



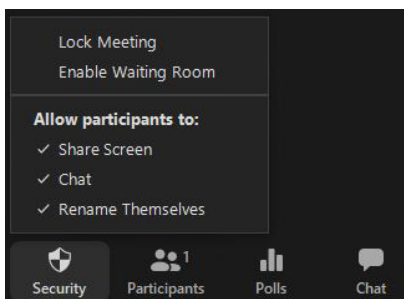
1. Check Your Zoom Security

Use Waiting Room so you can confirm who's attending and admit participants when you're ready. If you can provide a link directly to your known participants, Meeting Passcode will ensure only people you invite can join.



3. Practice Your Security Controls

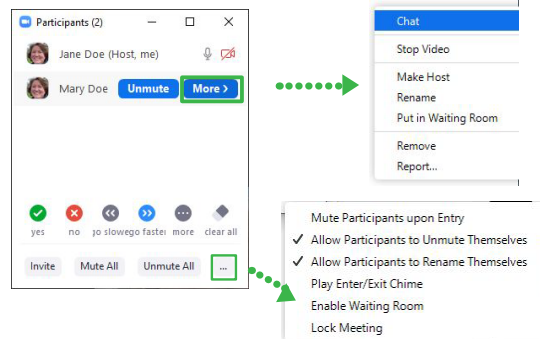
- Lock Meeting — no more participants can join
- Enable Waiting Room — those joining after the start of the meeting can be reviewed and admitted
- Allow participants to — un-check each ability you want to withhold from participants to prevent screen share takeovers, chat conversations or attendees changing their names on their screens (all of these are commonly used by zoombombers to disrupt meetings)



4. Manage Participants

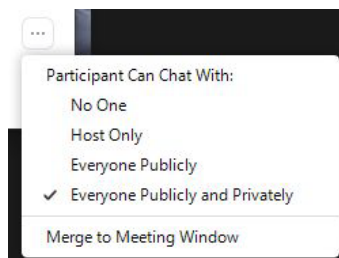
Prevent background noise and other distractions through the Participants list

- Mute/unmute an individual or all participants
 - Set participants to arrive muted
 - Determine if participants can unmute themselves (host/co-host can unmute when needed)
- Stop a participant's video, move them to the Waiting Room or remove them from the meeting



5. Moderate Chat

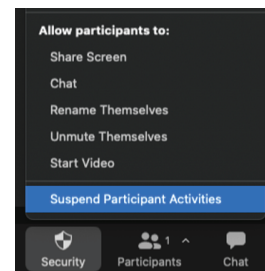
A constructive Chat during the meeting can help address questions or allow participants to contribute while muted. Hosts/co-hosts determine who can see Chat messages.



6. Suspend Participant Activities

Should there be disruption during a meeting, the host/co-host can use the latest "panic button" feature to suspend participant activities. Clicking the Security icon and choosing *Suspend Participant Activities* will disable the following:

- All video
- All Audio
- In-Meeting Chat
- Annotation
- Screen Sharing
- Recordings
- Breakout rooms



Take Control Quick

Manage disruptions and get back on topic in an instant:

- ✓ **Participants > Mute individual**
stop noise or participants talking over others
- ✓ **Participants > More > Remove**
eject the person from the meeting
- ✓ **Chat > ... > Host Only**
halt disruptive comments/inappropriate sidebar conversations
- ✓ **Security > Share Screen (turn off)**
turn off everyone's sharing and remove disruptive images
- ✓ **Security > Lock Meeting**
prevent anyone from joining, including removed participants
- ✓ **Security > Suspend Participant Activities**
"panic button" preventing further disruption during a meeting