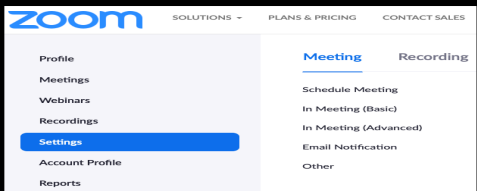


How to secure your Zoom meeting

Web portal Settings



Participants video off

Join before host off

Use Personal Meeting ID when scheduling a meeting off

Mute participants upon entry on

Private chat off

Screen sharing ONLY for host on

Disable desktop/screenshare for users off

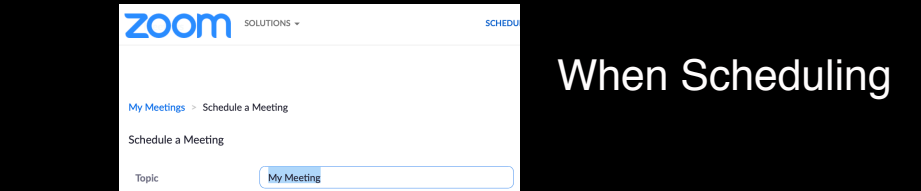
Annotation off

Remote control off

Allow removed participants to rejoin off

Waiting room on

When Scheduling



Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

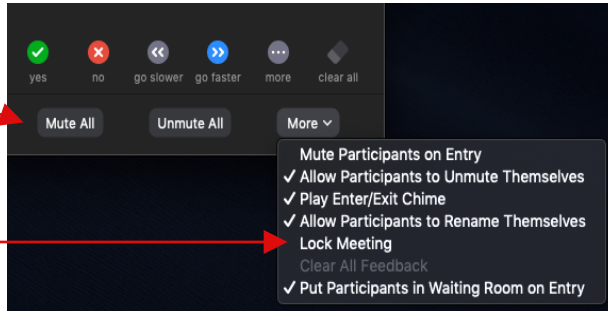
Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

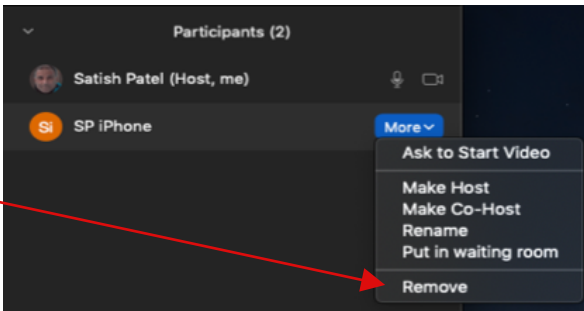
If you need to react quickly then ...



Mute all

Lock meeting

- Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Play Enter/Exit Chime
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Clear All Feedback
- ✓ Put Participants in Waiting Room on Entry



Remove participant

- Ask to Start Video
- Make Host
- Make Co-Host
- Rename
- Put in waiting room
- Remove