# How to make your Zoom Meetings more secure

When setting up the Zoom meeting – ensure that the lecturer is the HOST. Also, when setting up the meeting

- **Avoid using your Personal Meeting ID (PMI)**: Your PMI is basically one continuous meeting and you don't want outsiders crashing your personal virtual space after your designated meeting is over.
- **Manage screen sharing**: You do not want random people in your public session taking control of the screen. You can restrict this — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen share.
- To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to "Share Screen" and then go to "Advanced Sharing Options." Under "Who can share?" choose "Only Host" and close the window.
- You can also toggle sharing privileges under the Security icon in your window or change the default sharing option in your Zoom settings.
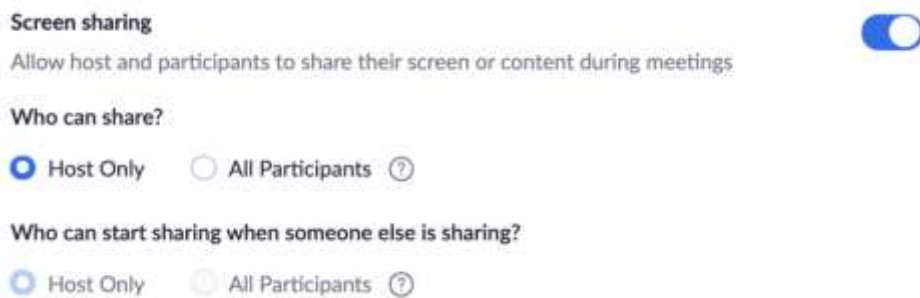
- In addition, there are settings which disallow participants to change their name. In you Zoom settings (the person setting up the meeting) deselect the following

  - o Allow users to change their name when joining a meeting

  - o Allow participants to rename themselves

Manage your participants

- Lock the meeting: When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and passcode. Just click the Security icon at the bottom of your Zoom window. In the pop-up, click the button that says Lock Meeting.
- Remove unwanted or disruptive participants: You can remove someone from your meeting by using the Security Icon or Participants menu. On the Participants menu, you can mouse over a participant's name and several options will appear, including Remove. Click that to kick someone out of the meeting. When you do remove someone, they can't re-join the meeting.
- Disable video: Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
- Mute participants: Hosts can mute/unmute individual participants or all of them at once. During the meeting, click on "Participants" in the Zoom meeting control bar. At the bottom of the participants panel click "Mute All." Then, **uncheck the "Allow participants to unmute themselves"** to prevent participants from talking in the meeting.
- Suspend participant activities: Hosts and co-hosts can pause the meeting to remove and report an offending party and prevent further disruption. Click the Security icon and select "Suspend Participant Activities" to temporarily halt all video, audio, in-meeting chat, annotation, screen sharing, and recording, and end Breakout Rooms. You can resume the meeting by re-enabling the individual features.
- Turn off annotation: You and your attendees can doodle and mark up content together using annotations during a screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- Disable private chat: . Click "Chat" in the meeting controls, then at the bottom of the in-meeting Zoom Group Chat window click the three dots. From there you can toggle on options for who can chat with who in your meeting.