

ZOOMING ON ZOOM SECURITY

Three simple steps to make
your Zoom meeting safer



Step One: Keep the Zoom defaults



Every meeting includes a password (embedded in the link, so guests do not need to type it in)



Guests cannot enter the meeting before you



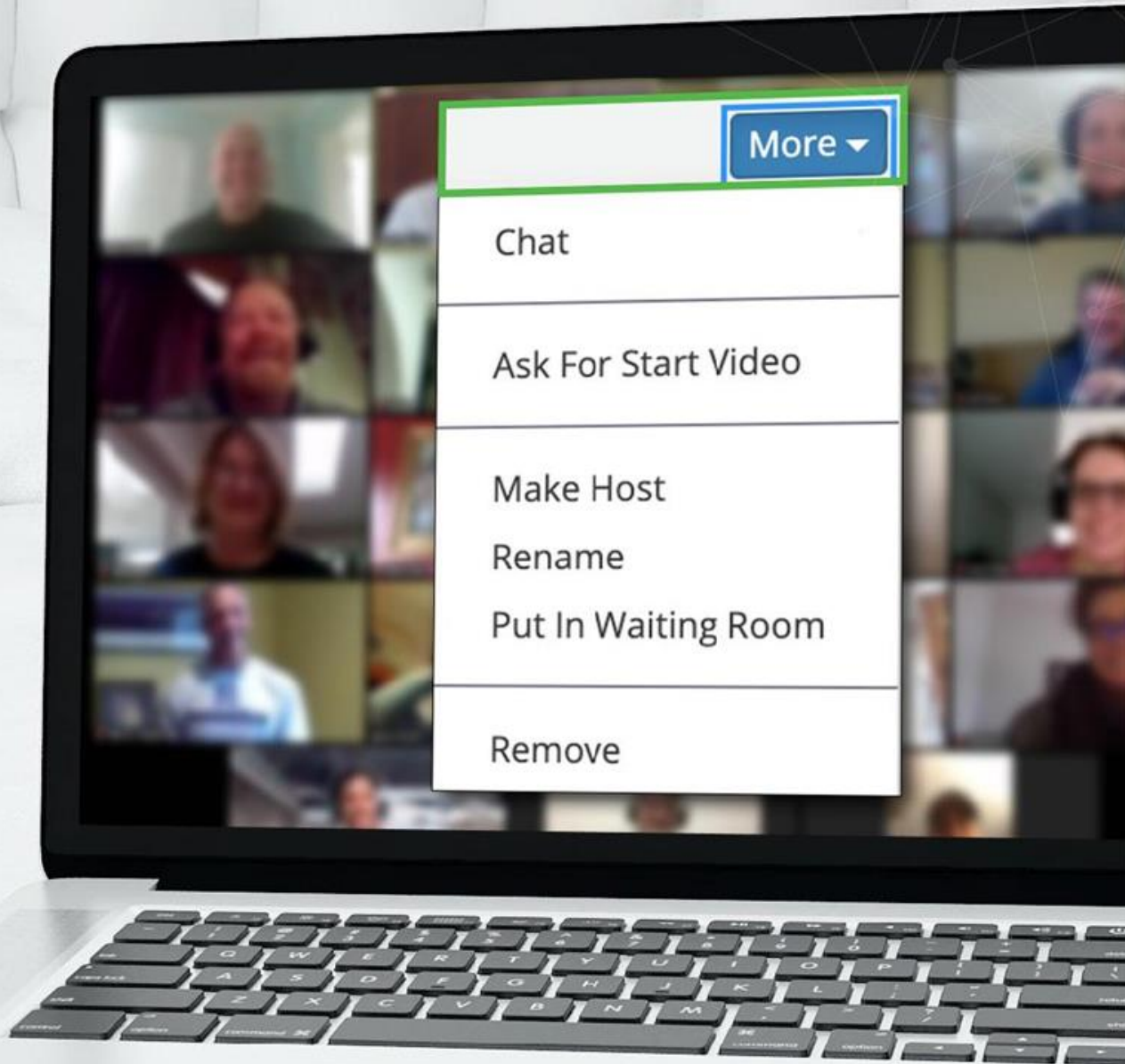
Only you can take control when someone else is presenting while guests cannot



Step Two: Lock the meeting

- After the meeting has begun and all your guests have joined you can lock the meeting, so others, even with the link, would not be able to join
- Access to this menu is from the Security option in the meeting control panel





Step Three:

An unwanted guest? You can remove them

- Zoom allows you to remove meeting guests. The default setting is that a removed guest cannot rejoin
- Since you locked the meeting as it begun, there's no chance that person would try and rejoin under a different alias
- Access to this option is from the More menu next to each participant

Have more questions? **We're here for you**



Zoom has more security options,
to cater for your special needs



If you're in doubt, please reach
out to the security team

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