Suggested Zoom Security and Experience Settings

The following are suggested settings to protect and enhance your Zoom meeting experience.

To adjust your security settings go to [www.zoom.us](http://www.zoom.us) and sign in to your Zoom Account
Click the My Account Link in the upper right hand corner
Click Settings in the left Column

Adjust these Settings: (blue button is on and gray button is off… click the button to switch the setting)

- **Turn off Join before Host**
  - Nobody can join the meeting before you start it

- **Turn off Use Personal Meeting ID (PMI) when starting an instant meeting**
  - Use Unique Meeting Numbers for a random meeting ID for every meeting
  - Don’t use your personal meeting number (This is basically the same meeting number for every meeting)

- **Turn on Require a password when scheduling new meetings**
  - This will prevent people from joining a meeting without your permission

- **Turn on Require a password for instant meetings**
  - All meetings should have a password to prevent unwanted people from joining/interrupting the meeting

- **Turn on Embed password in meeting link for one-click join**
  - This makes it easy for people who receive the link by email to join the meeting
  - Don’t publicly post this link on a website or publicly post the password

- **Turn on Require password for participants joining by phone**
  - All meetings should have a password to prevent unwanted people from joining/interrupting the meeting

- **Turn on Mute participants on entry**
  - Good for large meetings or for meetings that you don’t know participants

- **Turn on Chat**
  - Allows attendees to send messages that everyone can see

- **Turn off Private chat**
  - This is a suggestion to avoid distractions and back channel conversations

- **Turn on Co-host**
  - This setting lets multiple people control a meeting.

- **Turn on Allow host to put attendee on hold**
  - Allows host to remove an attendee from the meeting

- **Turn on Screen Sharing**
  - Under the Who can Share section set for Host Only (This can be changed within a meeting)

- **Turn on Allow removed participants to rejoin**
  - You can let previously removed participants rejoin a meeting (fix accidental attendee removal)

- **Consider turning on the Waiting Room**
  - Host individually allows each person into the meeting. Keeps unwanted participants out of the meeting.

YouTube Links

How to Videos: [https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_l11ld3N_Xl77fKDzSXe](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_l11ld3N_Xl77fKDzSXe)
5 Minute Security Video: [https://www.youtube.com/watch?v=p1IMmOujc9c&feature=emb_rel_end](https://www.youtube.com/watch?v=p1IMmOujc9c&feature=emb_rel_end)

Basic Tips

Mute Mic when not speaking to reduce background noise and distractions
Use a headset with a mic to improve your Zoom experience