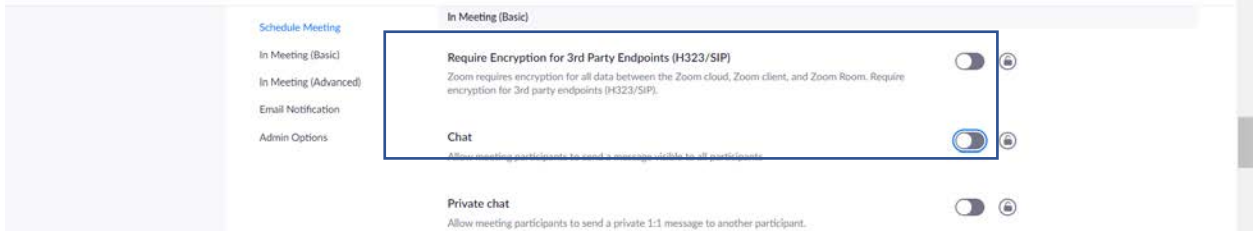


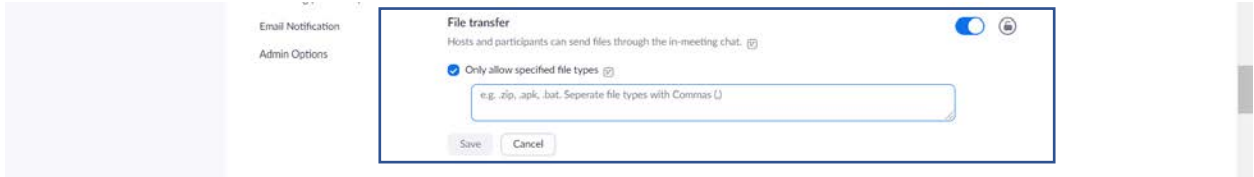
How to Make Your Zoom Meetings More Secure

Account Management > Account Settings > Meeting

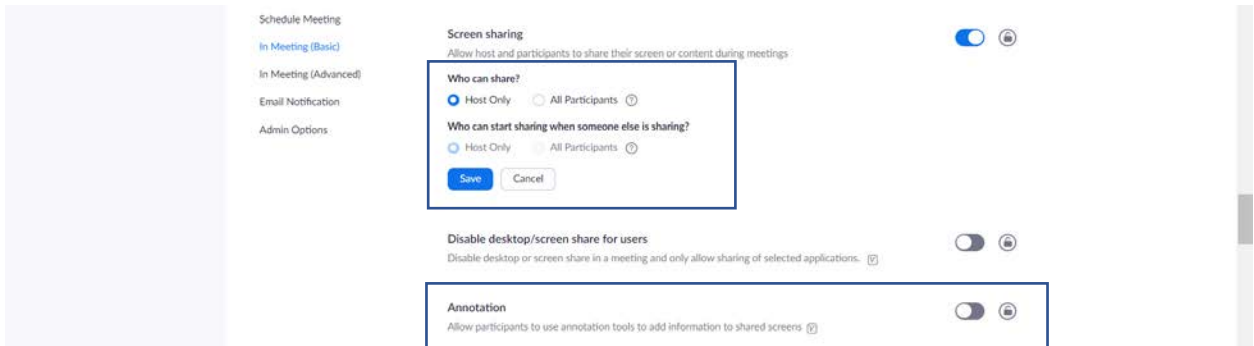
- 1) In Meeting (Basic) **Turn off Chat** so that participants cannot message everyone. **Turn off Private Chat** so that participants cannot send 1:1 messages to each other.



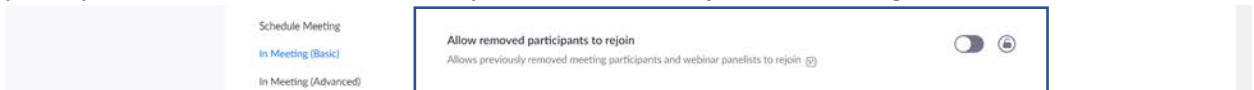
- 2) In Meeting (Basic) Either **turn off File transfer** or only allow specific types.



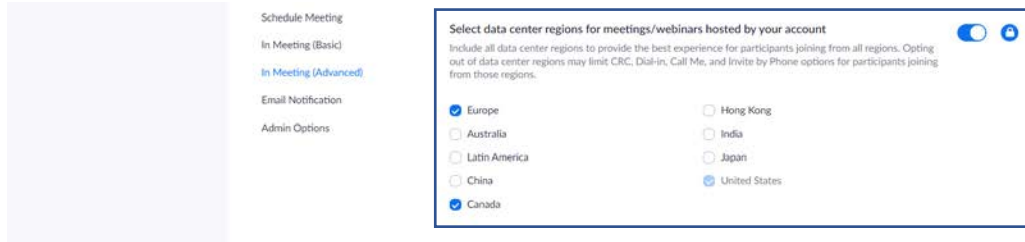
- 3) In Meeting (Basic) **Only allow the Host to share their screen**. This will make sure that participants cannot share anything with everyone else. **Turn off Annotation** so participants cannot write on the screen.



- 4) In Meeting (Basic). **Turn off Allow removed participants to rejoin**. This will make sure that participants that have been removed by the host cannot rejoin the meeting.

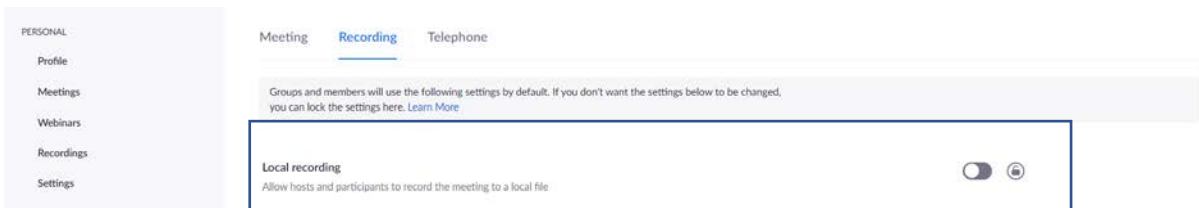


- 5) In Meeting (Advanced). Turn on the select data center regions. Select the countries that you would like to use.



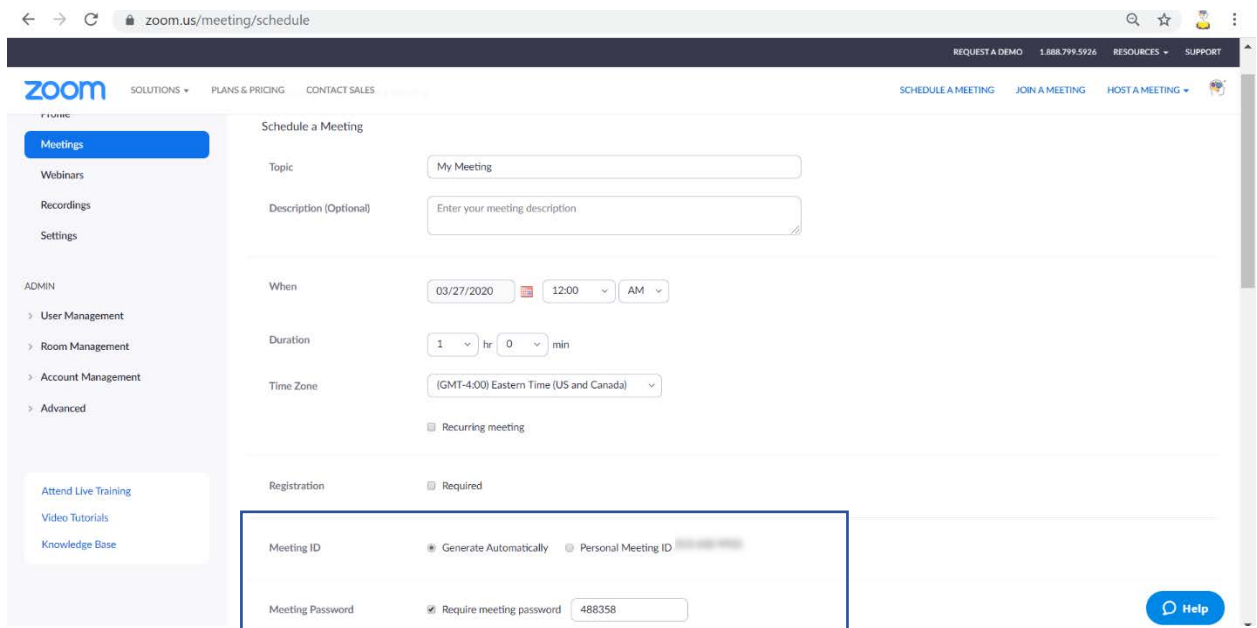
Account Management > Account Settings > Recording

- 6) Turn off Local Recording

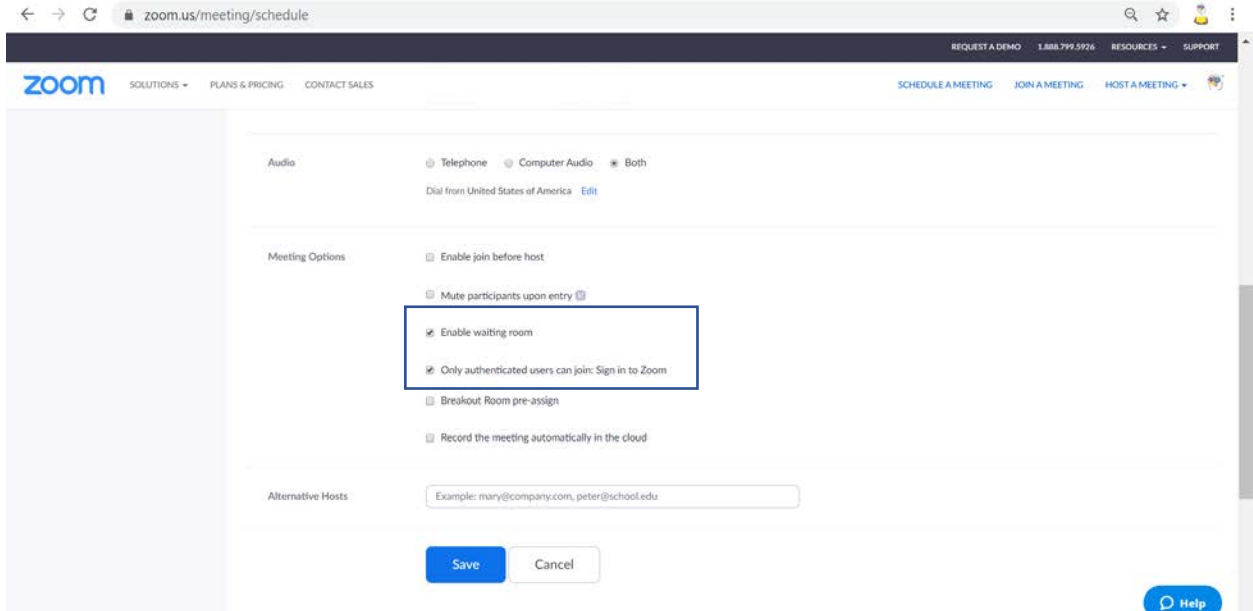


Settings for Each Individual Schedule Meeting

- 7) Meeting ID should generate automatically so that it will be different for each meeting and you should require a meeting password.



- 8) **Enable the waiting room.** This will make the participants wait until the host approves them to join the meeting. **Only authenticated users can join.** However, this would require everyone to have a Zoom account. The participants can have a free Zoom account though; it does not need to be a paid account.



- 9) Always click **End Meeting for All**

