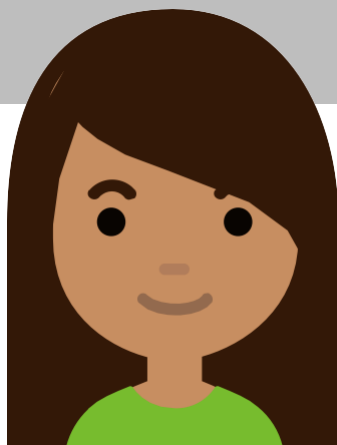


# Secure and Control Your Zoom Meeting



At PVAMU, we have adapted to using Zoom to provide academic instruction to our students, conduct meetings, and address other business items. When web conferencing via Zoom, it is essential that we exercise good security practices to safeguard our students, peers and colleagues. **As a best practice, DO NOT post your meeting link and password on Social Media. Always provide your password via a separate secured method.** Utilize the Zoom features noted below to help secure and control your meeting room.

## Pre-Meeting Settings

Utilize the following settings within Zoom to secure your meeting before it begins.



**Don't Use Personal Meeting ID for Public Meetings:** Use randomly generated meeting IDs to ensure only invited attendees will know how to join your meeting.



**Require A Password:** Generate passwords to enable access into the meeting.



**Enable Waiting Room:** As attendees arrive, you have control to view and admit participants to join your meeting.



**Mute All Participants upon entry:** This prevents unwanted noise interruptions.

## In-Meeting Settings

Once your meeting is started, use the following helpful features to put you in total control.



**Lock the Meeting:** Once all your attendees have arrived, lock the meeting to prevent any additional attendees from joining.



**Control Screen Sharing:** If you determine that another participant needs to share their screen, you have the ability to easily toggle this feature on and off.



**Make Someone a Co-Host:** Use a trusted meeting attendee to help you manage all your participants and monitor any disruptive activity.

*[Secure and Control Your Meeting Tutorial Video](#)*  
or visit <https://bit.ly/3kWCSAC>