Secure your

zoom
Meetings

When Scheduling a Meeting

Create a unique meeting ID
Do NOT host meetings using your Personal Meeting ID (PMI). Instead use Zoom random meeting IDs for meetings.

● Generate Automatically   ○ Personal Meeting ID

Require a password to join your meeting

☑ Require meeting password

Use the Waiting Room Feature
Control who is admitted to your meetings. Settings > Meeting (advanced) tab > select Waiting room.

Manage Meetings

Manage participants
Hosts can mute participants, put participants on hold, prevent participants from screen sharing, and more. Click the Manage Participants button in your Zoom meeting.

Share link only in TITANium (Faculty)
When using Zoom for classes, provide the link in TITANium.
Go to Titanium > Add an activity or resource > External Tool then click Add > enter activity name > Tool Type: Zoom > set up your meeting > save

Remove disruptive participants
On the Zoom control panel, click on "Participants", then select "More", and "Remove" the participant.
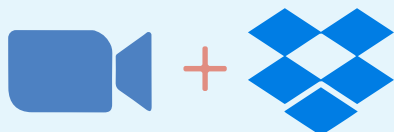
Control screen sharing for participants
The Zoom default allows only the host to share screens. Please only share the screen you select and when needed.

Lock your meeting
You can lock a Zoom meeting once it has started. Manage Participants > More > Lock Meeting

Use Zoom with Dropbox
Create, join, and start Zoom meetings directly from Dropbox. Present Dropbox files in a Zoom meeting and save a copy of recorded Zoom meetings and transcripts.

Visit *fullerton.edu/zoom/* for more information