

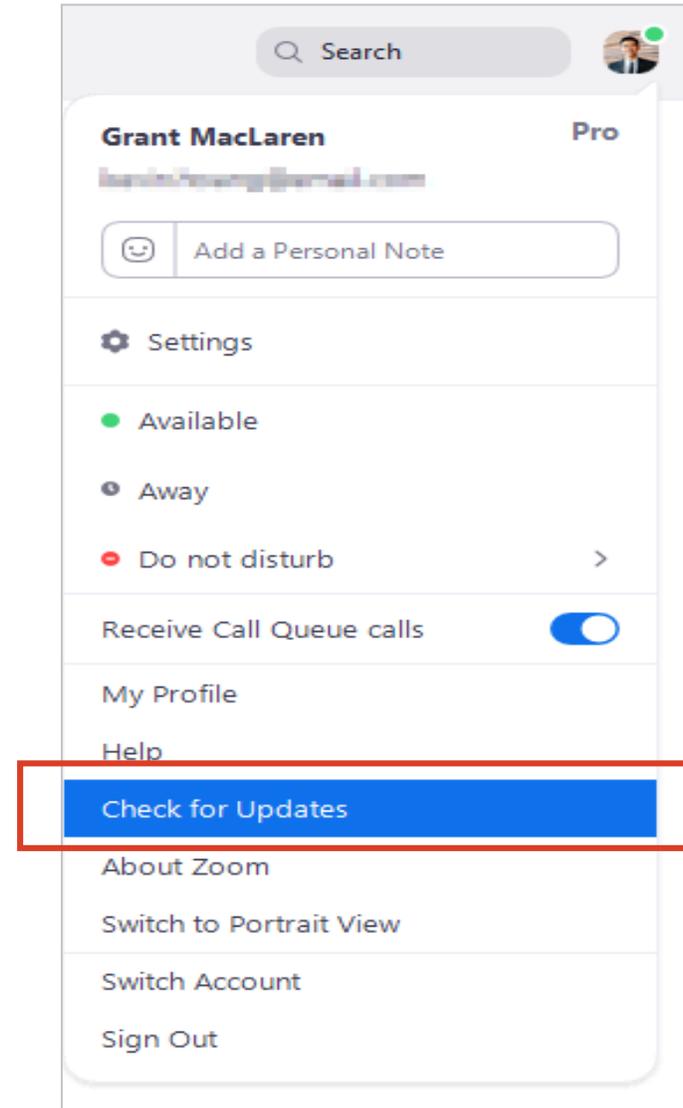
# Quick Tips to Secure **ZOOM** Meetings



zoom

# Look

- Look at your Zoom version and make sure it is up to date.
- Click your profile picture and then click **Check for Updates**.





# Lock



- Lock the classroom when you schedule the meeting.
- Use a Meeting ID and create a Passcode to share with your students via school email so only those intended to join can access a virtual classroom.
- Also, make sure to check the Waiting Room option and verify participants before you admit them into the meeting.

### Schedule Meeting

**Topic**  
Zoom Meeting

Start: Tue September 15, 2020 12:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Central Time (US and Canada)

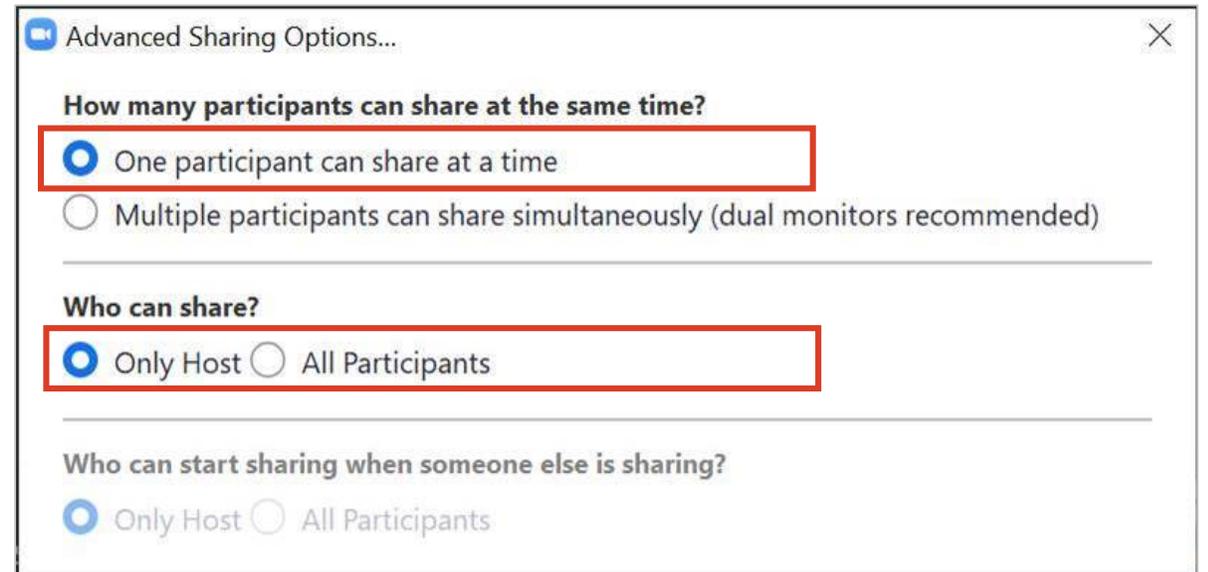
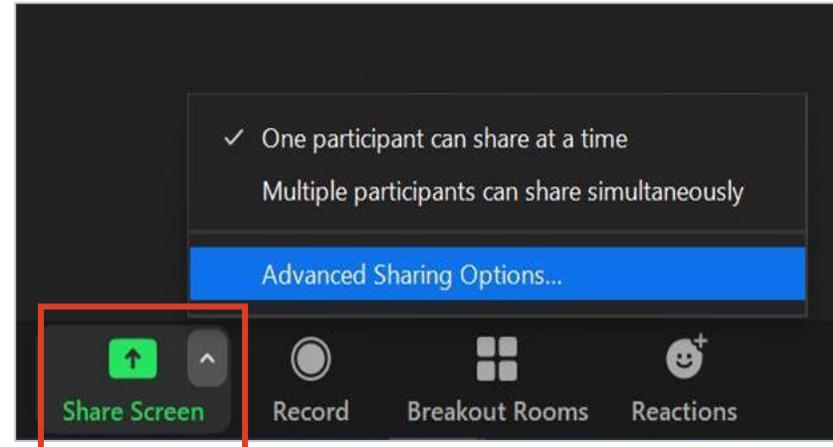
**Meeting ID**  
 Generate Automatically  Personal Meeting ID [REDACTED]

**Security**  
 Passcode 176065  Waiting Room



## Lock (Cont.)

- In the meeting, make sure **Share Screen** option is set to **Only Host**.
- Click the arrow next to **Share Screen** and then **Advanced Sharing Options**. **'Under Who can share?'** choose **Only Host** and close the window.





- Now that your classroom is secure, know that if anyone in your classroom becomes unsafe for others, you can remove them.
- To remove unsafe participants, hover over their name, and the Remove option will appear.
- Learn more detailed security considerations at: [Zoom](#)