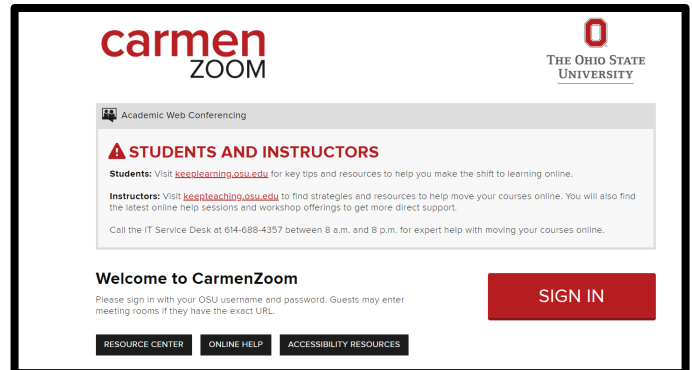# *Recommended Settings for Public Meetings*
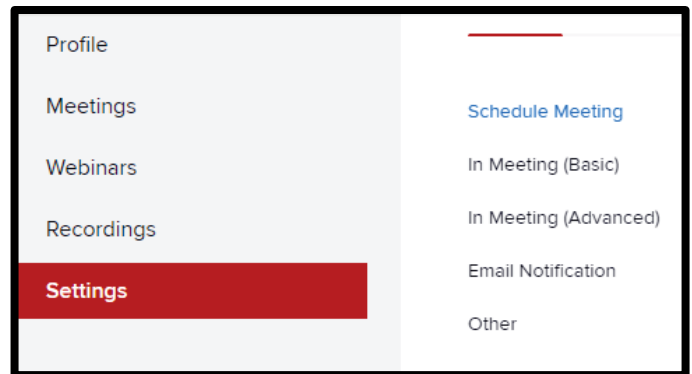
Sign in to CarmenZoom

Sign in to the CarmenZoom web portal at osu.zoom.us using your Ohio State name.# and password.

Schedule Meeting Settings

1. Turn OFF participants video.
2. Turn OFF join before host.
3. Turn OFF use personal meeting ID when scheduling a meeting.
4. Turn ON Mute participants upon entry.

In Meeting (Basic) Settings

1. Turn OFF Private Chat
2. Turn OFF File Transfer
3. Set Screen Sharing to "Host Only"
4. Turn OFF Annotation
5. Turn OFF Whiteboard sharing for participants
6. Turn OFF Allow removed participants to rejoin

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES