

How to Keep Your Zoom Calls Safe

- 1. Do not share your Meeting URL, Meeting ID, or Meeting Password in a public space (i.e., social media).**
 - Instead, share the information for your meeting in private ways – email, text messages, direct messages on social media, in private groups on social media, etc.

- 2. Use a Waiting Room for your Zoom meeting.**
 - A waiting room forces all meeting participants to wait to be approved by the host in order to enter the meeting.
 - The host of the meeting is the only one allowed to let people into the meeting from the Waiting Room. If you don't recognize the username of someone in your Waiting Room, then you don't have to let them in.
 - If you would like a waiting room to be part of your meeting's security measures, then please notify the Zoom church administrator who has scheduled your meeting. They can make that a feature for your meeting.

- 3. Do not allow anyone to “Share Screen” besides the host.**
 - During the zoom meeting, the host can use the host controls (at the bottom of the screen) to disable screen sharing. To do this, click the small carrot next to the “Share Screen” button. Next, choose “Advanced Sharing Options,” then choose to only let the host

share screen.

4. Once you have everyone in the meeting, lock the meeting.

- This is a good option for small groups of people. Once you see everybody on the call that you're expecting, then the host can lock the meeting.
- To do this, click the "Manage Participants" button on the bottom of the screen. Next, click "More" (located at the bottom of the participants panel). Then, select "lock meeting."

5. Remove Someone from the Zoom Meeting

- If a disruptive or unwanted guest enters your call, then the meeting host has the ability to remove them from the meeting.
- To do this, click the "Manage Participants" button on the bottom of the screen. Next, hover over the name of the person you want to remove (found on the participants panel on the right side of your screen). Then, when the options appear, select "Remove."
- Once you have removed someone from the call, they are not allowed to rejoin the meeting.