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zoom

Zoom Video Communications, Inc.



## Part 1

Zoom Meeting    Meeting ID: 919 828 2000    10:00 AM

With meeting settings in the Zoom web portal and the Zoom application, securing your Zoom Meetings can start before your event even begins.

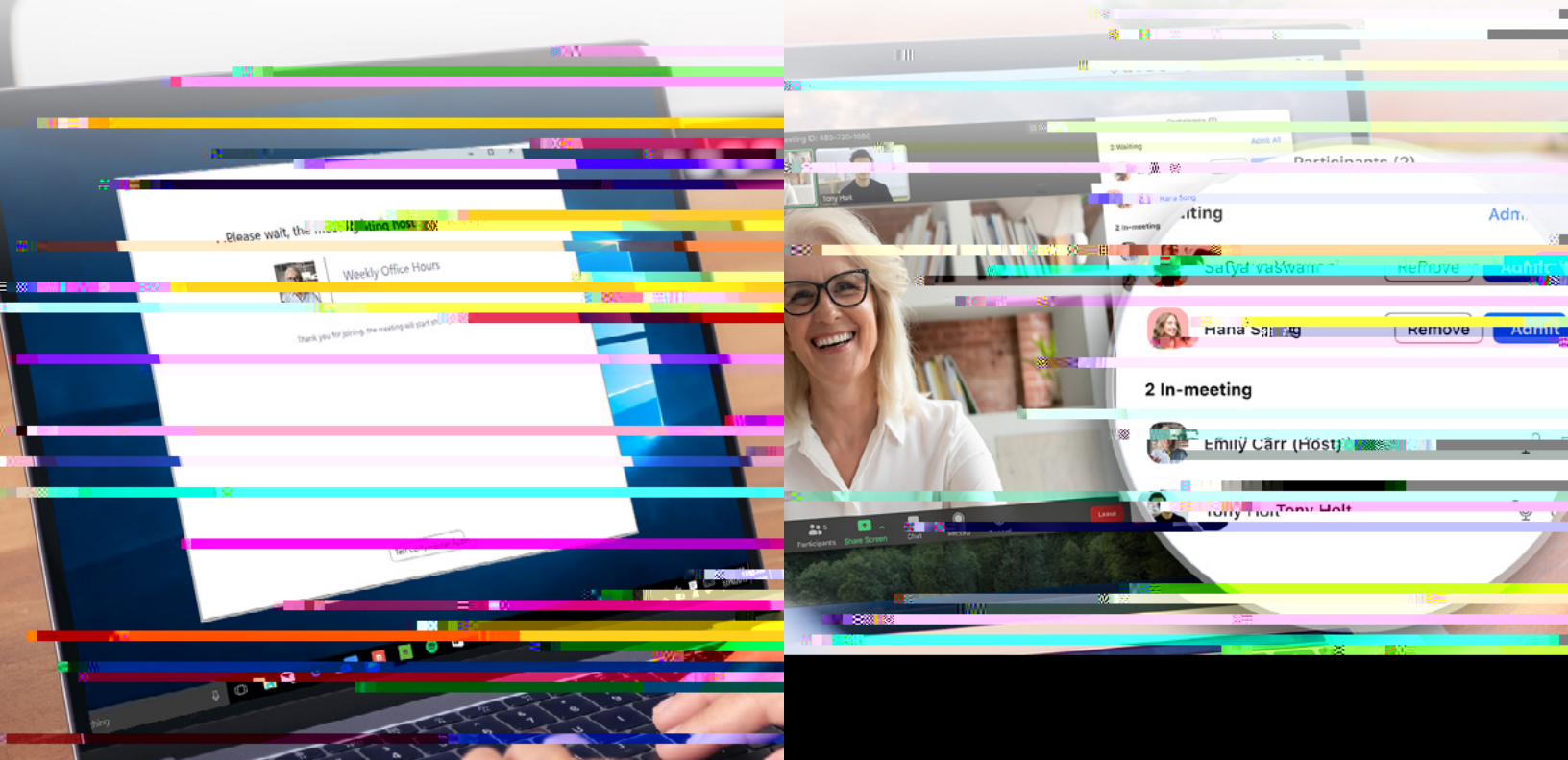
## PRO TIP:

One of the best ways to secure your meeting is to turn on Zoom's Waitng Room feature. Some Zoom users, like those in education, will have this feature turned on by default. This feature provides a virtual waitng room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion.

Users can enable Waitng Room as a default account setting, for individual meetings, or as a meeting template.

[Learn more about Waitng Rooms.](#)

Once enabled, you can tailor your Waitng Room title, logo, and description, customizing what participants see when they arrive.



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Your [Personal Meeting ID](#) (PMI) is the default meeting

Part 2

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Once your Zoom Meeting is off and running you'll have access to a number of helpful features that put you in total control.



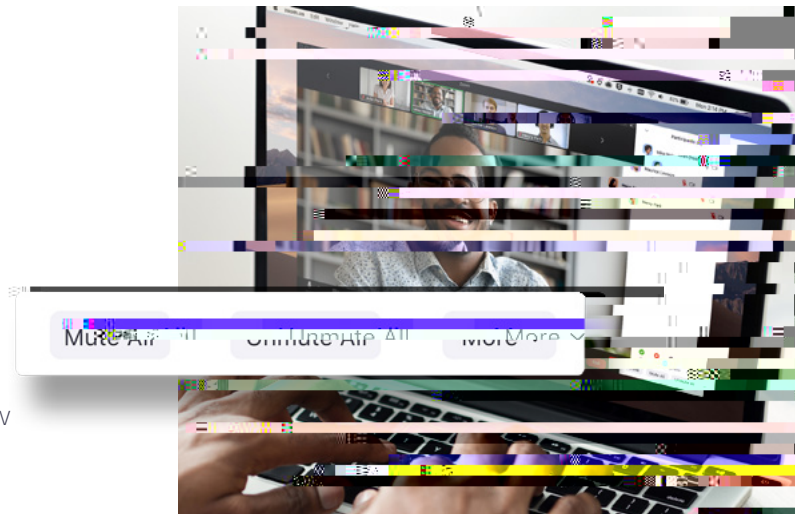
## Screen sharing in a meeting

Allowing participants to screen share in a meeting can be a great way to collaborate, but that can also leave you open to unwanted interruptions during larger meetings. Zoom gives you the ability to determine if you want other participants in the meeting to be able to share their screens, or if you want to be the only one with that



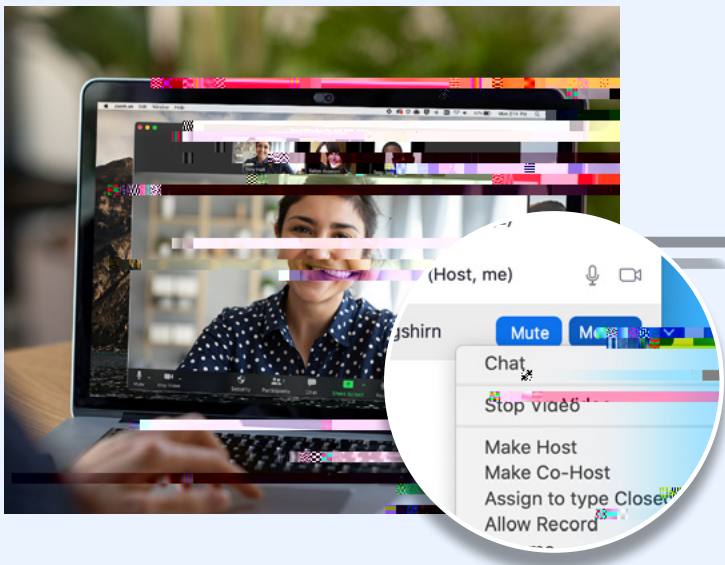
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We've all been in meetings where somebody forgets to mute, or their microphone picks up some background noise that interrupts the meeting. Zoom allows you to solve this problem with a simple button to mute all participants. For an added layer of security, you can also disable participant's ability to unmute themselves. When you're ready to make the meeting interactive again, you can simply hit the "Unmute All" button or allow participants to unmute themselves.



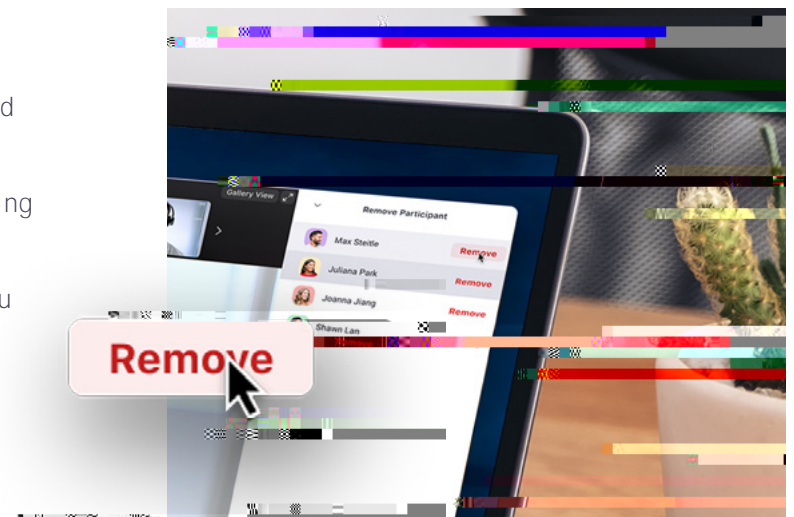
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All the features we've covered so far are only accessible to meeting hosts, ensuring that hosts are the only ones with total control over a meeting. But what if you need a helping hand to manage all your participants? You can promote a trusted meeting attendee to Co-Host, allowing them many of the same privileges and control features available to the meeting host themselves. To learn about the difference between a host and co-host, view [this support article](#).



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If you follow all the best practices in this guide, you should never find yourself in a meeting with an unwanted guest. But if you do need to remove an attendee from the meeting at any point, Zoom makes it easy to kick an unwanted participant out of the meeting. For additional security, you can also choose to not allow participants to rejoin once they've been removed.



## Part 3

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When it comes to Zoom's security, our most important asset is our users and how they utilize the product.

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If you still have questions about specific features or functionality, we have three resources you may find helpful. The Zoom Help Center has thousands of support articles on all things Zoom. We also run weekly webinar trainings, or we have recordings you can access immediately, and the Zoom Blog is a great source of new Zoom use cases and stories.

Whether you're looking for technical documentation or a one-minute quick start video, the Zoom Help Center has you covered with thousands of resources that are updated daily, so you can get your questions answered and keep Zooming.

[Visit the Help Center](#)

Our Zoom experts host free and interactive live training webinars daily. Get up to speed on important topics in less than an hour. Just select the time zone that fits best for you when registering for one of our live training webinars.

[View Live Trainings & Recordings](#)

Want to stay up-to-date on everything happening in the Zoom community? The Zoom blog offers daily stories on what's new at Zoom, exciting updates, and innovative customer stories and use cases to keep you inspired and on the cutting edge.

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