



TIP SHEET FOR KEEPING YOUR MEETINGS SAFE FROM UNWANTED GUESTS

New Safety Features (April 2020)

- The **Security** icon (visible only to hosts and co-hosts, found on the bottom toolbar once a meeting is live) provides easy access to several existing Zoom security features so you can more easily protect your meetings.
 - Lock the meeting
 - Enable the Waiting Room (even if it's not already enabled)
 - Remove participants
 - Restrict participants' ability to:
 - Share their screens
 - Chat in a meeting
 - Rename themselves
 - Annotate on the host's shared content
 - The **Security** icon replaces the **Invite button** in the meeting controls. The Invite button has been moved to the Participants panel, and hosts can add additional guests there.
- **Waiting Rooms:** The Waiting Room feature is now on by default for free Basic and single licensed Pro accounts. This can be turned off when you set up a meeting.
- **Passwords:** Meeting passwords are on by default for free Basic and single licensed Pro accounts. They can be turned off when you set up a meeting.
- **Renaming participants:** In addition to the above in-meeting renaming control, account admins and hosts can now disable the ability for participants to rename themselves (for every meeting) at the account, group and user level in the web portal.



KEEP YOUR PUBLIC MEETINGS SAFE

- **Don't give up control of your screen.** You *do not* want random people in your public event taking control of the screen and sharing unwanted content with the group.
 - In the Security button of a meeting in the bottom toolbar, unclick "Share Screen" to keep participants from sharing their screen.
 - In your meeting settings, this can also be done for all of your meetings at:
 - Screen Sharing
 - Who can share (click "Host Only.")
- **Mute participants:** Automatically mute all participants.
 - In a meeting, click "Manage Participants." At the bottom of the white panel on the right, click "Mute All," and in the dialog box that appears uncheck "Allow participants to unmute themselves."
 - In your meeting settings, you can "Mute participants upon entry," but this does not prevent them unmuting themselves. Use step above to keep them muted.

DO'S AND DON'T'S

- **Don't share your codes.** When you share your meeting link on social media or other public forums, that makes your event ... extremely public. ANYONE with the link can join your meeting.
- **Avoid using your Personal Meeting ID (PMI)** to host public events. Your PMI is basically one continuous meeting and you don't want "randos" crashing your personal virtual space after the party's over.
- **Lock the meeting.** When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password. This is available in the new "Security" button on the bottom toolbar.

ADDITIONAL TIPS

- There is a "**Spotlight**" feature that allows the main speaker to always be highlighted. This prevents the person who is making noise from having their picture be the main one for a few seconds. Hosts can enable this function by, in a meeting, clicking "Manage Participants," tap the participant's name you want to spotlight, and do so in the dropdown menu that appears. ("Pinning" a participant will only spotlight that person on your monitor.) You can also "Spotlight" by clicking the three dots in a participant's window and use that menu.
- A "**Co-Host**" can be added to meetings so that the main speaker does not have to be distracted with fielding chat questions and allowing people to enter the meeting. This function is available in your account settings under "Co-Host" and needs to be clicked on for this to be available. Once in a meeting, you can select a co-host through the three dots in that person's window or through the "Manage Participants" panel, hover over that participant's name, choose "More" and click "Make Co-Host."