

Faith Formation Zoom Security Guidelines

Before the Meeting - Use these settings when creating your meeting:

- **Join Before Host Options:** When scheduling, you have the option to either allow participants to Join Before Host, or not. If “join before host” is disabled, no one can join the meeting without the host being there to start the meeting. This gives you greater control over the meeting.
- **Enable the Waiting Room:** By enabling the waiting room, participants who attempt to join the meeting before the host, will be placed into the waiting room. When the host joins the meeting, they can admit all members from the waiting room at once, or only permit some members. This ensures that even if someone outside of your school somehow obtained your meeting link and ID, they will not be able to join the meeting unless you admit them from the waiting room.
- **Do not share your meeting link publicly (i.e. on social media, school websites, etc.)**

During the Meeting:

- **Only admit participants from the waiting room if you are certain that they belong in the meeting. Do not admit unfamiliar names or phone numbers.**
- **Lock Meeting:** In the participants’ pop-up box, you will see a button that says Lock Meeting. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.
- **Expel a Participant:** If an unfamiliar user is in your meeting, remove that participant. From the participants’ menu, you can mouse over a participant’s name, and several options will appear, including Remove. Click that to kick a participant out of the meeting. They can’t get back in if you then click Lock Meeting.
- **Attendee On-Hold:** If you need a private moment, you can put attendees on-hold. The attendee’s video and audio connections will be disabled momentarily. Click on the attendee’s video thumbnail and select “Start Attendee On-Hold” to activate this feature.

Ending the Meeting:

- **End Meeting for All:** When the meeting is over, the host clicks “end meeting for all” before leaving. This means no one is able to remain in the meeting once the teacher/supervisor has left the meeting.