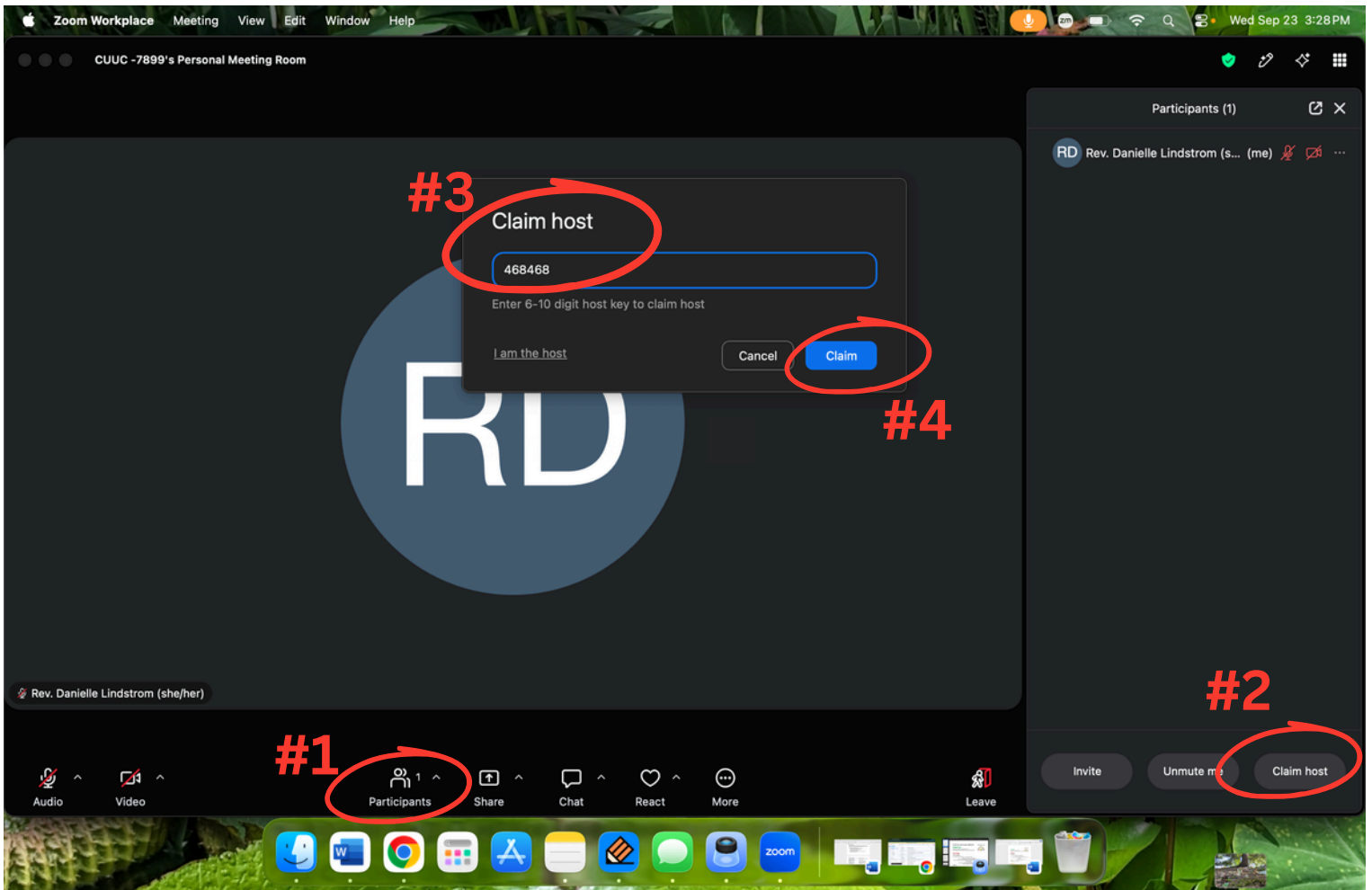
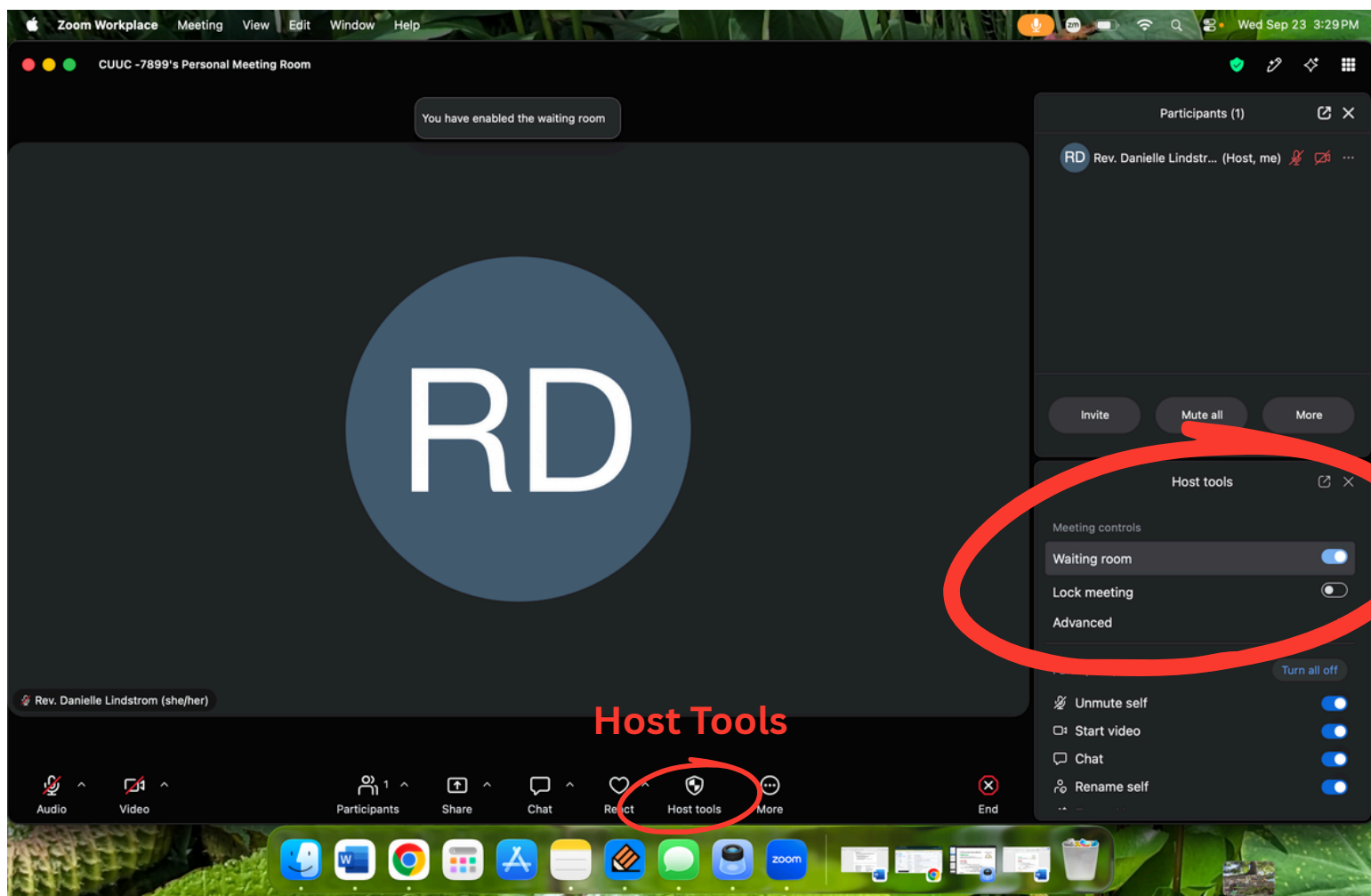


Zoom Security Instructions



Steps to Claim Host

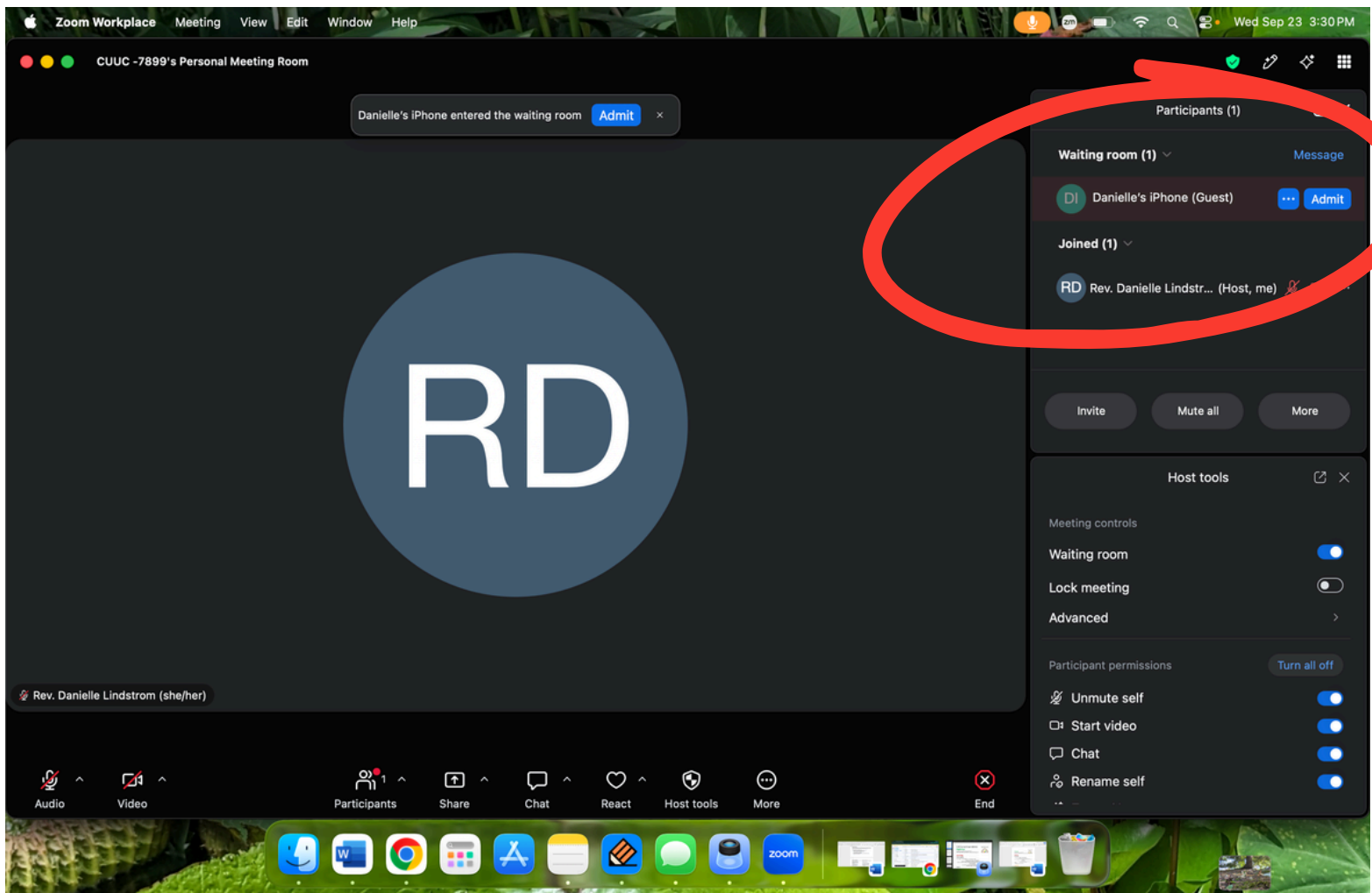
1. Once in Zoom Room, click on the “Participants” button on the bottom of the screen.
2. It will open the column on the far right. On the bottom of the column on the far right, click the “Claim Host” button.
3. A window will open. Put the code “468468” into the box.
4. Click “Claim.”



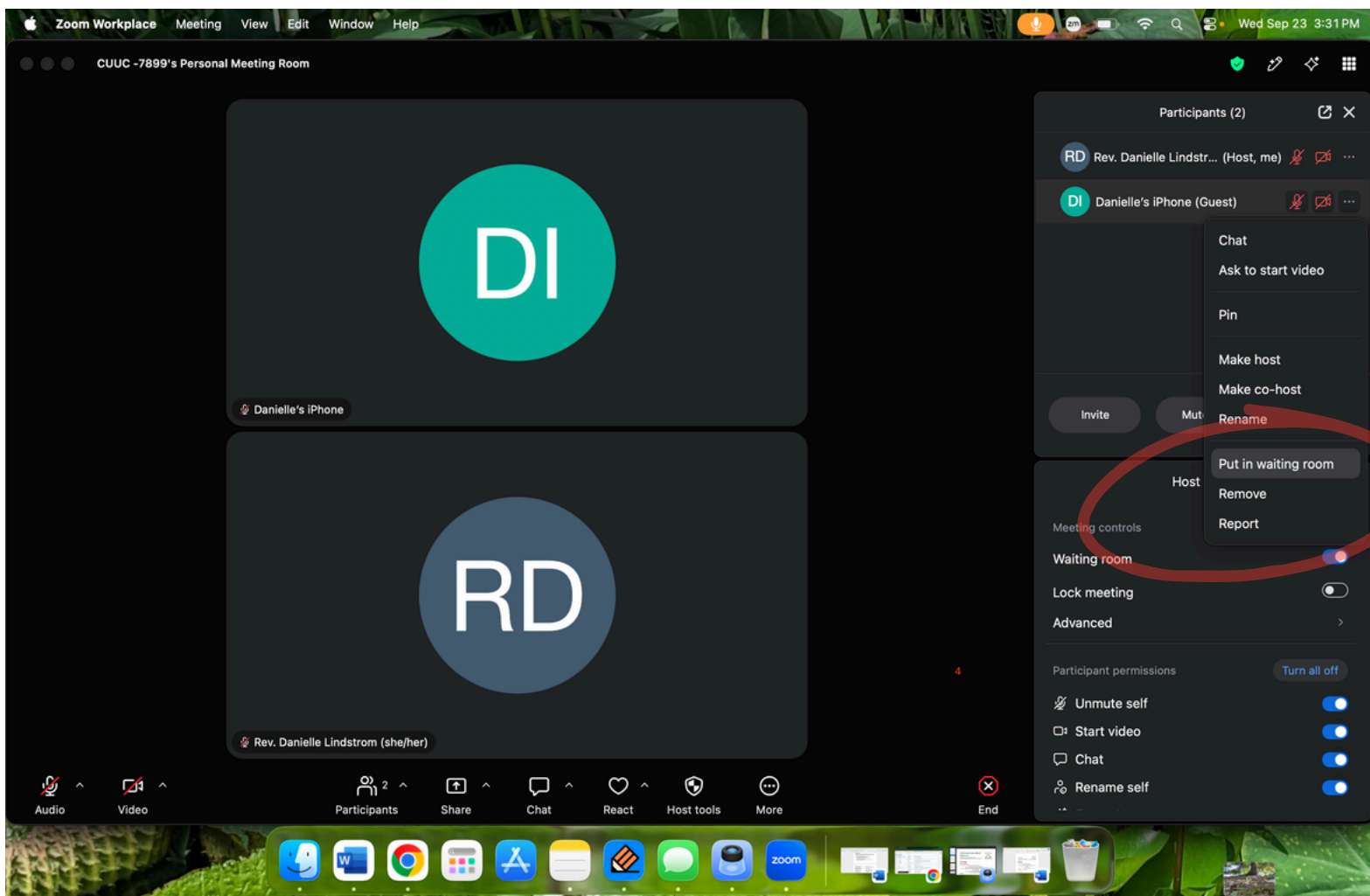
Once you have claimed host, click on “Host Tools” at the bottom of the screen. You may have to click “...” to see additional options.

This will open additional host tools. Turn on waiting room. Once the waiting room is open, host will need to watch the waiting room to let people in. Consider asking someone to help monitor the waiting room by making them a cohost. To make a cohost, click the “...” next to someone’s name and click “Make Cohost.”

You can also “Lock mMeeting” once everyone who is attending the meeting has arrived. Once the meeting is locked, no one else can join.



Once the waiting room has been opened, participants' names will be in the waiting room, click "Admit" to bring them into the main room.



If someone is in the room and shouldn't be or is causing problems, click on the “...” next to their name and a list will drop down. You can put someone back in the waiting room, remove them, or report them. If someone is causing problems in the room, click “Report.”