

HOW TO SECURE YOUR ZOOM ROOM



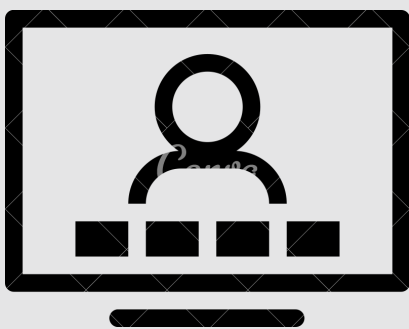
Using your **security icon** and **settings**



1

REQUIRE A PASSWORD

You can add a password to existing meetings (including recurring meetings) and to your Personal Meeting room (via Edit Meeting)



2

SCHEDULE A UNIQUE MEETING ID

Unique IDs are safer than Personal Meeting rooms (via Schedule).



3

ENABLE THE WAITING ROOM

Manually admit participants to ensure that only your guests can enter (via Participants).



4

TURN OFF UNUSED FEATURES

Turn off annotation, whiteboard, and participant screen-share if you don't use them.

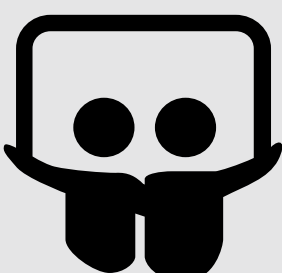
Disable private chat and/or file sharing (Security).



5

MUTE AND REMOVE

Hosts can mute, turn off the video, or remove disruptors using the Participants tab.



6

SHARE INFO WISELY

Only share your ID/password in Moodle or via St. Martin's email.

[FIND MORE INFORMATION](#)

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