

# Top tips for safe a Zoom meeting

## Before the meeting



- Do not share the meeting ID and password publicly. For example, on Facebook, Twitter or other social media.



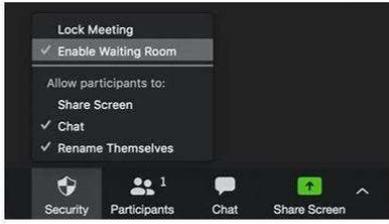
- Send the ID and password to people privately: in email, messenger, etc.



- Ask participants not to share meeting ID and password without permission.
- You might want to remind participants about wearing suitable clothing.
  - Sometimes pyjamas are not suitable.
  - Nothing too revealing.
  - Nothing that has swearwords or offensive language on it like a tee-shirt.



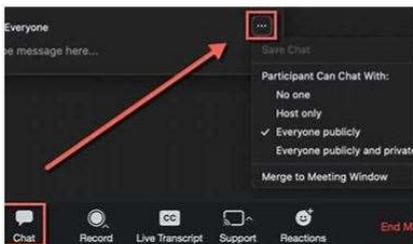
- Have a co-host. They can help with technical issues such as:
  - Letting latecomers into the meeting.
  - Checking who people are.
  - Muting people.
  - Turning off cameras if needed.



- Do not allow people to join before the host.
- Have a waiting-room so you can check who is entering your meeting.



- When people are in the waiting room you can:
  - Ensure everyone has their name showing on their screen.
  - Ask people who have a phone, tablet or PC name showing to change it.



- Change the **Chat** setting so that messages can only be sent to the group. This stops people having private conversations.
- To change the Chat setting go to the **Chat window**, choose an option for who you want attendees to chat with.
- The host can allow attendees to chat with each other, everyone or with the host only.

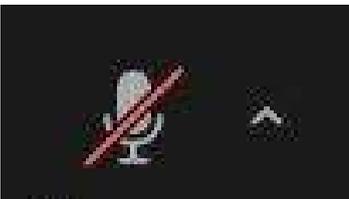


- If everybody you are expecting has joined the meeting, you can **Lock** the meeting in the **Participants** menu.
- This will stop anybody else from being able to get into the meeting.



- Check your screen sharing settings to make sure only the meeting host can share. To do this:
  - Click the arrow next to **Share Screen**.
  - Click **Advanced Sharing Options**.
  - Under **Who can share?** choose Only Host.
  - Close the window.

## During the meeting

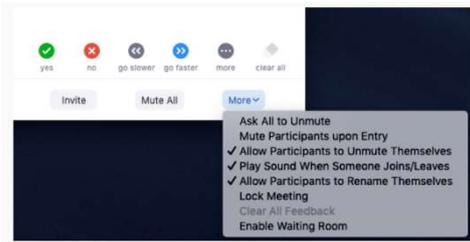


- Depending on the type of meeting, keep everyone muted until it is their turn to speak.
- This might not always be how you want to run your Zoom session, but it helps to cut down on background noise.



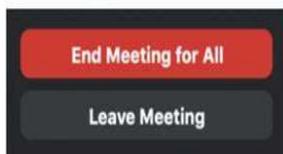
- Use **Manage Participants**, on the tool bar, to mute, turn off cameras and control the chat area during the meeting.

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- To stop participants unmuting themselves go to **Manage Participants** button
- Click on **More**.
- Click the option you want from the list.

## At the end of the meeting



- When the meeting has finished, end it.
- This stops anything happening that you might not be aware of between participants if you have left the meeting.

Link to a 10 minute video on

[Managing participants in a meeting](#)