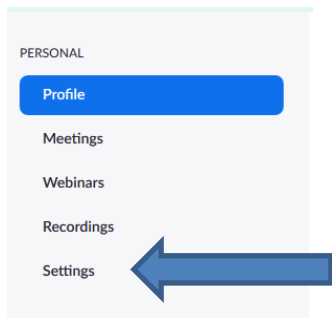
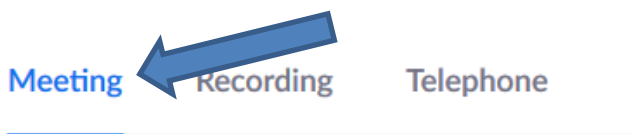


Make one time Setting changes to protect your Zoom account and participants.
First log into your personal Zoom account.

In the left navigation bar, select Settings



Under the Meeting section, make sure the following are all turned off:



Join before host

Allow participants to join the meeting before the host arrives



This means you must start the meeting prior to any participants being able to join.


Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Muting participants helps to eliminate distractions and noises from participants.


File transfer

Hosts and participants can send files through the in-meeting chat. 



This prevents files, pictures, etc. from being shared in the chat. Files should be shared prior to the meeting via email, Secure.elmira.edu, Cloud.elmira.edu or event Google Drive.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin 



Once you have removed a participant they cannot rejoin the meeting. This is a safety precaution in case your meeting link or meeting ID and password was shared with individuals that shouldn't have it.