

## 10 Ways to Secure Zoom

### 1. Turn Off Annotation During a Meeting

When sharing your screen, click More > Disable participants annotation.



### 2. Require a Meeting Password

One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.



### 3. Create a Waiting Room

When participants log into the call, they see a Waiting Room screen. The host lets them in. You can let people all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.



### 4. Only the Hosts Should Share Their Screen

Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.



### 5. Turn Off File Transferring

Before the meeting, go to your Zoom account settings, click In Meetings (Basic) > File Transfer > Change to Off



### 6. Lock a Meeting Once it Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants, The Participants panel will open. At the bottom, choose More > Lock Meeting. Once locked, participants cannot get back into the meeting.



### 7. Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot out and when options appear, choose Remove.



### 8. Disable Someone's Camera

If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.



### 9. Prevent Animated GIFs Files in the Chat

In the chat area of a Zoom meeting, participants can share files including images and animated GIFs – if you let them.



### 10. Disable Private Chat

Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

