

As GSUSA completes the creation of dedicated sub-accounts for each council, the settings for each user group within each sub-account have been evaluated to ensure they are as safe as possible for our council partners, volunteers, and girls. Below are the major settings that have been locked by GSUSA and cannot be modified by end users. If a setting is not on this list of “locked” settings, then any user can change the setting on their own personal account as they see fit.

Setting	Description	Volunteer Group Setting
SECURITY		
Waiting room	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.	ON - LOCKED
Choose which participants to place in the waiting room:		Users who are not in your account and not part of your whitelisted domains will go in the waiting room
Who can admit participants from the Waiting room:		Host and co-hosts only can admit participants from the waiting room
Require a passcode when scheduling new meetings	A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	ON - LOCKED
Selection: Require a passcode for meetings which have already been scheduled		checked
Require a passcode for instant meetings	A random passcode will be generated when starting an instant meeting	ON - LOCKED
Require a passcode for Personal Meeting ID (PMI)		OFF - LOCKED
Webinar Passcode	A passcode will be generated when scheduling a Webinar and participants require the passcode to join the Webinar.	ON - LOCKED
Selection: Require a passcode for webinars which have already been scheduled		checked
Embed passcode in meeting link for one-click join	Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.	OFF - LOCKED
Require passcode for participants joining by phone	A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.	ON - LOCKED
Only authenticated users can join meetings	The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.	OFF
Only authenticated users can join meetings from Web client	The participants need to authenticate prior to joining meetings from web client	OFF
SCHEDULE MEETING		
Host video	Start meetings with host video on	OFF - LOCKED
Participants Video	Start meetings with participant video on. Participants can change this during the meeting.	OFF - LOCKED
Audio Type	Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer 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.	Phone & Computer

Schedule Meeting Continued

Join before host	Allow participants to join the meeting before the host arrives	OFF - LOCKED
Enable Personal Meeting ID	A Personal Meeting ID (PMI) is a dedicated 9-11 digit number which is assigned to each individuals account. This becomes the users personal meeting room.	OFF - LOCKED
Mute participants upon entry	Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.	ON
Upcoming meeting reminder	Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.	ON
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Upcoming meeting reminder	Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.	ON

IN MEETING (BASIC)

Require encryption for 3rd party endpoints (SIP/H.323)	By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.	ON
Chat	Allow meeting participants to send a message visible to all participants	ON
Selection: Prevent participants from saving chat		unchecked
Private chat	Allow meeting participants to send a private 1:1 message to another participant.	OFF-LOCKED
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.	OFF-LOCKED
Sound notification when someone joins or leaves		OFF
File transfer	Hosts and participants can send files through the in-meeting chat.	ON
Selection: Only allow specified file types		unchecked
Feedback to Zoom	Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting	ON
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.	OFF
Co-host	Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	ON
Polling	Add 'Polls' to the meeting controls. This allows the host to survey the attendees.	ON
Always show meeting control toolbar	Always show meeting controls during a meeting	ON
Show Zoom windows during screen share		OFF-LOCKED
Screen sharing	Allow host and participants to share their screen or content during meetings	ON
Selection: Who can share?		Host Only
Selection: Who can start sharing when someone else is sharing?		Host Only-LOCKED
Disable desktop/screen share for users	Disable desktop or screen share in a meeting and only allow sharing of selected applications.	OFF
Annotation	Allow host and participants to use annotation tools to add information to shared screens	ON
Selection: Allow saving of shared screens with annotations		checked
Selection: Only the user who is sharing can annotate		unchecked
Remote control	During screen sharing, the person who is sharing can allow others to control the shared content	OFF - LOCKED

MEETING BASICS continued

Whiteboard		ON
Selection: Allow saving of whiteboard content		checked
Selection: Auto save whiteboard content when sharing is stopped		unchecked
Nonverbal feedback	Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.	ON
Meeting reactions	Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings.	ON
Allow removed participants to rejoin	Allows previously removed meeting participants and webinar panelists to rejoin	OFF-LOCKED
Allow participants to rename themselves	Allow meeting participants and webinar panelists to rename themselves.	ON
Hide participant profile pictures in a meeting	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.	OFF
IN MEETING (ADVANCED)		
Report participants to Zoom	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.	ON - LOCKED
Breakout room	Allow host to split meeting participants into separate, smaller rooms	ON
Selection: Allow host to assign participants to breakout rooms when scheduling		checked
Remote support	Allow meeting host to provide 1:1 remote support to another participant	OFF - LOCKED
Closed captioning	Allow host to type closed captions or assign a participant/third party device to add closed captions	ON
Save Captions	Allow participants to save fully closed captions or transcripts	ON
Far end camera control	Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.	OFF - LOCKED
Group HD video	Activate higher quality video for host and participants. (This will use more bandwidth.)	ON
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.	ON
Selection: Allow use of videos for virtual backgrounds		checked
Selection: Allow users to upload custom backgrounds		checked
Video Filters	Turn this option on to allow users to apply filters to their videos	ON
Identify guest participants in the meeting/webinar	Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.	ON-LOCKED
Auto-answer group in chat	Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.	OFF-LOCKED
Only show default email when sending email invites	Allow users to invite participants by email only by using the default email program selected on their computer	OFF
Use HTML format email for Outlook plugin	Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin	ON
Allow users to select stereo audio in their client settings	Allow users to select stereo audio during a meeting	ON - LOCKED

IN MEETING ADVANCED continued

Allow users to select original sound in their client settings	Allow users to select original sound during a meeting	ON - LOCKED
Show H.323/SIP device list	Show the list of H.323/SIP devices in the Call Out tab for "Invite a Room System"	OFF
Only the host can view the H.323/SIP device list	Show the list of H.323/SIP devices only to the meeting host in the Call Out tab for "Invite a Room System"	OFF
Select data center regions for meetings/webinars hosted by your account	Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.	ON
Selections checked:		All but China & Singapore
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	ON
Allow live streaming meetings		OFF - LOCKED
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.	OFF
EMAIL NOTIFICATION		
When a cloud recording is available	Notify host when cloud recording is available	ON
Selection: Send a copy to the person who scheduled the meeting/webinar for the host		unchecked
Selection: Send a copy to the Alternative Hosts		unchecked
When attendees join meeting before host	Notify host when participants join the meeting before them	ON
When a meeting is cancelled	Notify host and participants when the meeting is cancelled	ON
When an alternative host is set or removed from a meeting	Notify the alternative host who is set or removed	ON
When someone scheduled a meeting for a host	Notify the host there is a meeting is scheduled, rescheduled, or cancelled	ON
When the cloud recording is going to be permanently deleted from trash	Notify the host 7 days before the cloud recording is permanently deleted from trash	OFF
OTHER		
Blur snapshot on iOS task switcher	Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.	ON
Allow users to contact Zoom's Support via Chat	Show Zoom Help badge on the bottom right of the page	ON
RECORDING		
Local recording	Allow hosts and participants to record the meeting to a local file	OFF-Locked
Selection: Hosts can give participants permission to record locally		N/A
Cloud recording	Allow hosts to record and save the meeting / webinar in the cloud	ON
Selection: Record active speaker with shared screen		checked
Selection: Record gallery view and shared screen separately		unchecked
Selection: Record active speaker, gallery view and shared screen separately		unchecked
Selection: Record an audio only file		checked
Selection: Save chat messages from the meeting / webinar		checked

RECORDING continued

Advanced cloud recording settings		
Selection: Add a timestamp to the recording		unchecked
Selection: Display participants' names in the recording		checked
Selection: Record thumbnails when sharing		checked
Selection: Optimize the recording for 3rd party video editor		checked
Selection: Audio transcript		checked
Selection: Save panelist chat to the recording		checked
Prevent hosts from accessing their cloud recordings	By turning on this setting, the hosts cannot view their meeting cloud recordings. Only the admins who have recording management privilege can access them.	OFF
Automatic recording	Record meetings automatically as they start	OFF - LOCKED
Cloud recording downloads	Allow anyone with a link to the cloud recording to download	ON - LOCKED
Selection: Only the host can download cloud recordings		checked
IP Address Access Control	Allow cloud recording access only from specific IP address ranges	OFF - LOCKED
Only authenticated users can view cloud recordings	The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.	ON
Authentication Options:		Signed-in users in my account (Default)
Require passcode to access shared cloud recordings	Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.	ON-LOCKED
Selection: Require a passcode to access the existing cloud recordings		unchecked
The host can delete cloud recordings	Allow the host to delete the recordings. If this option is disabled, the recordings cannot be deleted by the host and only admin can delete them.	ON-LOCKED
Auto delete cloud recordings after days	Allow Zoom to automatically delete recordings after a specified number of days	OFF
Recording disclaimer	Show a customizable disclaimer to participants before a recording starts	ON-LOCKED
Selection: Ask participants for consent when a recording starts		checked
Selection: Ask host to confirm before starting a recording		checked
Multiple audio notifications of recorded meeting	Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.	OFF - LOCKED
TELEPHONE		
Toll Call	Include the selected numbers in the Zoom client and the email invitation via the international numbers link. Participants can dial into meeting with the numbers	ON-LOCKED
Choose where most of the participants call into or call from the meeting	An accurate selection can reduce unnecessary phone call delays to improve call quality	UNLOCKED
Selection:		United States
3rd Party Audio	Users can join the meeting using the existing 3rd party audio configuration	OFF-LOCKED
Mask phone number in the participant list	Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888***666	ON-LOCKED
Global Dial-in Countries/Regions	Click the Edit icon to choose countries/regions that frequently have participants who need to dial into meetings. The dial-in phone numbers of these locations appear in the email invitation, and can be used by participants dialing in from those locations.	USA