

Zoom Settings for Clinical Group Sessions

The purpose of this document is to highlight Alberta Health Services (AHS) Zoom settings and features to consider when scheduling a virtual clinical group session. Settings can be accessed and changed within your AHS Zoom account settings, whereas the features can be changed during the meeting. The settings and features selected should reflect the unique nature and privacy requirements for each group session. The settings and features listed below are options that may not apply to every group session.

Setting/Feature	Clinical Rationale
Registration feature	<i>Requires an advanced account</i> to allow participants to register in advance and add to their personal Outlook calendar. This feature is only available when scheduling a meeting using the Zoom Web Portal. Customized questions and reports can be generated to summarize registrant information (e.g., name, contact information, etc.).
Alternative host	Both the person scheduling and the person assigned <i>require an advanced account</i> . The scheduler can assign host controls to another advanced account user. The alternative host can start the meeting as the host.
Participant's video	Disabling this feature will prevent a participant's video from displaying at the start of the meeting. Participants can change this during the meeting.
Mute participants upon entry	Enables the host to control whether participants can unmute themselves.
Private chat	Disabling private chat prevents participants from having conversations amongst themselves. If disabled, chat messages will be displayed to all participants.
Play sound when participants join or leave	If selecting host only, a sound will alert only the host(s) that there has been a change in attendance, prompting them to review the waiting room and admit late participants.
Co-host(s)	Allows the host to share hosting privileges with another participant who gains access to co-host controls.
Polling	<i>Requires an advanced account</i> . Polls are added to the meeting controls, and allows the host to survey the attendees.
Screen sharing	The host can enable or disable the ability for participants to share their screen during the session. The host can share their screen with participants.
Annotations	Disabling this feature prevents participants from writing on the screen or whiteboard during a session. The session may or may not require participants' interaction.
Whiteboard	A digital whiteboard can be used for notes, drawing, and participants making annotations. This can be saved for future reference.

Hide participant profile picture	Zoom users may have a personal profile picture that is displayed when their video is off. This setting prevents participants from enabling their profile picture for others to see.
Breakout room*	A breakout room allows the meeting host to divide meeting participants into smaller groups to facilitate group interaction, at any time during the session. A host may also use this space to verify participant identities, one at a time, and/or change a participant's name (if required) at the beginning of the session. An <i>advanced account user</i> can schedule breakout rooms and assign participants prior to the session starting, whereas a basic account user needs to create the breakout room during the meeting session.
Virtual background	A virtual background displays an image behind the individual's video. Virtual Health recommends disabling this feature, as it can be a distraction and can have privacy implications by hiding additional attendees from view.
Waiting room	A virtual gathering place for participants to wait until the host admits them into the session. Participants cannot interact in the waiting room. It offers a space for the meeting host to individually verify participant identity and/or change a participant's name (if required). Additionally, the host can send a message to the participants in the waiting room.
Join from your browser	Allows participants to join directly from an internet browser (if they haven't installed the Zoom application).
Lock the Meeting*	Once the meeting has started, the host may lock the meeting to prevent additional people from attending.



* Feature can only be selected when the session begins.
Refer to [Zoom Meeting Settings](#) for more information.










Webinar

A [Zoom webinar](#) is a view-only platform where the attendees cannot share audio or video, but have the ability to interact with panelists via Q&A, chat, and answering polling questions. Webinars are designed so that the host and any designated panelists can share their video, audio and screen.

An *advanced account* is required to request an upgrade for the webinar feature.
Contact ahszoom@ahs.ca to request the webinar add-on, if required.

Prior to Scheduling the Meeting: (consider printing as a resource)

- 1.) Login to Zoom and select the Settings icon  at the top right of the screen.
- 2.) Select [View More Settings](#)  at the bottom of the screen
- 3.) Review the Schedule Meeting settings and update the selections based upon your session needs, as guided below.

Participants video Start meetings with participant video on. Participants can change this during the meeting.	<input type="checkbox"/>
Mute participants upon entry Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 	<input checked="" type="checkbox"/>
Private chat Allow meeting participants to send a private 1:1 message to another participant.	<input type="checkbox"/>
Play sound when participants join or leave Play sound when participants join or leave Heard by host and all attendees <input checked="" type="radio"/> Heard by host only <input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/>
Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	<input checked="" type="checkbox"/>
Polling Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 	<input checked="" type="checkbox"/>
Screen sharing Allow host and participants to share their screen or content during meetings Who can share? <input checked="" type="radio"/> Host Only <input type="radio"/> All Participants  <input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/>
Annotation Allow participants to use annotation tools to add information to shared screens 	<input checked="" type="checkbox"/>
Whiteboard Allow participants to share whiteboard during a meeting  <input checked="" type="checkbox"/> Auto save whiteboard content when sharing is stopped <input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/>
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. 	<input checked="" type="checkbox"/>
Breakout room Allow host to split meeting participants into separate, smaller rooms <input checked="" type="checkbox"/> Allow host to assign participants to breakout rooms when scheduling 	<input checked="" type="checkbox"/>
Virtual background Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.	<input type="checkbox"/>
Waiting room When attendees 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 attendees to join before host.  Choose which participants to place in the waiting room: <input checked="" type="radio"/> All participants <input type="radio"/> Guest participants only  <input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>