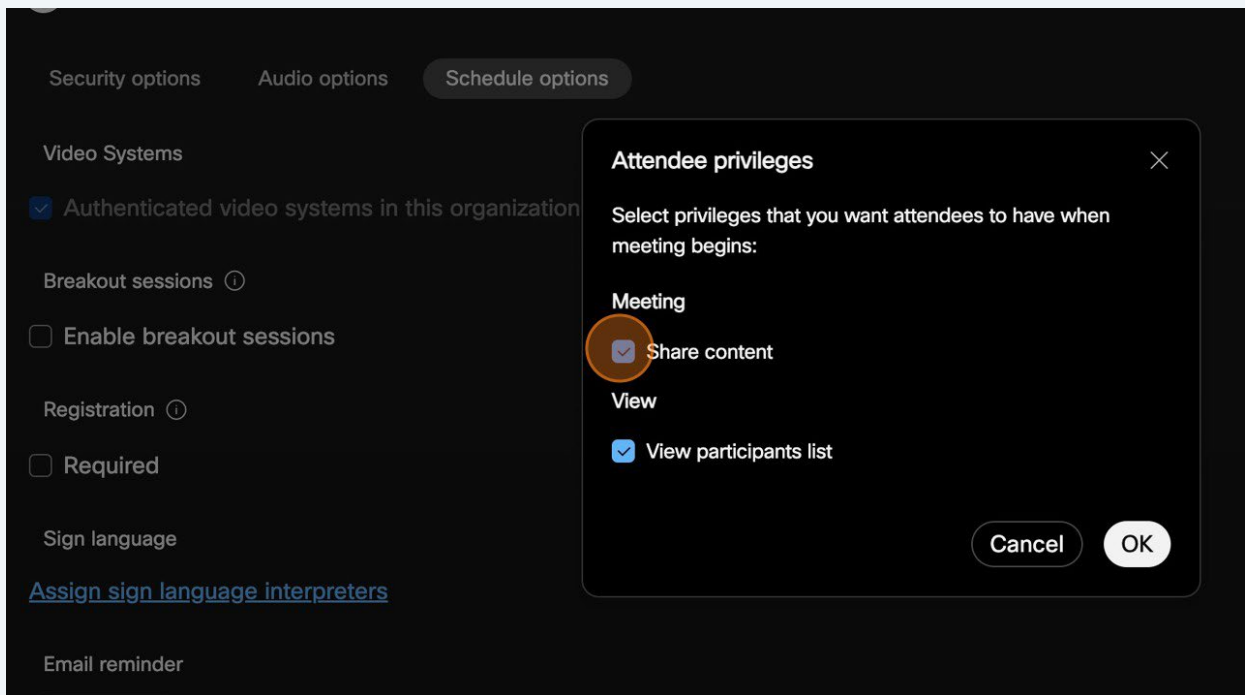


9

Click "Edit attendee privileges"

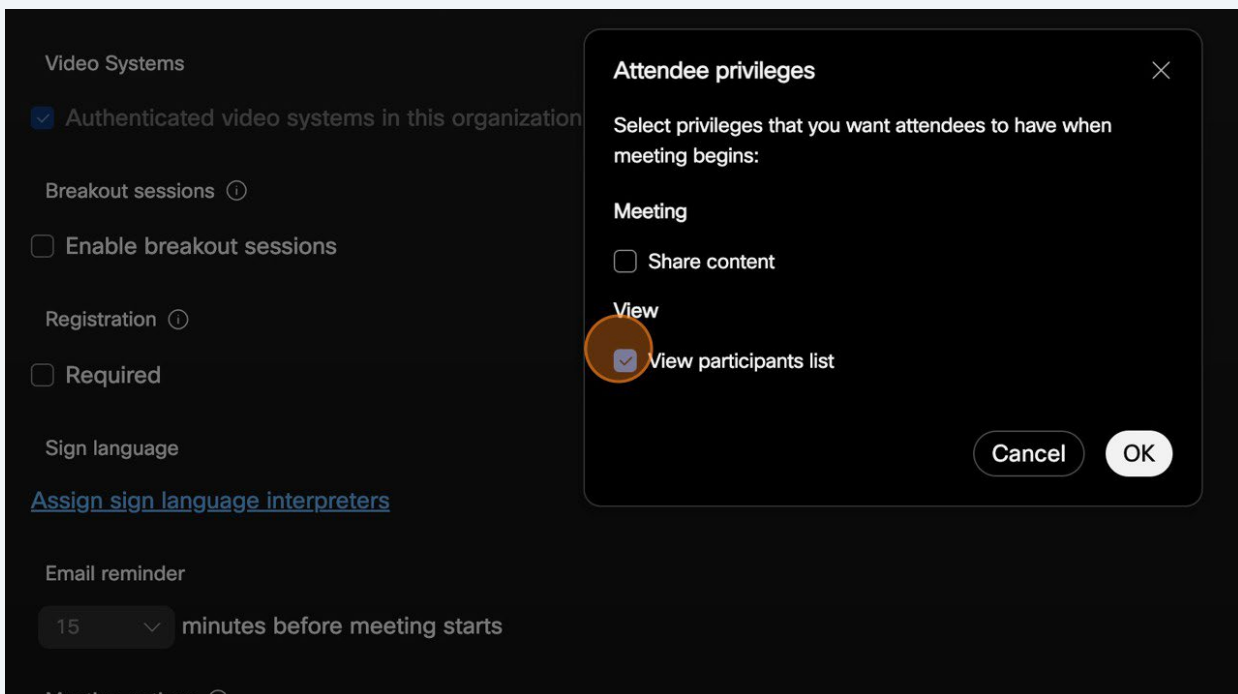


10 Disable "Share content"



The screenshot shows the 'Attendee privileges' dialog box in a meeting scheduling interface. The dialog is titled 'Attendee privileges' and has a close button (X) in the top right corner. Below the title, it says 'Select privileges that you want attendees to have when meeting begins:'. There are two sections: 'Meeting' and 'View'. Under 'Meeting', the 'Share content' checkbox is checked and highlighted with a red circle. Under 'View', the 'View participants list' checkbox is also checked. At the bottom right of the dialog are 'Cancel' and 'OK' buttons. In the background, the 'Schedule options' tab is active, showing various settings like 'Video Systems', 'Breakout sessions', and 'Registration'.

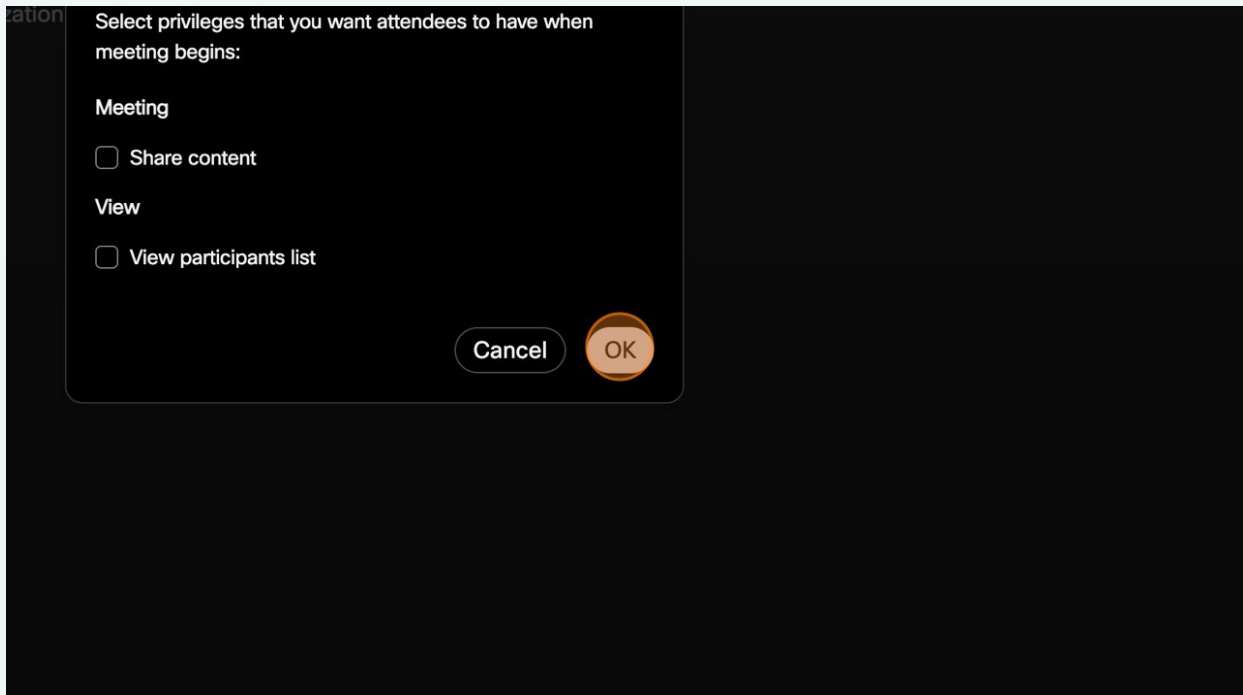
11 Disable "View participants list"



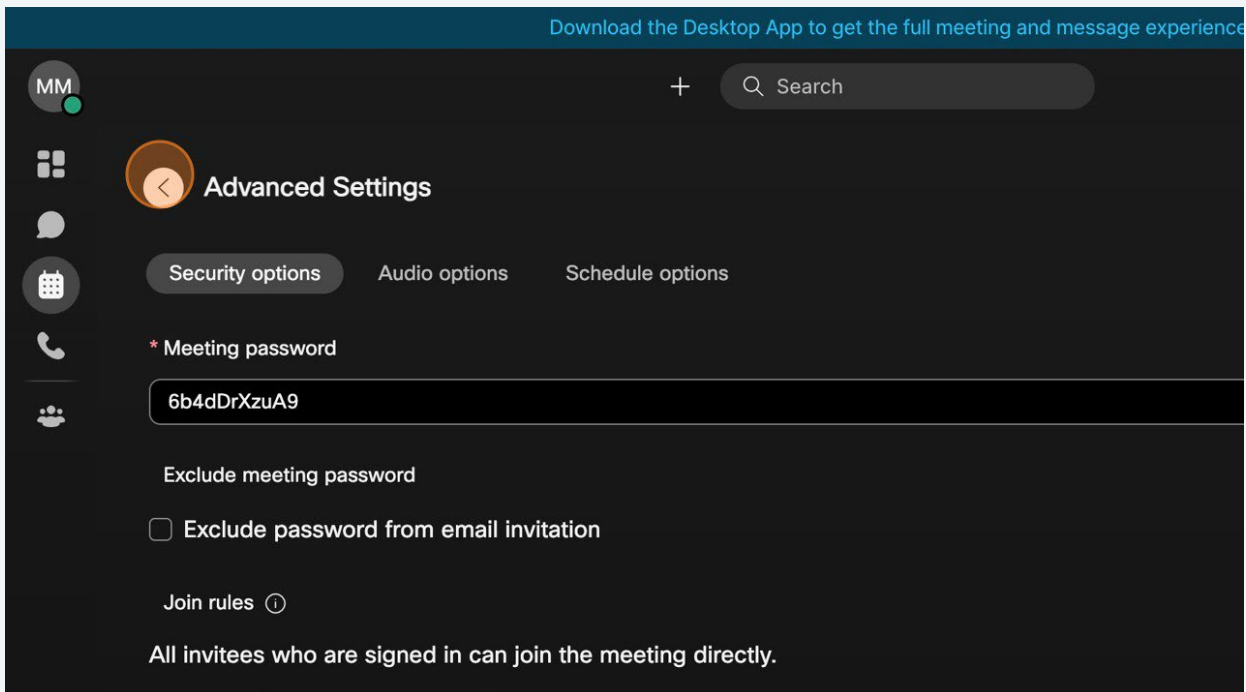
The screenshot shows the 'Attendee privileges' dialog box in a meeting scheduling interface. The dialog is titled 'Attendee privileges' and has a close button (X) in the top right corner. Below the title, it says 'Select privileges that you want attendees to have when meeting begins:'. There are two sections: 'Meeting' and 'View'. Under 'Meeting', the 'Share content' checkbox is unchecked. Under 'View', the 'View participants list' checkbox is checked and highlighted with a red circle. At the bottom right of the dialog are 'Cancel' and 'OK' buttons. In the background, the 'Schedule options' tab is active, showing various settings like 'Video Systems', 'Breakout sessions', and 'Registration'. The 'Email reminder' section is visible at the bottom, showing a dropdown set to '15' minutes before meeting starts.



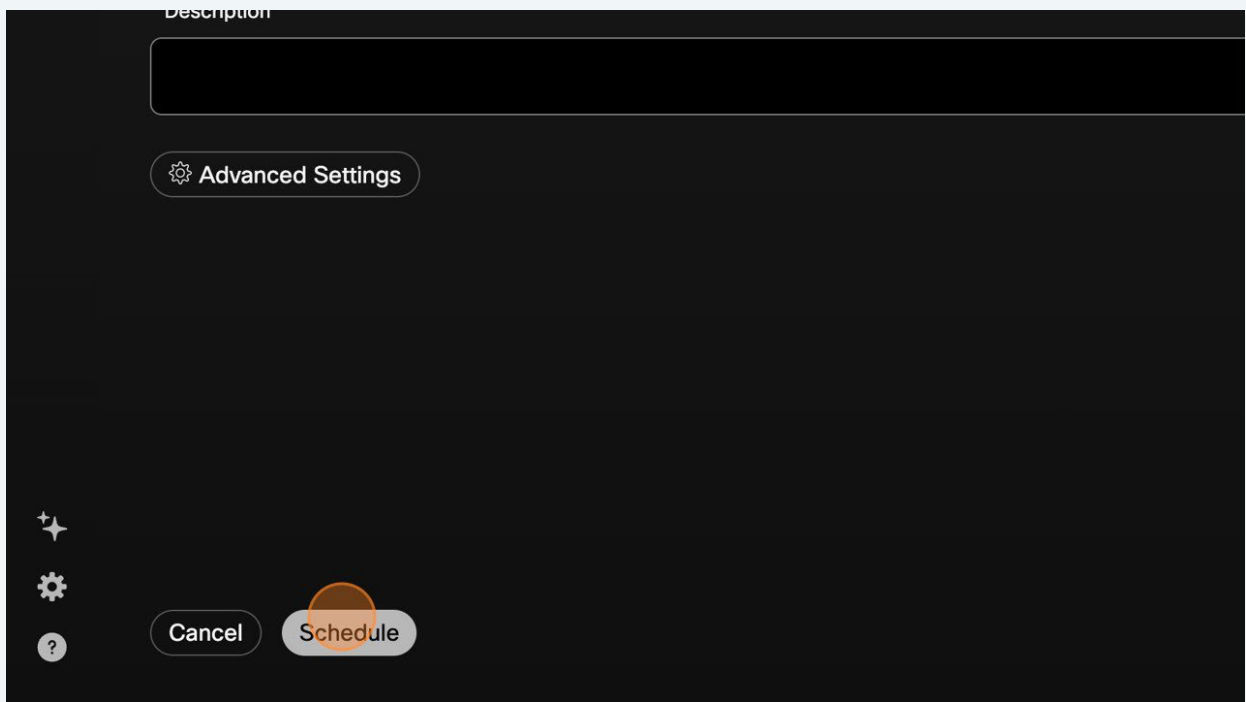
12 Click "ok"



13 Click "back."



14 Click "Schedule" when ready to schedule.



 Done