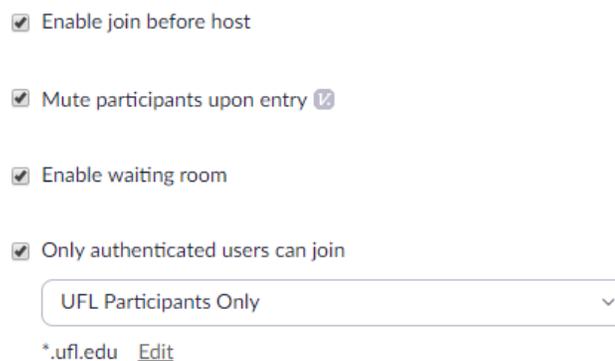


Quick Settings for Securing Your Zoom Staff Meetings

Here are some recommendations for Zoom settings and tools that will help keep your internal meetings secure. See more tips at the [eLearning Keep Zoom Secure website \(elearning.ufl.edu/keep-zoom-secure/staff/\)](https://elearning.ufl.edu/keep-zoom-secure/staff/).

While Scheduling Your Meeting:

- Require meeting password: **ON** by default, leave turned on
- Mute participants upon entry: turn **ON** to minimize disruptions
- Enable Waiting Room: turn **ON** if you want control over entry
- Only authenticated users can join: turn **ON** and select “**UFL Participants Only**”*



A screenshot of the Zoom meeting settings interface. It shows four checked checkboxes: 'Enable join before host', 'Mute participants upon entry' (with a lock icon), 'Enable waiting room', and 'Only authenticated users can join'. Below these is a dropdown menu currently set to 'UFL Participants Only' with a downward arrow. At the bottom, there is a text field containing '*.ufl.edu' and an 'Edit' link.

*If you have guests from outside of UF joining your meeting, use Sign into Zoom instead or turn off entirely if the guests do not have a Zoom account

During Your Meeting

By clicking on the “Manage Participants” or “Security” buttons in the Zoom control panel, you will find tools to:

- Mute all participants and disable their ability to unmute in the “Manage Participants” panel
- Mute or stop the video of individual participants
- Remove participants and report unwanted participants to Zoom
- Lock the session so that additional attendees cannot join
- Enable a waiting room going forward in the meeting

Public or Large Audience Meetings

If you are holding a meeting where the public needs to attend, or if you have a very large audience that needs a live view-only mode, then consider using [Zoom’s Live Stream feature](#) to create a YouTube Live link, or contact the [UFIT Help Desk](#) (352-392-4357) to inquire if a Zoom Webinar license would be right for you.