

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



Use the Waiting Room Feature

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

Require authentication

In your meeting options, select “only authenticated users can join”

Keep meeting ID and Passwords Secure

Send meeting invitations directly to attendees

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.



Require a password to join your meeting

- Require meeting password

Remove disruptive participants

On the Zoom control panel, click on “Participants”, then select “More”, and “Remove” the participant.



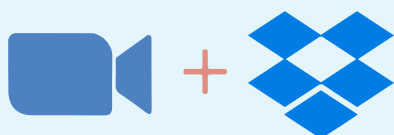
Control screen sharing for participants

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.