Tips for keeping Zoom meetings secure:

1. Add a password to your zoom meeting to keep it private.
2. Enable the “Waiting Room” feature so the host controls who enters.
3. Send the meeting link and password directly to attendees. Do not post on social media.
4. Use a random meeting ID. Do not use the “Personal Meeting ID.”
5. Change screensharing settings to “Only Host,” so no one but the host can control the screen.
   The host can also mute participants in the settings.
6. Lock a Zoom session that has already begun so no one else can join. Do this by clicking on “Participants” in the bottom of the Zoom window, then click “Lock Meeting.”
7. Remove participants by hovering over their name in the Participants menu, and clicking the “Remove” option. The removed participant will not be allowed back in.
8. A recent security update added default passwords and disabled the ability to scan for meetings to join. Make sure you have the most recent update of Zoom.
