

# HOW TO MAKE YOUR ZOOM MEETING MORE SECURE

People are now relying upon Zoom more than ever before. Whether to conduct business, educate students from home, or keep in touch with family and friends, follow these safeguards to make your meetings more secure.

## PASSWORD PROTECT YOUR MEETINGS

In the settings, you can choose to require a password when scheduling new meetings and can also require a password for instant meetings.

## DON'T USE YOUR PERSONAL MEETING ID

Rather than reuse the Personal Meeting ID Zoom generates for your account, elect to have Zoom create a new, random ID for each meeting.

## SECURELY SHARE THE ID & PASSWORD

Don't post Meeting details on social media, websites, or any other publicly accessible locations. Similarly, do not share photos of meetings in progress online if any meeting details or participant information is visible.

## UPDATE, UPDATE, UPDATE.

As with any system, device, app or service, it is vitally important to make sure you are using the latest version of the Zoom application on all of your devices.

## ENABLE THE WAITING ROOM FEATURE

The Waiting Room feature allows the host to verify participants and grant them access to the meeting to ensure only invited guests attend.

## MANAGE PARTICIPANTS

As the Host, you can control participant camera and mute options. You can restrict screensharing capabilities without Host approval. You can also disable the feature to 'allow removed participants to rejoin.'

## HAVE QUESTIONS?

We are always here to help.

From our partner:

