

# Zoom Pro and MS Teams Settings: Keeping your Student Group Events Safe

All QMUL students have free access to Zoom Pro and MS Teams via their QMUL account. Both platforms have features and functions which can be used, prior and during a session, to help control participant behaviour. This document explains how you can best use the settings on Zoom Pro and MS Teams to keep your student group events and activities safe and a positive experience for all involved.

Student group leaders should also familiarise themselves with the Online Platforms Guidance for student groups which contains information how to facilitate and maintain positive and inclusive interactions and how to respond to inappropriate behaviour at online events and activities.

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## Zoom Pro Settings

### Requiring a Password

When scheduling a Zoom meeting, password protect your Zoom meeting. The password will be attached automatically to the URL join link you can send to participants.

Meeting Password

☒ Require meeting password


Password

### Enable Waiting Room

When scheduling a Zoom meeting enable this and participants will not be able to join your meeting until you admit them to the meeting as the meeting host.

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

☒ Enable waiting room

### Mute Participants upon Entry

When scheduling a Zoom meeting enable this function and participants will be able to enable their microphone after joining the call.

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☐ Enable waiting room

### Turn Video Off upon Entry

You can keep participants' webcam videos turned off upon entry to your Zoom meeting. Participants will be able to turn on their webcam after joining the call. You can stop video for specific participants throughout your meeting.

Video

Host

☒ on ☐ off

Participant

☐ on ☒ off

## Turn off File Transfers

Go to the settings section and make sure that the file transfers option is turned off. This prevents attendees from transferring files during the meeting.



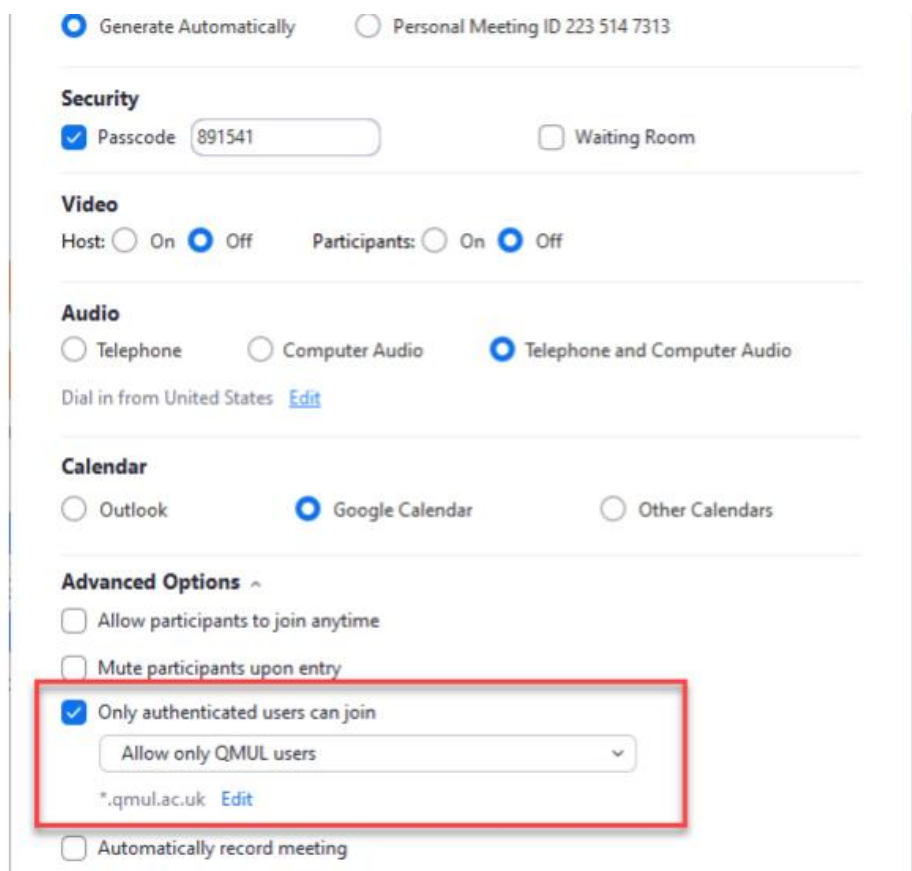
## Prevent Removed Attendees from Re-Joining

As a meeting host, you may remove participants from a meeting. You can remove the opportunity for them re-join in the meeting settings.

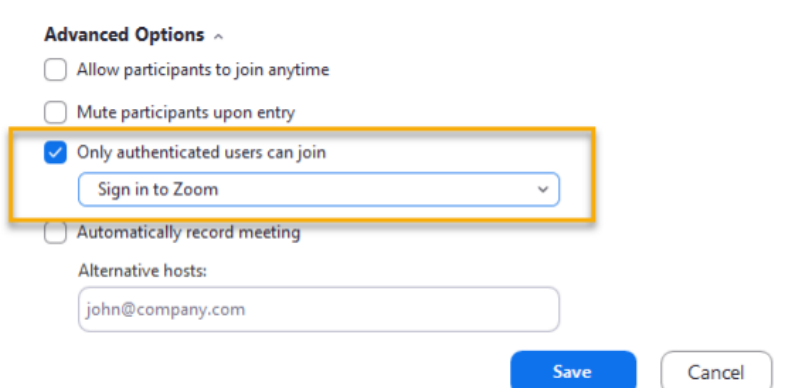


## Allow only QMUL Users

This is a default setting on our QMUL Zoom Pro account. This means that your meetings are restricted to those with a Queen Mary email address. You can find this setting in Meeting Options.



If you need to open a meeting to external participants, remember to change it to - a medium security option, which allows external users to join as long as they have logged in to their own Zoom account. Only use this option if you need to.



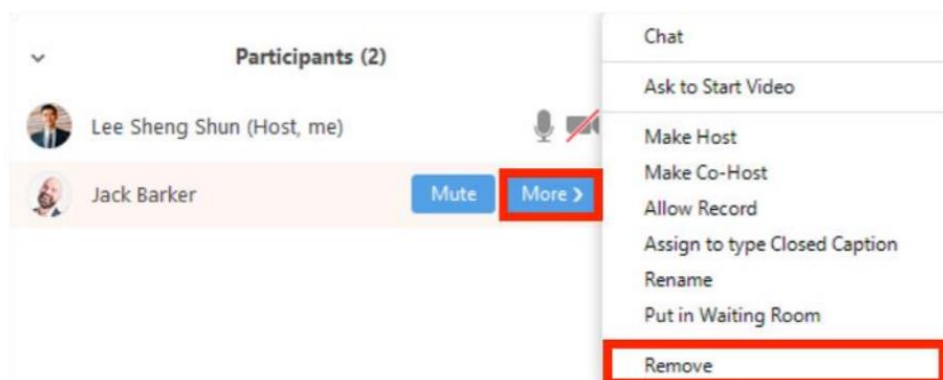
The image shows the 'Advanced Options' dialog box in Zoom. The 'Only authenticated users can join' option is selected and highlighted with an orange box. Below it is a dropdown menu with 'Sign in to Zoom' selected. Other options include 'Allow participants to join anytime', 'Mute participants upon entry', and 'Automatically record meeting'. There is also a field for 'Alternative hosts' with the email 'john@company.com' entered. At the bottom are 'Save' and 'Cancel' buttons.

## Remove an Attendees from a Meeting

To remove attendees from a Zoom meeting, click on "Manage Participants."



Click "More" next to the participant that you would like to remove, followed by "Remove."



## Mute a Participant

Click on "Manage Participants." Click "Mute" next to the participant that you would like to mute.

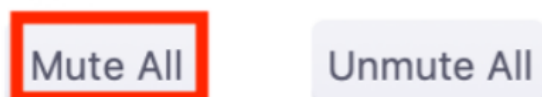


Click "Mute" next to the participant that you would like to mute.



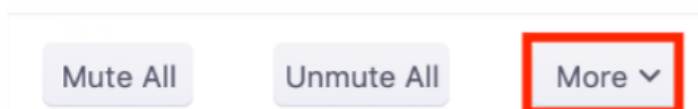
## Mute all Participants

Click on "Manage Participants." Select "Mute all."

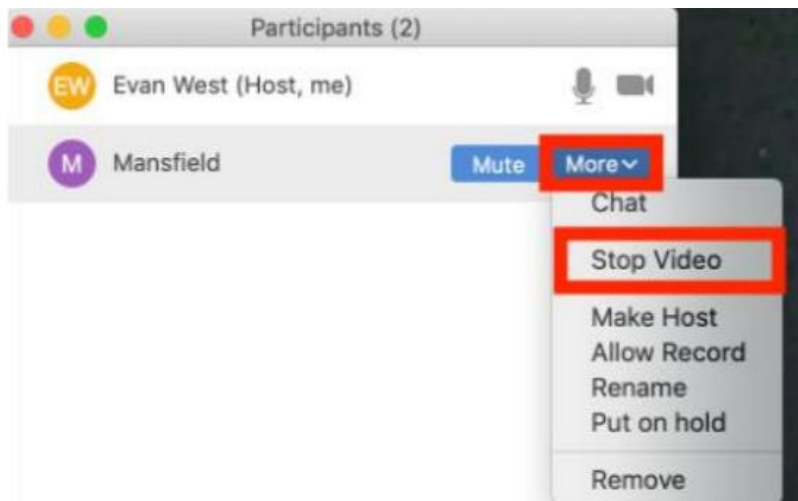


## Stop Video for a Participant

Click on "Manage Participants." Select "More."



Click on "More" next to the participant you would like to stop video for and select "Stop Video."



## Control Screen Sharing

You can control who can share their screen in a meeting. Click on the arrow next to the "Share Screen" option.

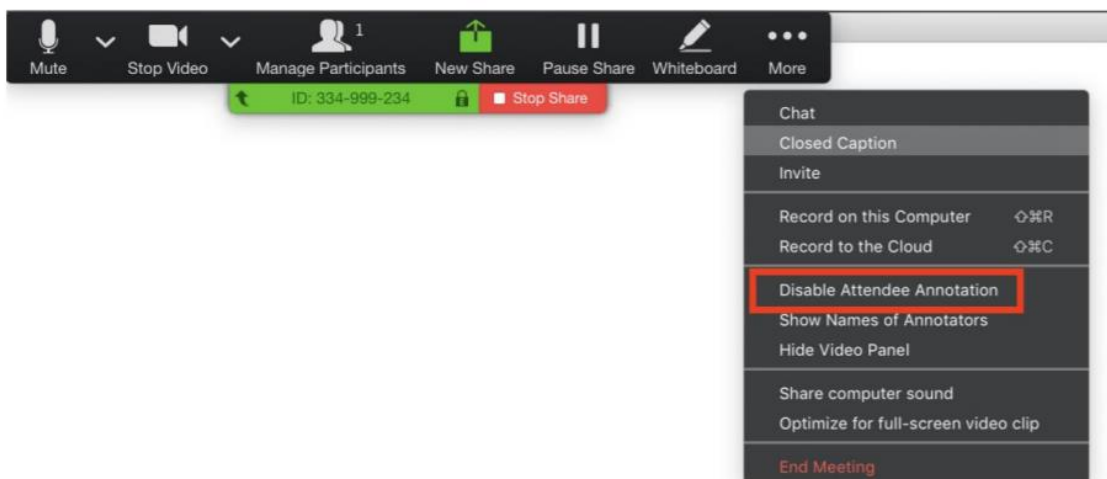


Choose who can share their screen, or if multiple participants can share their screen at the same time.



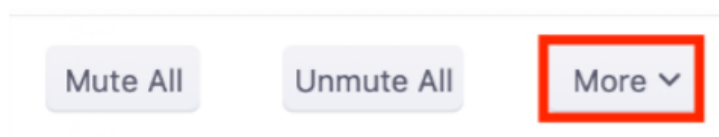
## Manage Whiteboard Access

To prevent attendees from annotating a shared whiteboard during a meeting, click on "More" when sharing a whiteboard, followed by "disable attendee annotation."



## Lock a Meeting

You can lock your Zoom meeting to prevent any new participants from joining your meeting. To lock a meeting, click on "Manage Participants." Select "More."

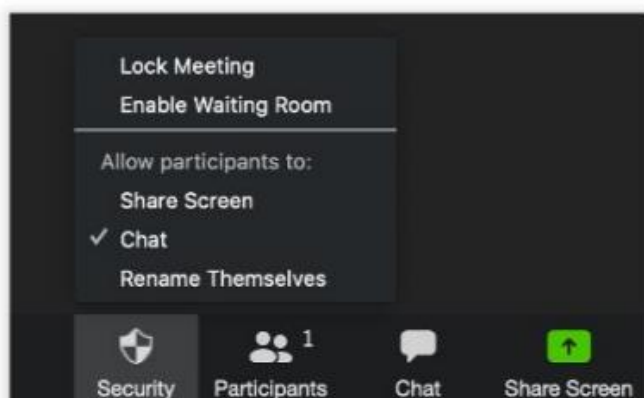


Choose the "Lock Meeting" option.



## Meeting Security Option

As a meeting host you are able to adjust security settings from within a meeting. Click “security” to lock a meeting or enable the waiting room. Within this menu, there are also options to edit participant settings: you can allow participants to share their screen, chat, or rename themselves.

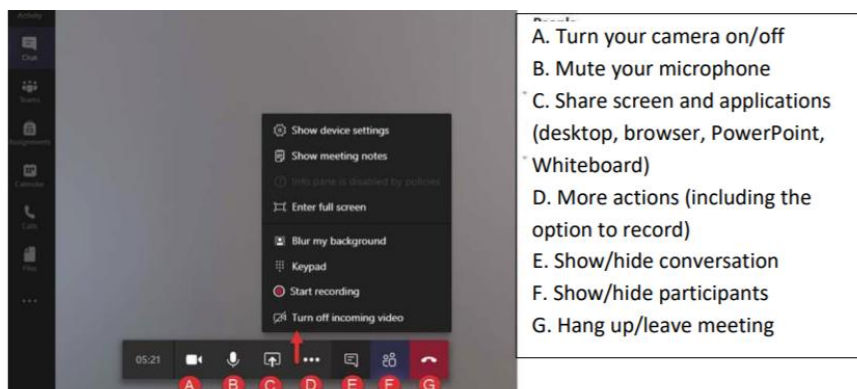


## Suspend Participant Activities

During meetings/webinars click “security” to temporarily pause the meeting and remove a disruptive participant. By clicking “Suspend Participant Activities,” all video, audio, in-meeting chat, annotation, screen sharing, and recording during that time will stop, and Breakout Rooms will end.

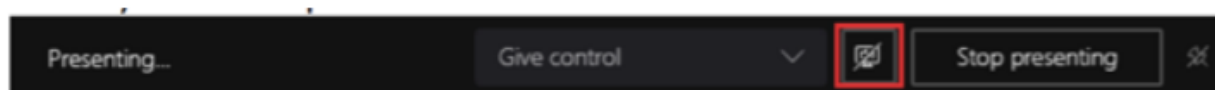
## MS Teams Settings

Once you have joined a meeting you will have several options available.



## Giving Control to Others

If you want another meeting participant to change a file, help you present, or demonstrate something, you can give control to that person. You will both be in control of the sharing, and you can take back control anytime. On the sharing toolbar, select: Give control and select the name of the person you want to give control to. In order to take control back, select Cancel control.



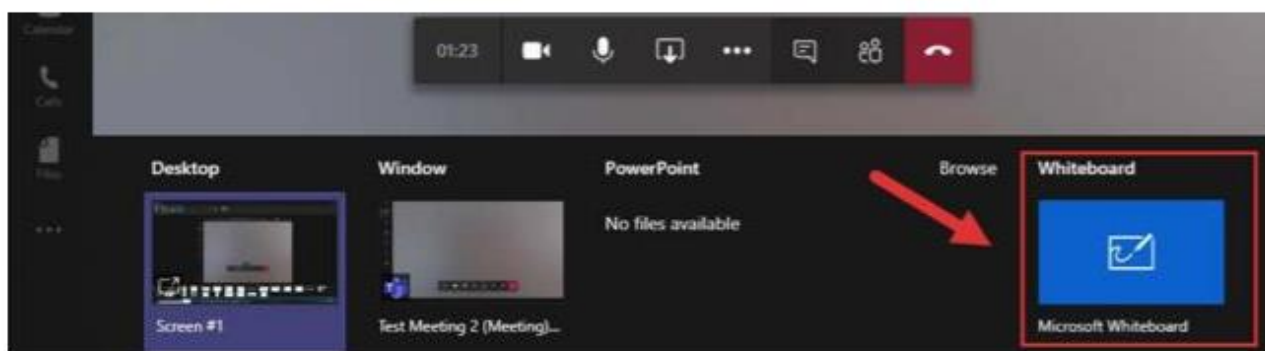


To take control while another person is sharing, select Request control. Then, the person sharing will approve or deny your request. While you have control, you can make selections, edits, and other modifications to the shared screen. When you're done, select Release control to stop sharing control



## Controlling Whiteboard

Teams has dedicated whiteboard where participants have space to draw, sketch, and write together. Currently, Whiteboard in Teams is available only for calls with three or more participants and if you share a whiteboard during a Teams meeting that is being recorded, it will not be part of the recording. You can share a whiteboard to make it available to all participants in a Teams meeting. After joining a Teams meeting, click the Share icon in the share tray of that meeting:



Click Stop Presenting to stop using the whiteboard in the meeting.

## Controlling Notification Sounds

When using Microsoft Teams on a PC or Mac in the software version enter the “Settings” area of the Teams application, select “Notifications”, and under “Notifications sounds” select “Off”. On the mobile phone enter your mobile phone settings and select the area for managing notifications. Choose to turn off notifications for Microsoft Teams.

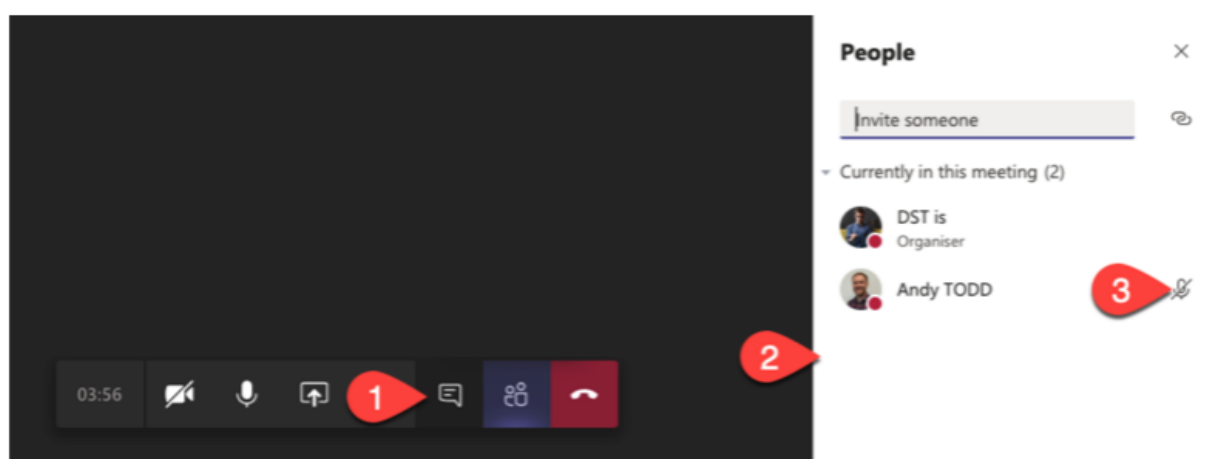
## Participants List and Limiting Participant Activity

The Participants option (1) opens the People panel (2) on the right-hand side of the screen which allows you to view who is currently in the meeting, users who are in the process of joining and also provides options to invite other users to the meeting on an ad-hoc basis.

From this list, you can remove the ability of participants to carry out actions including share screen, mute and remove other participants by making them an ‘attendee’. Do this by clicking on the three dots (‘more options’) next to the attendee’s name, and pressing ‘make an attendee’. Occasionally in meetings, participants will unintentionally leave their microphone switched on when they’re not speaking, often producing unwanted background noise. The panel also shows whether or not a participant has their microphone muted or not (3),



making it easier to identify where the noise is coming from. Microphones can also be muted for attendees within this panel.



## Securing Teams Meetings

Instant meetings started from a chat or a team are initially limited to attendees included in the chat or the team. The meeting host may invite additional attendees by name, email or phone number. Within any meeting, you have the option to remove or mute any attendee from the participant screen in the Teams meeting.

## MS Teams Live Events

All Presidents have now been given the ability to create Microsoft Teams Live events using the Teams account linked to their student email address. Presidents will need to set up the Live event, but can then give host permissions to any other student group committee members as necessary.

Unlike regular meetings, where everyone can speak, share their video feed, and chat, only people assigned the producer, organiser, and presenter roles can speak, present information, and be seen during live events. Attendees can ask questions, but only through a moderated Q&A facility.

At the point of writing this guide, only participants who have a Microsoft Teams account will be able to present at a Live event.

## Further Information and Guidance

### Zoom Pro

For further resources on using Teams visit the [University website](#).

### MS Teams

For further information and guidance on making the most of our using MS Teams you can watch the 'Microsoft Teams and Google Suite' training, available on our QMSU Clubs and Societies Team (all committee members will have been emailed the link to this Team).

## MS Teams Live

Teams Live Events are best suited for broadcast/presentation/conference events. It can take a bit of getting used to so we recommend having a trial run beforehand. This [YouTube tutorial](#) gives some more guidance on using Teams Live.

## Other Advice and Assistance

For any advice or assistance with using these or any other online platforms for your student group events or activities please don't hesitate to contact your staff support.

Societies – [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk)

Sport Clubs – [su-sportsadministrator@qmul.ac.uk](mailto:su-sportsadministrator@qmul.ac.uk)

Student Media – [su-studentmedia@qmul.ac.uk](mailto:su-studentmedia@qmul.ac.uk)

Volunteering Groups – [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk)

If you are planning event/activity that will involve under 18s or adults at risk make sure you've spoken to our staff support about relevant safety measures.

*Last updated 4 March 2021*