## **Best Practices – Remote Examiners and Zoom Outbound Calls**

### **Overview**

This document is for psych examiners who schedule Zoom remote exams. Included in the document are specific recommendations for the Zoom account settings, scheduling the meeting, and during the meeting.

### **Zoom Account Settings**

#### Waiting Room

Go to **Settings** > **Security** in your Zoom account and turn on the **Waiting Room** by clicking on the toggle to turn it on (blue). This will allow the host to admit each person in the examination and prevents any uninvited participants.

Profile	Q. Search Settinge	
Meetings		
Webmare	General Meeting Recording Calendar Audio Conferencing Collaboration Devices Whiteboard	
Personal Contacts		
Whiteboards	Security Security	
Surveys (	Schedule Meeting	
	In Mosting (Basio) Require that all meetings are secured with one acountry option	
Recordinge	Require that all meetings are secured with one of the following security options: a passoode, Waiting In Meeting (Advanced) Room, or 'Only authenticated users can join meetings', if no security option is enabled. Zoom will	
	Ernel Noticerion	
Reports	One	
Account Prefile	Uner Walting Room	
	When participants join a meeting, place them in a waiting room and require the heat to admit them Individually. Enabling the waiting room externatically disables the wetting for allowing participants to pin before heat.	
Video Tutoriala	Waiting Room Options	
	The options you select here apply to meetings hosted by users who turned 'Waiting Room' on	
Knowledge Base	<ul> <li>Everyone will go in the weiting room</li> </ul>	
	<ul> <li>People in the weiting room are sorted by join order</li> </ul>	
	Edit Options: Customize Weiting Room	

#### Do Not Allow live streaming of Meetings

Go to **Settings** > **In Meeting (Advanced)** in your Zoom account and **Do Not Allow live streaming of meetings** by clicking on the toggle and turning it off (gray). The participants will not be able to stream video over the internet.



Disable remote control and remote support for guests in a meeting

Go to Settings > In Meeting (Basic) and enable Disable remote control and remote support for guests in a meeting by clicking on the toggle to turn it on (blue). When this is turned on, users will not be able to give remote control to any external participant.

Profile		Disable screen sharing when guests are in the meeting	
Meetings	Security	Guests include users who are not signed in or not in the same account. Participants who dial-in via phone or join with SIP/H.323 devices will still be able to screen share.	
Webinare	Schedule Meeting	Only IT admin can make changes for this setting ×	
Personal Contacts	In Meeting (Basic)		
Whiteboards	In Meeting (Advanced)		
	Email Notification	Disable remote control and remote support for guests in a meeting	-
Surveye NEW	Other	Guests include users who are not signed in or not in the same account. When this setting is on, users will not be able to give remote control to an external participant and external participants cannot	

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#### Disable the Send files via meeting chat

Go to **Settings** > **In Meeting (Basic)** and **Disable Send files via meeting chat** by clicking on the toggle to turn it off. This will not allow participants to share files in chat during the meeting.

MINNESOTA JEDREML BRANCH		
Profile Meetings	C, Send files via chest	
Webinare Personal Contacts Whiteboards Surveys (CC) Recordings Settings	Meeting - In Meeting (Basic) Sand Haa via maating okat Hoate and participante can eard files through the in-meeting chat.	

Require a passcode when scheduling a new meeting

Go to **Settings** > **Security** in your Zoom account and turn on **Require a passcode when scheduling a new meeting** by clicking on the toggle to turn it on (blue). This will allow only the persons with full meeting information, the meeting ID and passcode into the examination and prevent uninvited participants.

MINESTA AND		The options you asked have apply to making a leasted by users who turned. Waiting fearer an	8
Profile		<ul> <li>People in the waiting room are sorted by join order</li> </ul>	
Meetings	Security	Edit Optione Customize Waiting Room	
Webinara	Schedule Meeting		
Personal Contacte	In Meeting (Basic)	Require a passcode when scheduling new meetings	
Whiteboards	In Meeting (Advanced)	A pasecode will be generated when scheduling a meeting and participante require the pasecode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	•
Surveya (NEW)	Email Notification		
	Other		_
Recordinge		Require a passcode for instant meetings	
Settinge		A random passcode will be generated when starting an instant meeting	
Reports			
Annual Parkin		Require a pasacode for Personal Meeting ID (PMI)	

### Do not Allow participants to rejoin

Go to **Settings** > **In Meeting (Basic)** and disable **Allow removed participants to rejoin** by clicking on the toggle to turn it off (gray). This will not allow participants to rejoin the meeting after they have been removed.



### Disable Far end camera control

Go to **Settings** > **In Meeting (Advanced)** in your Zoom account and disable **Far end camera control** by clicking on the toggle and turning it off (gray). Participants will not be able to take control of your camera during a meeting.

Profile			
Meetings	Security	Sign Language interpretation view	
Webinare	Schedule Meeting	Allow host to assign participants as sign language interpreters who can interpret one language into	9
Personal Contacts	In Meeting (Basic)	aign language in real-time. Host can assign interpreters when scheduling or during the meeting. 🕑	
Whiteboarde	In Meeting (Advanced)	Far end camera control	
Surveys NEW	Email Notification	Allow another user to take control of your camera during a meeting. Both users (the one requesting	
	Other	control and the one giving control) must have this option turned on.	

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#### Identify guest participants in the meeting /webinar

Go to Settings > In Meeting (Advanced) in your Zoom account and enable Identify guest participants in a meeting by clicking on the toggle and turning it on (blue). 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.

MINNENTA JUDKAM BEANCH		Fecure Mode A mode that advance antic hearts and non-hearth visions and profile motions advanted a modeling. Fecure Mode	
Profile		can be found in the "More" menu in the in-meeting toolbar.	
Meetings	Security		
Webinara	Schedule Meeting	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	
Personal Contacta	In Meeting (Basic)	account) is participating in the meeting/webinar. The Participants list indicates which attendees are	
Whiteboarde	In Meeting (Advanced)	guests. The guests themselves do not see that they are listed as guests.	
Surveys (NEW)	Email Notification	Auto-answer group in chat	
Recordinge	Other	Allow user to add others to an 'Auto Answer Group'. Calle from members of a user's 'Auto Answer Group' will be automatically answered for that user.	
Settinge			
Reports		Only show default email when sending email invites	

### **Scheduling a Meeting**

### Do not use the Recurring option or Personal Meetings ID

When scheduling a meeting **Do Not** use the **Recurring option** and **Do Not** use your **Personal Meetings ID**. This will allow the meeting to be more secure and the participants will not be able to join future meetings.

Profile	< Back to Meetings	
Meetings		
Webinare	Schedule Me	eting
Personal Contacte	Schedule For	Myself v
Whiteboards	Topic	My Meeting
Surveys NEW		
Recordinge		+ Add Description
Settings	When	(☐ 12/11/2023 (12:00 ∨) (PM ∨)
Reports	Duration	
Account Profile	bulcton	
	Time Zone	(GMT-6:00) Central Time (US and Canada)
		Recurring meeting
Video Tutorials		
Knowledge Base	Registration	Required
	Meeting ID	• Generate Automatically O Personal Meeting ID 161 9738 4251

### Waiting Room

When scheduling a meeting make sure the Waiting Room box is checked.

MUNESCIA MANCH	Time Zone	(GMT-8:00) Central Time (US and Cenada)
Webinare		Recurring meeting
Personal Contacts	Registration	C Required
Whiteboards	Meeting ID	Generate Automatically     Personal Meeting ID 161 9738 4251
Surveys (NEW)	in octing to	
Recordings	Template	Select a template
Settings	Security	Passcode 723982
Reports		Only users who have the invite link or passcode can join the meeting
Account Profile		Waiting Room
		Only users admitted by the host can join the meeting
		Require authentication to join

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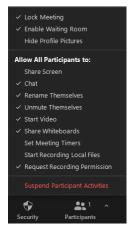
### Do not Allow participants to join

When scheduling a meeting Do Not Allow participants to join anytime by unchecking the box.

Options	Hide
	Allow participants to join anytime
	G8A
	Mute participants upon entry
	Breakout Room pre-assign
	Request permission to unmute participants
	Automatically record meeting O On the local computer O In the cloud
	Approve or block entry to users from specific regions/countries

### **During the meeting**

After all participants have joined the meeting go to **Security** and check the box next to **Lock Meeting**. This will prevent anyone else from joining the meeting.



### End the meeting

Click End then End Meeting for All. This will securely end the meeting for all.

