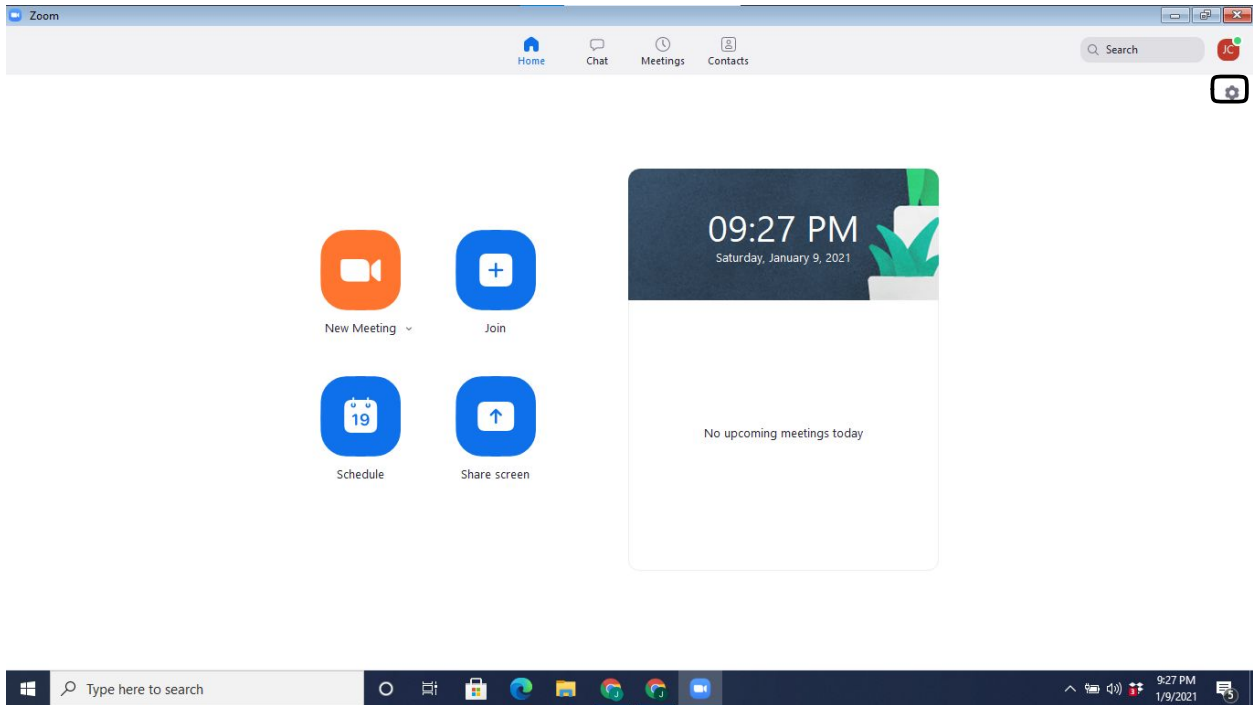
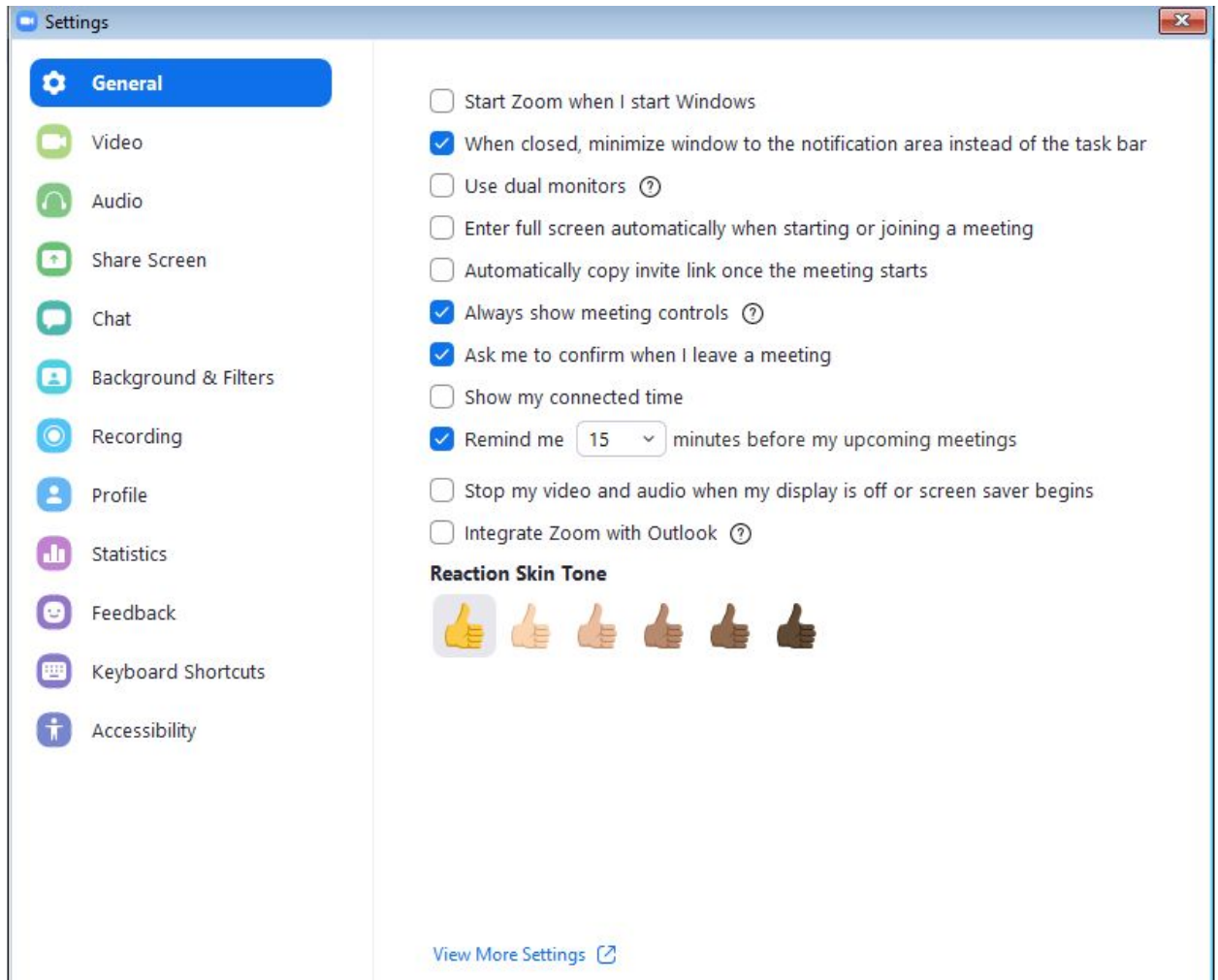


1. GO TO ZOOM AND CLICK ON SETTINGS IN UPPER RIGHT CORNER



2. GO TO BOTTOM AND CLICK ON MORE SETTINGS



3. A NEW PAGE WILL OPEN - CLOSE SCREEN THAT SAYS VIEW MORE SETTINGS
YOUR NEW PAGE WILL LOOK LIKE THIS

us02web.zoom.us/profile/setting?mid=&from=client

REQUEST A DEMO 1.888.799.5926 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Meeting Recording Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Require that all meetings are secured with one security option

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Per new security guidelines, you cannot change this setting. Please contact your account admin for more information.

Waiting Room Modified Reset

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

- CLICK IN-MEETING (ADVANCED)
- SCROLL DOWN AND TURN ON:
- *CLOSED CAPTIONING
 - *ENABLE LIVE TRANSACTION SERVICE
 - *SAVE CAPTIONS

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)

Report to Zoom

Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. [?](#)

Breakout room Modified Reset

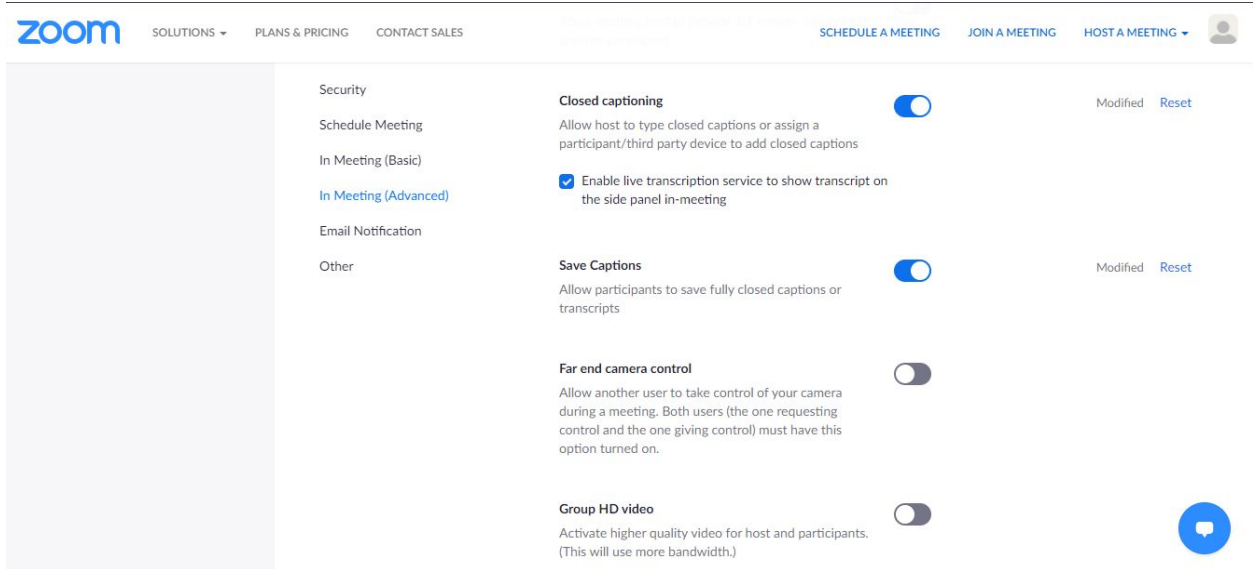
Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling [?](#)

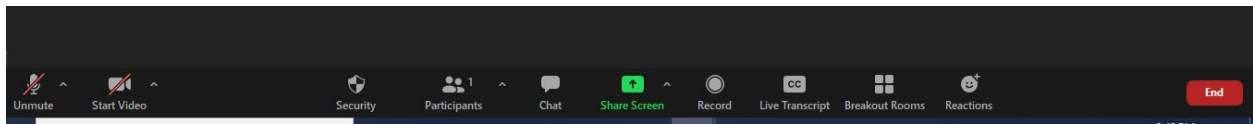
Remote support Modified Reset

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning Modified Reset



5. THE NEXT TIME YOU HOST A MEETING YOU WILL BE ABLE TO ACTIVATE CLOSED CAPTIONING - ONLY THE HOST CAN DO THIS THIS IS WHAT YOUR SCREEN WILL LOOK LIKE:



CLICK ON LIVE TRANSCRIPT AND IT WILL AUTOMATICALLY TYPE WHAT IS BEING SAID