Securing a Zoom Meeting

There are a few things you can do to keep unwanted guests from crashing your Zoom meetings and virtual classrooms:

Using a Personal Meeting ID

When you share your meeting link, anyone who has the link can join your meeting. Your PMI is essentially one continuous meeting that people can pop in and out of any time. Instead, when you schedule a new meeting, have Zoom generate a random meeting ID.

- **Using Personal Meeting ID (PMI)**

Recommended General Settings

Before scheduling any meetings, you can set some defaults that will protect your virtual space.

1. Go to [odu.zoom.us](https://odu.zoom.us) and sign in with your MIDAS ID and password.
2. Click **Settings** on the left side of the screen.

![Zoom Settings](image)

*Disable “Join before host”*

3. Scroll down to **Join before host** and make sure it is switched off.
Manage “Screen sharing”
Keep random attendees from taking control of the screen and sharing unwanted content with the group.

4. Scroll down to **Screen sharing**. Under **Who can share?**, and confirm that **Host Only** is selected. (Screen sharing settings should *default* to “Host Only,” giving hosts sole permission to share content within their meetings.)

(If you need to allow participants to share their screens during a meeting, click the arrow next to **Share Screen** in the meeting control bar, and then **Advanced Sharing Options** to extend screen sharing privileges to all participants.)

Enable “Waiting rooms”
Attendees are placed in a waiting area until you allow them to enter the meeting.

5. Keep scrolling, and turn on the **Waiting room**.

- Choose whether you want all participants or just guests to be placed in the waiting room.
- You can customize the message that attendees see in the waiting room.
Manage Participants

You have several options for managing your participants while the meeting is going on. If you find you have a trouble-maker in your meeting, you can try:

**Remove participants**
From that Participants menu, you can mouse over a participant’s name, and several options will appear, including Remove. Click that to kick someone out of the meeting.

- Managing participants in a meeting

**Mute participants**
Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the noise down in large meetings.

- Mute All And Unmute All

**Disable private chat**
Zoom has in-meeting chat for everyone, or participants can message each other privately. Restrict participants’ ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.

- Controlling and Disabling In-Meeting Chat

**More information from Zoom**
Zoom has many ways to help you keep your meetings on track. Learn more:

- Blog: How to Keep the Party Crashers from Crashing Your Zoom Event
- Video: Securing your Meetings & Virtual Classrooms