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Creating a Zoom Meeting with a password

To better protect meetings from would be zoom crashers, adding a meeting password and giving the info to only required participant is recommended. Zoom has updated their software to default the “Require Meeting Password” setting to active for each new meeting.

When scheduling a meeting the setting should be turned on by default and a password will auto generate, this password can be edited if desired.
Controlling Access to Meeting using the waiting room

When creating a meeting you can set an Advanced Option to “Enable waiting room”. This will allow a moderator to admit participant one at a time to potentially weed out any malicious actors.

Advanced Options
- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Alternative hosts:
Examplejohn@company.com; peter@school.edu

Schedule

Within the meeting host controls, click on Manage Participants
Participants will be placed into the waiting room seen below.

By mousing over the participants name you can choose to admit or remove the participant.
Disabling Screen Sharing for Participants

1. Visit https://zoom.us/ To Sign In
2. Visit the “Settings” menu and the “Meetings” tab
3. Under Screen Sharing -> “Who Can Share?” to Host Only
4. Click the Save button to finalize the change

You can use the meeting controls to change this setting on the fly as well.

1. Select Advanced Sharing Options from the menu shown by clicking the up arrow next to the screen share icon.

2. Select Only Host and exit the options window.
**Muting Participants -> Instructions by Scott Morelli**

You can mute all participants when they enter the Zoom meeting AND make it so they cannot unmute themselves as follows:

1. **When you start the meeting, click on the “Manage Participants” button at the bottom of your Zoom screen**

2. **The Participants panel should show up on the right side of your screen. At the bottom of the panel, click on the “More” button**

3. **Uncheck “Allow Participants to Unmute Themselves” and check “Mute Participants on Entry”**
Turn off the chat feature -> Instructions by Scott Morelli

I also recommend you shut off the chat feature or make it so participants can only send you (as Admin) chats so not everyone else can see them. To do this, click on the chat box at the bottom of the screen, when the chat screen appears on the right, click on the “…” (more) button, and then check the appropriate item as shown below. At the end of the meeting the meeting Administrator will receive a transcript of the chat as a text (.txt) that you can preserve for FOAA purposes. I find it helpful as the Admin to occasionally send info out via chat during the meeting.
Blocking Videos from participants

You can stop a participant’s video by right clicking on the participant clicking “Stop Video”, the participant will NOT be able to restart without the host’s permission.