10 WAYS TO SECURE ZOOM!

1. Use a Unique ID for Large or Public Zoom Calls
   Plug a big hole that Zoombombers exploit by choosing Generate Automatically.

2. Require a Meeting Password
   Give it only to meeting attendees and Require it to enter the meeting room.

3. Create a Waiting Room
   Check the names in the waiting room. Don’t recognize one? Don’t let them in!

4. Only the Host Should Share Their Screen
   Enable this setting before a meeting. If you forget, it’s OK. Set it during a meeting too.

5. Make the Meeting Invite-Only
   Secure your meeting by allowing in only invitees whose email addresses you used to invite them.

6. Lock Your Meeting When It Starts
   Select Manage Participants, then choose More, then Lock Meeting.

7. Kick Someone Out or Put Them on Hold
   Hover over the name of the person, then choose Remove.

8. Disable Someone's Camera
   In the Participants Panel, click the camera icon next to the name of the attendee to turn off their camera.

9. Prevent Animated GIFs and Other Files in Chat
   Minimize meeting disruption by disabling digital files in Chat.

10. Disable Private Chat
    In the Zoom web app, go to Personal, then Settings. Click In Meeting, then Private Chat.