Securing Your Zoom Meetings

First and foremost, be sure NOT to share any Zoom links or meeting IDs with anyone other than those you wish to invite to a Zoom meeting. This is one key step to prevent anyone from outside of MPFS from crashing any of our meetings or classes.

Second, please ensure that you have key settings enabled or disabled. Please see a list of these here:

- <mark>Make sure **Waiting Room** is enabled.</mark> (It should be now, as Zoom has now enabled this feature by default.) This will help to prevent others from crashing your virtual meeting room without your permission. You'll be prompted to admit attendees as their names appear.

- If the Waiting Room is enabled, then the "**Join before host**" feature should automatically be disabled. This will give you more control about who's able to connect via your Zoom link. Combined with the Waiting Room feature, described on the last bullet below, this will better help you manage who's allowed in to your Zoom meeting and when.

- I also suggest you enable **Mute participants upon entry**. This may make the first few moments of a meeting less noisy and overwhelming.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ⟦v⟧

- Consider disabling **Private chat**. Even if you disable this feature, it's good to remind participants that even when turned on, all chat messages are viewable and save-able by you, the host.

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

- Consider only allowing the host to be able to **share their screen**. There may be times when you *want* your attendees to be able to share their screen with you. But as we start connecting this way, it may reduce chaos and interference to allow only the host (you) to share your screen.

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

🔘 Host Only   ⚪ All Participants ⑦

Who can start sharing when someone else is sharing?

🔘 Host Only   ⚪ All Participants ⑦

Save   Cancel

- Similarly, you may not want attendees to be able to share a **whiteboard** as it could be disruptive to the conversation that you are leading.

Whiteboard

Allow participants to share whiteboard during a meeting [v]

- You can also disable the feature that allows attendees to annotate the screen.

Annotation

Allow participants to use annotation tools to add information to shared screens [v]

- If you disable file transfer, you may lessen the risk of anyone sharing unwanted content through the Zoom platform.

File transfer

Hosts and participants can send files through the in-meeting chat. [v]

- Non-verbal feedback, as you've likely seen, is helpful to have enabled so participants can give you cues as to how they're processing your discussions.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [v]
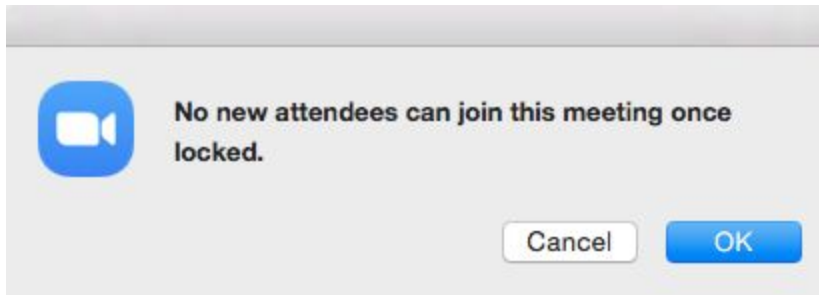
- Lock your Zoom meeting once all attendees have arrived.

When you're hosting a Zoom meeting, click on Manage Participants at the bottom of your screen. Then select More in the bottom-right corner, and you'll have the option to lock your meeting.
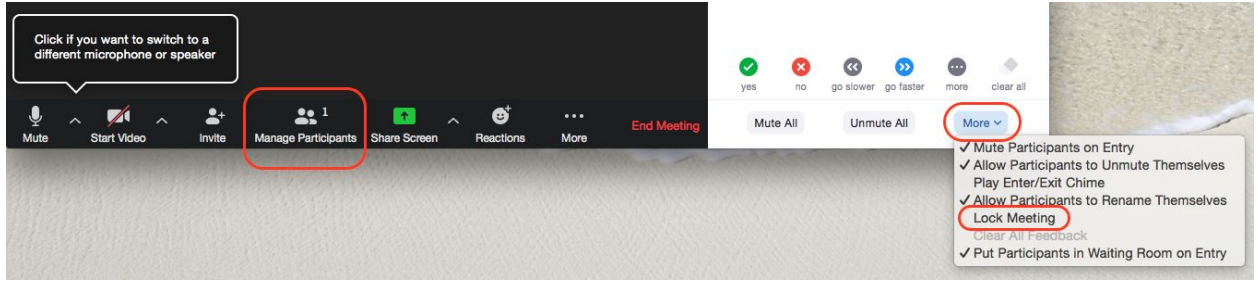
You'll then get this pop-up.

You can always unlock your room if you need to admit an additional participant.