

## Security features for setting up meeting and when in a meeting

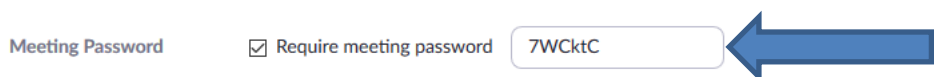
Log into your personal Zoom account.

Select Schedule a Meeting at the top of the screen.

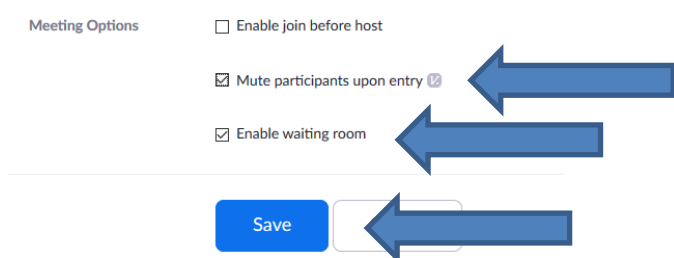


Set your Topic, Date, Time and Duration like you normally would.

Make sure that you have a Meeting Password. You can change the password if you like, or leave it as auto generated password. This is only used for individuals who don't click on the link within the invitation you send.



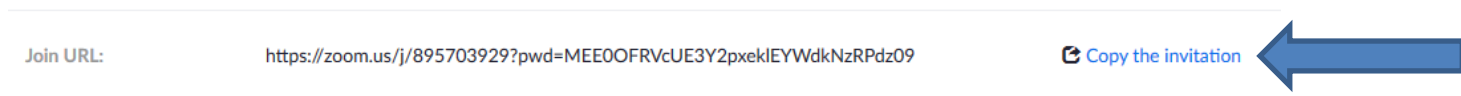
For Meeting Options select Mute Participants upon entry and Enable waiting room, then select Save.



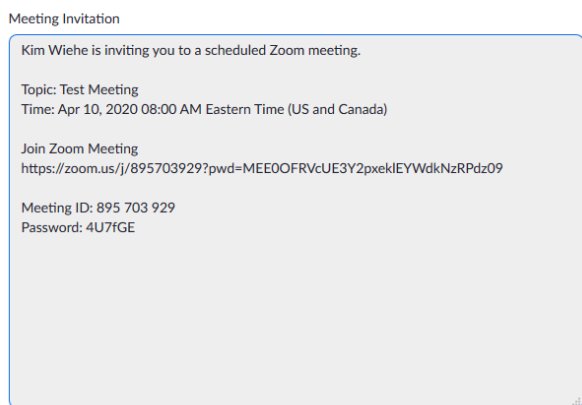
Muting participants helps preventing distractions and noises from participants.

The Waiting room prevents guest from joining the meeting until you are ready and you can control whom enters.

Now copy the invitation and email to participants only. Do not post on Social Media or Web. Remind participants to not share with others or post it anywhere.

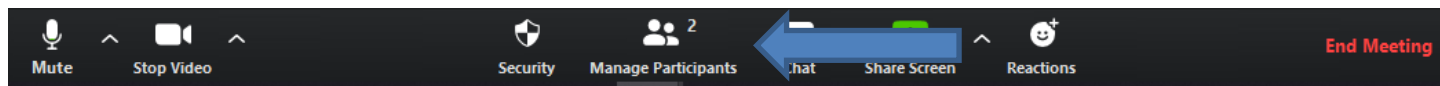


### Copy Meeting Invitation

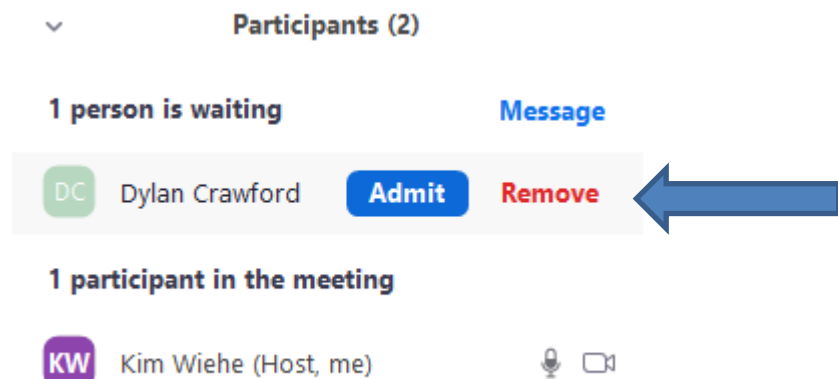


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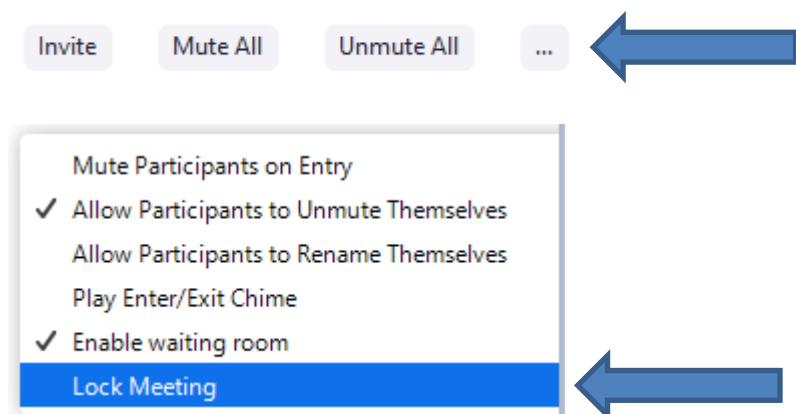
At the time of your meeting you will need to add your participants to the meeting. To do this, hover at the bottom of your Zoom meeting screen and select Manage Participants.



You will now see the participants waiting to enter. Hover next to the participant's name. You will either be able to Admit or Remove them from the meeting.



Once all the participants have joined the meeting, the meeting should be locked. This means no one else can join the meeting, even if they have the link or meeting ID and password. At the bottom of the participants screen, select the three dots and then Lock Meeting.



In the middle of your screen you will receive the below message, confirming your meeting has been locked.

