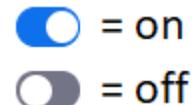




## Appendix 2: Important Zoom account settings

To manage your Zoom for Virtual Health Visits account settings, sign into account on the web browser - <https://zoom.us/>. Once logged in, click on the **Settings** tab and scroll to the setting you wish to manage.

There are many settings on this page, but we recommend reviewing the following:



Account Setting	Purpose	Recommended Setting
<b>Security</b>		
Waiting Room	When participants join a virtual health visit, they are placed in a waiting room and require the host to admit them. There is no way to bypass the waiting room.	This is permanently turned <b>ON</b>
Require a passcode when scheduling new meetings	Generates a passcode for a virtual health visit. This is permanently turned on as a security measure.	This is permanently turned <b>ON</b>
Embed passcode in invite link for one-click join	Allows participants to join the virtual health visit without entering a passcode. After clicking the link to join, the participant will be brought to the waiting room or told to wait for the host to start the virtual health visit.	
Only authenticated users can join meetings	Allows participants to join the virtual health visit without a Zoom account (free or paid).	
<b>Schedule Meeting</b>		
Allow participants to join before host	This is permanently turned off as an added security measure. When a participant clicks to join a virtual health visit, they will enter the waiting room OR be told to wait for the host to start the visit.	This is permanently turned <b>OFF</b>
<b>In Meeting (Basic)</b>		
Chat	Allow virtual health visit participants to send a message visible to all participants	
Sound notification when someone joins or leaves	Ensures that the host and co-host are alerted when someone joins or leaves the virtual health visit. The alert is an audio chime sound.	
Co-host	Allow the host to add co-hosts for the virtual health visit. Co-hosts have the same in-meeting controls as the host.	

Providing support for Zoom for Healthcare to:



Meeting Polls	Adds a button for 'Polls' to the virtual health visit meeting controls. This allows the host to survey the attendees.	
Screen sharing	Allows the host to share their screen or content during virtual health visits. We recommend you only allow the host to share, not all participants. If a participant needs to share during a virtual health visit, you can promote to the role of 'co-host'.	
Whiteboard	Allows the host to share a whiteboard during a virtual health visit	
<b>In Meeting (Advanced)</b>		
Breakout room	Allows the host to split virtual health visit participants into separate, smaller rooms	
Virtual Background	Allows you to customize your background to keep your environment private during a virtual health visit. This can be used with or without a green screen.	