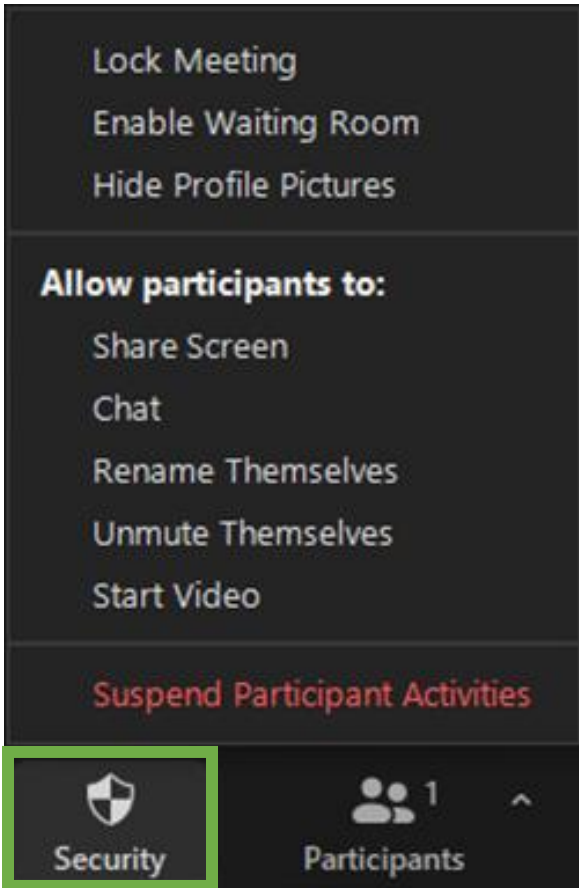
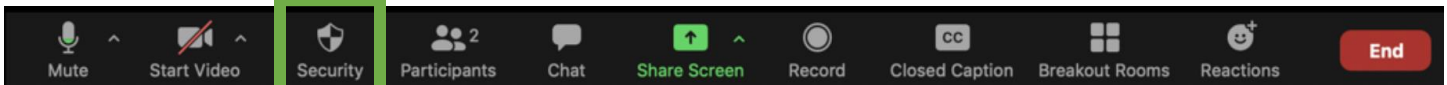


A Quick Guide to ZOOM Security Settings for Meetings

Security Settings Overview:



As the Host of an active ZOOM Meeting, you are able to configure various security settings via the Security button (pictured left) in the ZOOM Meeting Toolbar (Pictured below). Please note, your layout may vary depending on the type of computer, operating system, and ZOOM application version you are using.



- Lock Meeting: Prevents any user from logging into the active meeting.
- Waiting Room: Puts participants in a virtual waiting room until the host admits participants to the active meeting.
- Hide Profile Pictures: Hides all participant's profile pictures from the Participants list.

Allow Participants to:

- Share Screen: Toggles the option allowing participants to share their computer screens during an active meeting
- Chat: Toggles the option allowing participants to chat and/or share files in the chat box during an active meeting.
- Rename Themselves: Toggles the option allowing participants to change their names in an active meeting.
- Unmute Themselves: Toggles the option allowing participants to start their microphones in an active meeting.
- Start Video: Toggles the option allowing participants to start their Webcams in an active meeting.
- **Suspend Participant Activities**: Prevents a user from being able to use any allowed participant settings (Chat, Share Screen, Rename Themselves, Unmute Themselves, Start Video)
- **Remove Participant** (Not pictured): Remove a user from the active meeting.

Recommended Security Settings based on Use:

Class Instruction, Meetings, Trainings, and other Collaborative Uses

- Lock Meeting
- ✓ Waiting Room
- ✓ Hide Profile Pictures

Allow Participants to:

- Share Screen
- ✓ Chat
- Rename Themselves
- ✓ Unmute Themselves
- ✓ Start Video

Presentations, Guest Speakers, and other Non-Collaborative Uses

- Lock Meeting
- ✓ Waiting Room
- ✓ Hide Profile Pictures

Allow Participants to:

- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves
- Start Video

✓ = Setting is enabled