

10 WAYS TO SECURE ZOOM!



1 Use a Unique ID for Large or Public Zoom Calls



Plug a big hole that **Zoombombers** exploit by choosing **Generate Automatically**.

2 Require a Meeting Password



Give it only to meeting attendees and **Require** it to enter the meeting room.

3 Create a Waiting Room



Check the names in the waiting room. Don't recognize one? Don't let them in!

4 Only the Host Should Share Their Screen



Enable this setting before a meeting. If you forget, it's OK. Set it during a meeting too.

5 Make the Meeting Invite-Only



Secure your meeting by allowing in only invitees whose email addresses you used to invite them.

6 Lock Your Meeting When It Starts



Select **Manage Participants**, then choose **More**, then **Lock Meeting**.

7 Kick Someone Out or Put Them on Hold



Hover over the name of the person, then choose **Remove**.

8 Disable Someone's Camera



In the **Participants Panel**, click the camera icon next to the name of the attendee to turn off their camera.

9 Prevent Animated GIFs and Other Files in Chat



Minimize meeting disruption by disabling digital files in **Chat**.

10 Disable Private Chat



In the Zoom web app, go to **Personal**, then **Settings**. Click **In Meeting**, then **Private Chat**.