

**From:** Jamie Taylor <taylorjl25@vcu.edu>  
**Sent:** Friday, March 27, 2020 11:41 AM  
**To:** GRADUATE\_PROGRAM\_DIRECTORS <GRADUATE\_PROGRAM\_DIRECTORS@vcu.edu>  
**Subject:** Zoom Default Change

Good afternoon everyone,

Please see the following information regarding a default setting change to Zoom.

Best,

--

Jamie Taylor, MBA  
Administrative Coordinator  
The Graduate School  
Virginia Commonwealth University  
Box 843051 | Richmond, VA 23284-3051  
408 West Franklin Street | Blair House  
Office: [804-828-2233](tel:804-828-2233) | Fax: [804-827-0724](tel:804-827-0724) | [taylorjl25@vcu.edu](mailto:taylorjl25@vcu.edu)  
Notary Public

VCU Staff Senator

***Pronouns: He/Him/His***

---

Likely as a result of the "Zoom Bombing" phenomenon, Zoom has very recently changed a default setting in your account (and classrooms) which has caused disruptions this morning. This setting change will affect all of your meetings.

Once you log into Zoom in your browser, click on "Settings" on the left-hand side. Scroll down to "Screen Sharing". By default, Zoom has set that only the host of a meeting can share their screen.

**I recommend changing your settings (pictured below) to:**

Who can share? All participants.

Who can start sharing when someone else is sharing? Host only.

The image shows a browser window with the URL `zoom.us/profile/setting`. The page title is "My Settings - Zoom". The browser's address bar shows the URL and several icons. Below the address bar, there are several tabs: "Apps", "Todoist", "VCU Pharmacy IT B...", "Training Websites", "Resources", "COVID-19 updates...", and "VCU Kaltura Media...".

The Zoom settings page has a dark blue header with the Zoom logo, "SOLUTIONS" with a dropdown arrow, and navigation links: "REQUEST A DEMO", "1.888.799.0125", and "RESOURCES". Below the header, there are three main navigation buttons: "SCHEDULE A MEETING", "JOIN A MEETING", and "HOST A MEETING".

The main content area lists several settings, each with a toggle switch and a "Modify" link:

- Always show meeting control toolbar**: "Always show meeting controls during a meeting" (checked). The toggle switch is currently off.
- Show Zoom windows during screen share**: The toggle switch is currently on.
- Screen sharing**: "Allow host and participants to share their screen or content during meetings". The toggle switch is currently on.
  - Who can share?**:  Host Only  All Participants
  - Who can start sharing when someone else is sharing?**:  Host Only  All Participants
- Disable desktop/screen share for users**: "Disable desktop or screen share in a meeting and only allow sharing of selected applications." (checked). The toggle switch is currently off.
- Annotation**: The toggle switch is currently on.

If "Zoom Bombing" becomes an issue, we will reassess these settings.