# Best Practices for Securing Zoom Meetings

Scheduling Features

Here are some features you can access when you're scheduling your meeting to make it more secure:

- **Password Protection:** Password protect your meetings by clicking Require meeting password and entering an alphanumeric password when you schedule your meeting. The password is automatically populated in the calendar invitation. This means that only people with both the meeting ID and password can join your meeting. Learn more.
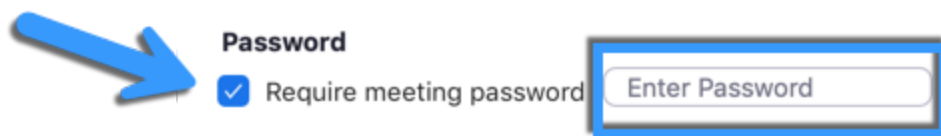
- **Join Before Host Options:** When scheduling, you have the option to either allow participants to Join Before Host, or not. If you don't select this option, no one can join the meeting without you being there to start the meeting. This gives you greater control over the meeting. Even if you do enable Join Before Host, you will still receive an email notification when they join before you. Learn more.
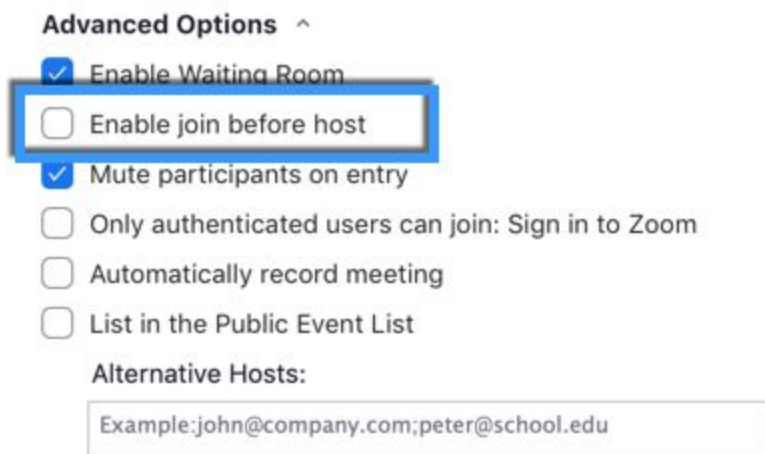
- **Waiting Room:** Protect participant privacy by keeping some participants in your virtual waiting room while you finish up meeting with others. The Waiting Room can be enabled by default for all meetings or during scheduling on a per-meeting basis. Learn

Advanced Options ^

☑ Enable Waiting Room

☐ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

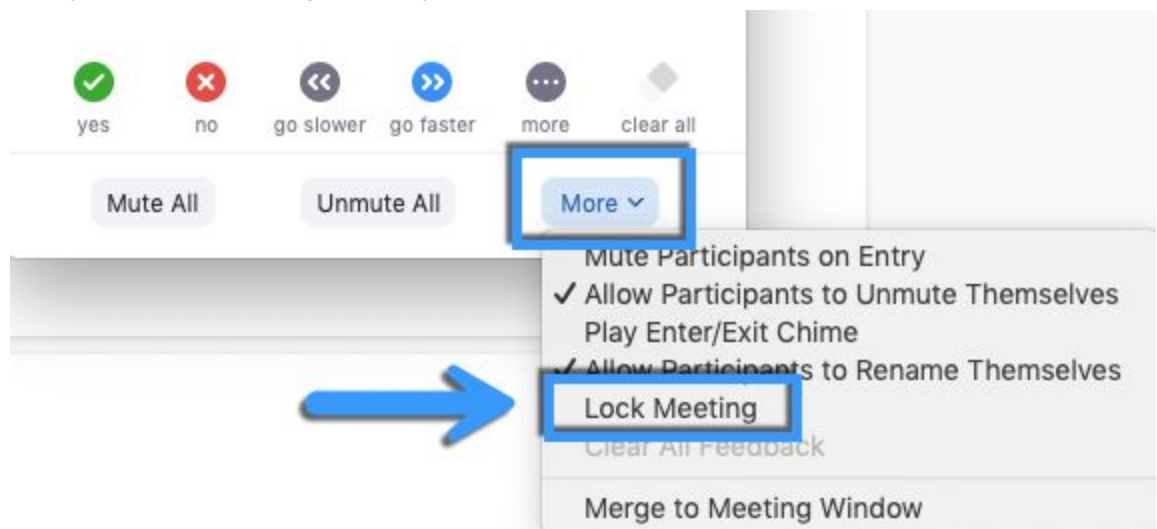☐ Automatically record meeting

☐ List in the Public Event List

Alternative Hosts:

Example:john@company.com;peter@school.edu

In-Meeting Features

The meeting host has a variety of controls they can use to secure their meeting. For example:

- **Lock the Meeting:** When you're in the meeting, click 'Participants' at the bottom of your Zoom window. 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.

yes   no   go slower   go faster   more   clear all

Mute All   Unmute All   More ∨

Mute Participants on Entry
✓ Allow Participants to Unmute Themselves
Play Enter/Exit Chime
✓ Allow Participants to Rename Themselves
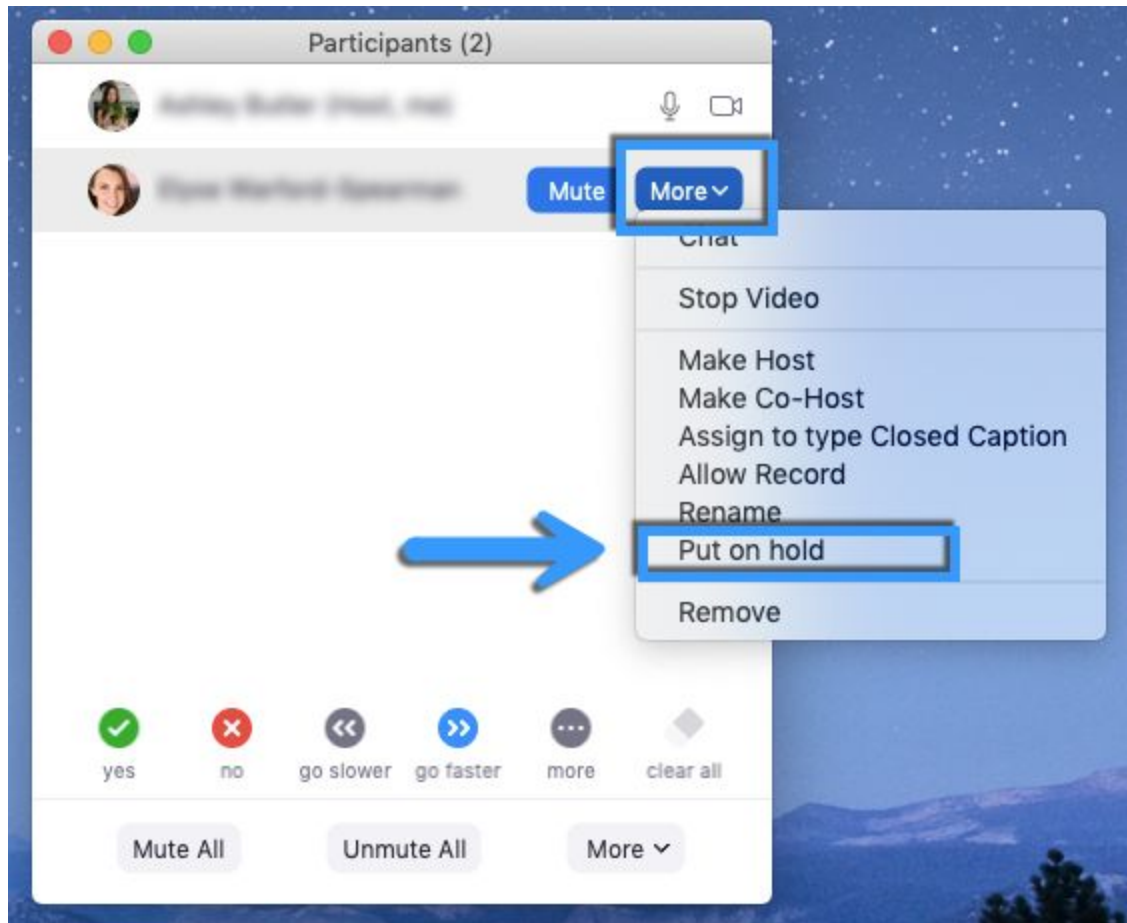Lock Meeting
Clear All Feedback

Merge to Meeting Window

- **Remove a Participant:** In 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.
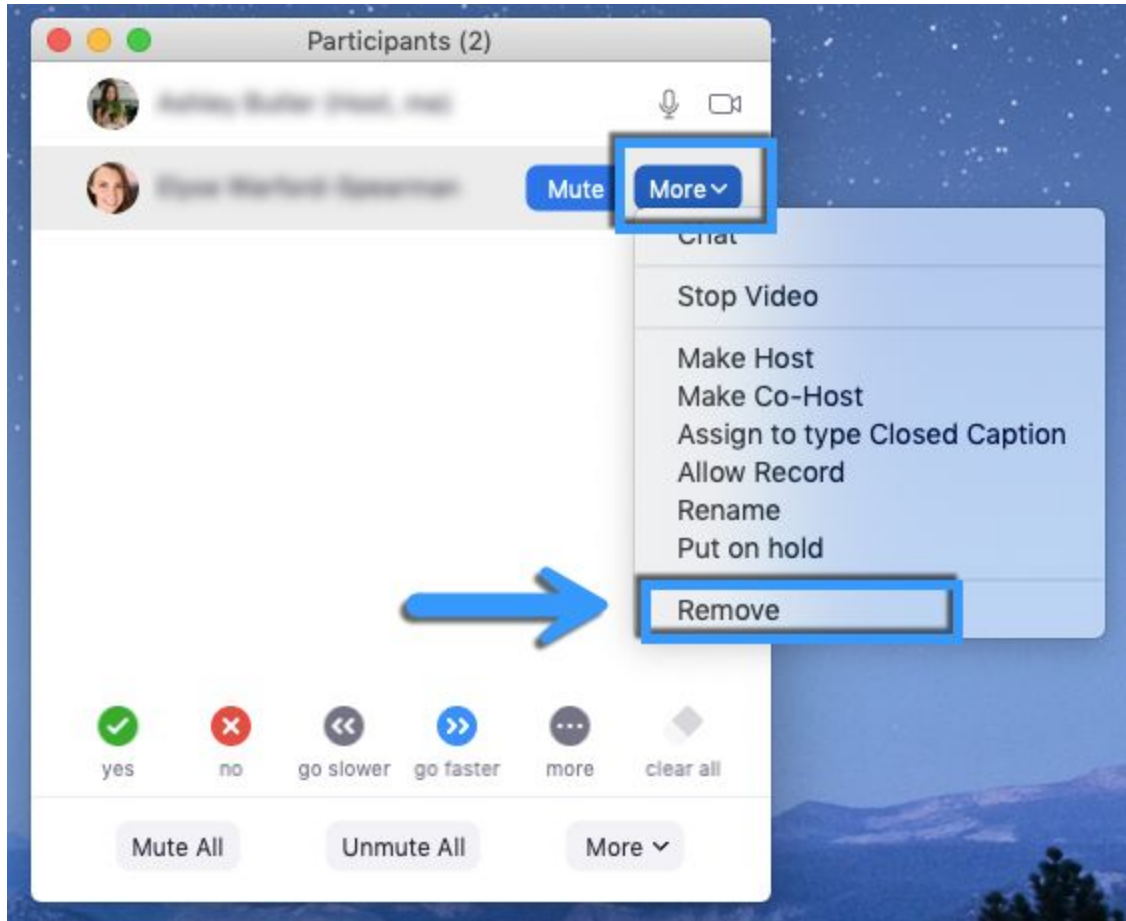
- **Attendee On-Hold:** If you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to

activate this feature.

Other host controls include locking screen-sharing, enabling/disabling participant recording, watermarking screen shots, and disabling in-meeting chat. Please visit https://support.zoom.us/ for more information about Zoom features and settings.