



Remote Works

Settings to Make Zoom Meetings More Secure

In Settings

If using Zoom App, click gear icon and then click View More Settings in bottom of dialogue box

UNDER MEETING:

Join before host - OFF

Use Personal Meeting ID - OFF

Only authenticated users can join - ON

Require a password - ON

Mute participants upon entry - OFF

Require Encryption - ON

Private chat - OFF

File transfer - OFF

Screen sharing - ON with Host Only

Disable screen share for users - ON

Annotation - OFF

Remote control - OFF

Allow removed participants to rejoin - OFF

Waiting room - ON

UNDER RECORDING:

Local recording - OFF

In Schedule a Meeting

If using Zoom App, click Schedule

UNDER MEETING ID:

Generate Automatically - ON

Generates a unique Meeting ID for each meeting

UNDER VIDEO:

Participants - OFF

Participants will join with their video turned off until they turn it on

UNDER OPTIONS:

Enable join before host - OFF

Nobody can join before you do

Mute participants upon entry - ON

Participants will join with their microphone muted until they unmute themselves

Enable waiting room - ON

You decide who comes in

In Manage Participants During a Meeting

MUTE EVERYONE AND DON'T LET THEM UNMUTE

Click "Mute All" and uncheck "Allow participants to unmute themselves"

REMOVE THE PARTICIPANT

Hover mouse over the name and click "Remove" or click "More" and then "Remove"

LOCK THE MEETING SO NO ONE CAN COME IN

Select "More" and check "Lock Meeting"