SMART Recovery®
Life beyond addiction
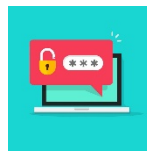
10 Ways to Secure Zoom

1. Turn Off Annotation During a Meeting
When sharing your screen, click More > Disable participants annotation.

2. Require a Meeting Password
One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.

3. Create a Waiting Room
When participants log into the call, they see a Waiting Room screen. The host lets them in. You can let people all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

4. Only the Hosts Should Share Their Screen
Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.

5. Turn Off File Transferring
Before the meeting, go to your Zoom account settings, click In Meetings (Basic) > File Transfer > Change to Off

6. Lock a Meeting Once it Starts
While the meeting is running, navigate to the bottom of the screen and click Manage Participants, The Participants panel will open. At the bottom, choose More > Lock Meeting. Once locked, participants cannot get back into the meeting.

7. Kick Someone Out or Put Them on Hold
During the call, go to the participants pane on the right. Hover over the name of the person you want to boot out and when options appear, choose Remove.

8. Disable Someone's Camera
If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon net to the person's name.

9. Prevent Animated GIFs Files in the Chat
In the chat area of a Zoom meeting, participants can share files including images and animated GIFs – if you let them.

10. Disable Private Chat
Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.