

## 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](https://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\\_I1IId3N\\_XI77fKDzSXe](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSXe)

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