

# Zoom Account Features and Settings

This page outlines the most common Zoom account features. Each feature has the ability to be enabled or disabled by default. Most settings can be adjusted by the host to develop a custom meeting that fits their needs. Zoom settings can be managed at several levels. Zoom refers to this as "tiered settings". The Zoom Help Center documentation (<https://support.zoom.us/hc/en-us/articles/115005269866>) describes tiered settings as "Tiered settings provide a hierarchical way to manage the settings that affect meetings, webinars, and audio conferences. The settings can be controlled at the Account level, the Group level, and the User level so that events throughout the organization have enforced settings when required, while allowing meeting and webinar organizers the flexibility to customize other settings".

Account level default settings can also be locked by the administrators of the system. If a feature is locked by the administrator it will not be able to override at the Group level or the User (host) level.

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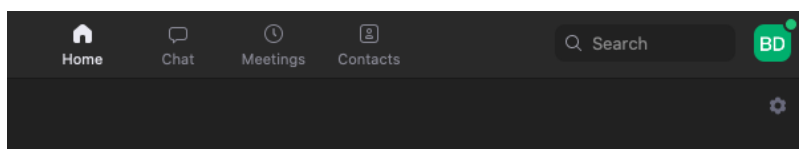
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## Review Features and Settings

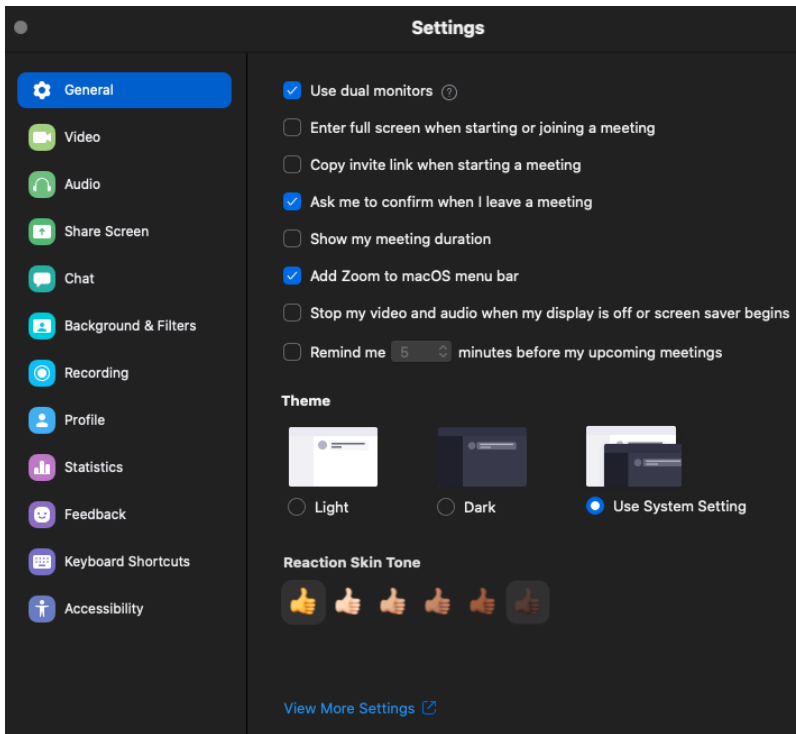
To review/adjust the feature settings, please use the following link:

<https://syracuseuniversity.zoom.us/profile/setting>

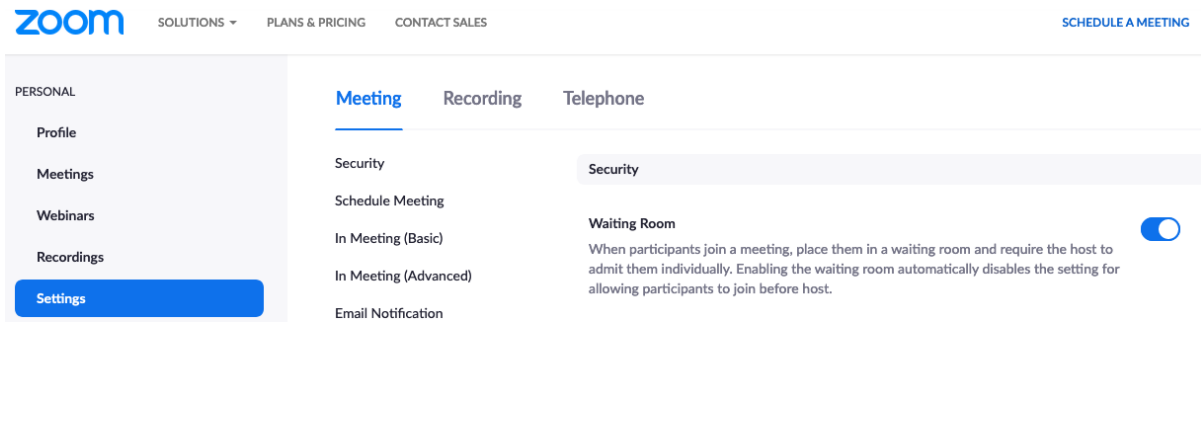
Alternatively, if you have the Zoom desktop app, select the "gear" icon in the upper right-hand corner of the screen.



Under the General tab, select the "View More Settings" link at the bottom of the screen.



On the left side panel, select **Personal** --> **Settings**.



## Account Features

Under the Settings section, you see features grouped into three parts: Meeting, Recording, and Telephone

### Meeting

#### Security

Feature	Default Setting	Admin Locked	Notes
Waiting Room	Enabled	No	When participants join a meeting, place them in a waiting room and require the host to admit them individually
Require a Passcode when Scheduling New Meetings	Enabled	No	A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting
Require passcode for instant meeting	Enabled	No	A random passcode will be generated when starting an instant meeting
Webinar Passcode	Enabled	No	A passcode will be generated when scheduling a Webinar and participants require the passcode to join the Webinar

Only authenticated users can join meetings	Enabled	No	The participants need to authenticate prior to joining the meetings. Authentication can be through Zoom or Syr.edu
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## Meeting (Basic) Settings

Feature	Default Setting	Admin Locked	Notes
Chat	Enabled	No	Allow meeting participants to send a message visible to all participants
Private Chat	Enabled	No	Allow meeting participants to send a private 1:1 message to another participant
Auto Saving Chat	Disabled	No	Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts
File Transfer	Disabled	No	Hosts and participants can send files through the in-meeting chat
Co-Host	Disabled	No	Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host
Meeting Polls	Disabled	No	Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting
Meeting Survey, including 3rd-party survey link	Enabled	No	Allow host to present survey to participants once a meeting has ended
Webinar Polls	Enabled	No	Allow host to use 'Polls' in webinars. Hosts can add polls before or during a webinar
Webinar Survey, including 3rd-party survey link	Enabled	No	Allow host to present surveys to attendees once a webinar has ended
Screen Sharing	Enabled (Host Only)	No	Allow host and participants to share their screen or content during meetings. The host manually allows participants to share their screens
Disable Screen Share for Users	Disabled	No	Disable desktop or screen share in a meeting and only allow sharing of selected applications
Annotation	Enabled	No	Allow host and participants to use annotation tools to add information to shared screens
Whiteboard	Enabled	No	Allow host and participants to share whiteboard during a meeting
Remote Control	Enabled	No	During screen sharing, the person who is sharing can allow others to control the shared content
Nonverbal Feedback	Disabled	No	Participants in a meeting can provide nonverbal feedback in the Participants panel, (raise/lower their hand, respond "yes/no," ask to go slower/faster, agree/disagree, clap, and more)
Meeting Reactions	Enabled	No	Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video
Join Different Meetings Simultaneously on Desktop	Disabled	No	Allow user to join different meetings at the same time on one desktop device
Allow Participants to Rename Themselves	Enabled	No	Allow meeting participants and webinar panelists to rename themselves

## Meeting (Advanced) Settings

Feature	Default Setting	Admin Locked	Notes
Q&A in webinar	Enabled	No	Allow attendees to ask questions for the host and panelists to answer
Breakout Room	Disabled	No	Allow the host to split meeting participants into separate, smaller rooms
Closed Captioning	Disabled	No	Allow the host to type closed captions, assign a participant/third party device to add closed captions, or configure <a href="#">Zoom Live Transcript</a>
Save Captions	Disabled	No	Allow participants to save fully closed captions or transcripts
Far End Camera Control	Disabled	No	Allow another user to take control of your camera during a meeting
Virtual Background	Enabled	Yes	Customize your background to keep your environment private from others in a meeting
Allow Video for Virtual Background*	Disabled	Yes	Selecting and using videos for virtual backgrounds. <b>*Due to accessibility, this feature is not permitted in Syracuse University Zoom.</b>
Allow Upload of Custom Virtual Backgrounds	Enabled	Yes	Allow users to upload custom backgrounds
Video Filters	Enabled	No	Allow users to select from a variety of overlays, color filters, and other custom video frames
Avatars	Disabled	No	Allow users to select an avatar that will be shown in meetings
Immersive View	Disabled	No	Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars

## Recording

Feature	Default Setting	Admin Locked	Notes
Local Recording	Enabled	No	Allow hosts and participants to record the meeting to a local file
Cloud Recording	Enabled	No	Allow hosts to record and save the meeting / webinar in the cloud
Automatic Recording	Disabled	No	Record meetings automatically as they start
Only Authenticated Users can View Cloud Recordings	Enabled	No	The viewers need to authenticate prior to viewing the cloud recordings
The host can delete cloud recordings	Enabled	No	Allow the host to delete the recordings
Auto delete cloud recordings after days	Enabled	Yes	Allow Zoom to automatically delete cloud recordings after 120 days. Automatically deleted items can be recovered, for 1 day, from the Zoom Trash up to 30 days past the automatically delete date.

## Telephone

Feature	Default Setting	Admin Locked	Notes
Show international numbers link on invitation email	Enabled	No	Show the link for Zoom International Dial-in Numbers on email invitations
3rd Party Audio	Disabled	No	Users can join the meeting using the existing 3rd party audio configuration

## Getting Help

For support on the information above, contact the [ITS Help Desk](#) by calling at 315.443.2677 or by emailing [help@syr.edu](mailto:help@syr.edu).

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