

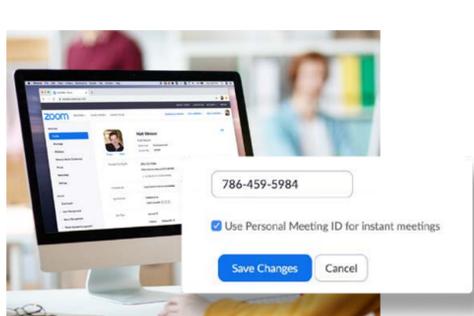
# Top 10 Ways to Secure Your Zoom Meetings

What you need to know to keep your video meetings safe and secure.



## SECURITY TIP 1 Turn on Your Waiting Room

One of the best ways to secure your meeting is to turn on Zoom's Waiting Room feature. Some Zoom users, like those in education, will have this feature turned on by default. This feature provides a virtual waiting room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion.

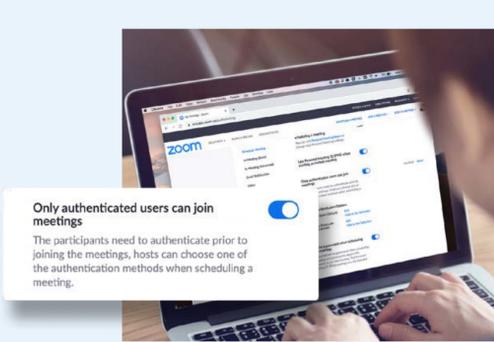


## SECURITY TIP 2 Don't Use Your Personal Meeting ID for Public Meetings

Your Personal Meeting ID (PMI) is the default meeting that launches when you start an ad hoc meeting. Your PMI doesn't change unless you change it yourself, which makes it very useful if people need a way to reach you. But for public meetings, you should always schedule new meetings with randomly generated meeting IDs. That way, only invited attendees will know how to join your meeting.

## SECURITY TIP 3 Only Allow Registered or Domain Verified Users

When scheduling a meeting, you can require attendees to register with their e-mail, name, and custom questions. You can even customize your registration page with a banner and logo. By default, Zoom also restricts participants to those who are logged into Zoom, and you can even restrict it to Zoom users who's email address uses a certain domain.



## SECURITY TIP 4 Master the Security Menu

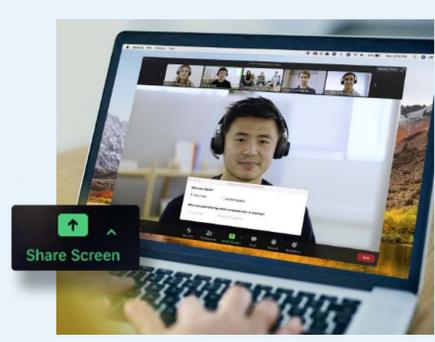


## SECURITY TIP 4 Master the Security Menu

Zoom now puts all your essential security options in a single button, right in the in-meeting menu. Under this menu you'll be able to lock your meeting and prevent any new participants from joining. You'll also be able to enable Waiting Room to help manage new meeting participants and be able to control any sharing and chat permissions of individuals and all attendees.

## SECURITY TIP 5 Control Screen Sharing

Allowing participants to screen share in a meeting can be a great way to collaborate, but that can also leave you open to unwanted interruptions during larger meetings. Zoom gives you the ability to determine if you want other participants in the meeting to be able to share their screens, or if you want to be the only one with that ability. You can easily toggle this feature on and off from the screen sharing menu, as well as the security menu.



## SECURITY TIP 6 Disable Private Chat

In-meeting chat adds another dimension of collaboration to your meetings, creating a place for questions to be asked and fielded later, or for supplemental resources to be posted. But sometimes chat can become distracting or unproductive. In those cases, Zoom allows you to disable and enable chat throughout your meeting.

## SECURITY TIP 7 Turn Off Annotation

Like screen sharing and in-meeting chat, annotation can be a great tool when you need it, but it can also be an opportunity for mischief when you don't. To avoid unwanted annotation, Zoom allows you as the meeting host to remove all participants ability to annotate during a screen share. You can disable this for the entire meeting, or just temporarily.

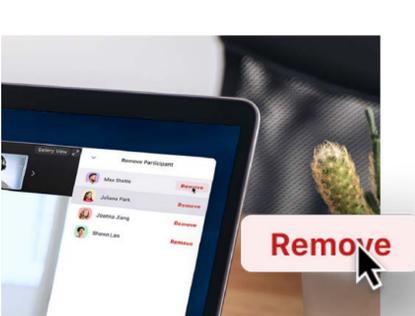
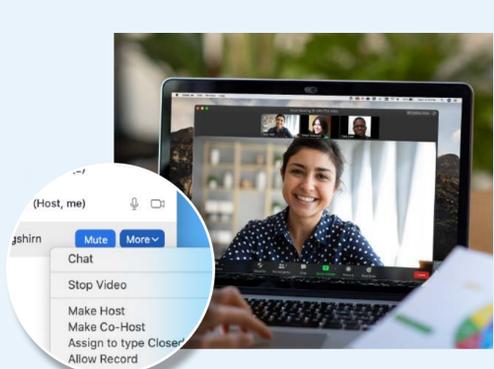


## SECURITY TIP 8 Mute Participants

We've all been in meetings where somebody forgets to mute, or their microphone picks up some background noise that interrupts the meeting. Zoom allows you to solve this problem with a simple button to mute all participants. For an added layer of security, you can also disable participant's ability to unmute themselves. When you're ready to make the meeting interactive again, you can simply hit the "Unmute All" button or allow participants to unmute themselves.

## SECURITY TIP 9 Make Someone a Co-Host

If you're a Host that needs a helping hand to manage all your participants, you can promote a trusted meeting attendee to Co-Host, allowing them many of the same privileges and control features available to the meeting host themselves. To learn about the difference between a host and co-host, view this support article.



## SECURITY TIP 10 Remove Participants

If you follow the tips so far, you should never find yourself in a meeting with an unwanted guest. But if you do need to remove an attendee from the meeting at any point, Zoom makes it easy to kick an unwanted participant out of the meeting. You can also choose to not allow participants to rejoin once they've been removed.