

Quick Settings for Securing Your Zoom Classes

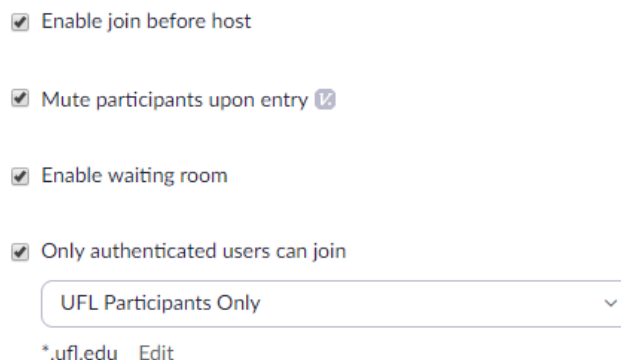
Here are some recommendations for Zoom settings and tools that will help keep your live classes secure. See more tips at the [eLearning Keep Zoom Secure website \(elearning.ufl.edu/keep-zoom-secure/faculty/\)](https://elearning.ufl.edu/keep-zoom-secure/faculty/).

In Zoom's Settings:

- In the Screen sharing setting:
 - Who can share: **Host Only**, unless students need to be able to share their screen
 - Who can start sharing: **Host Only**
- Annotation: turn **OFF** unless you want students to write on shared screens or the whiteboard
- Virtual background: turn **OFF** if this has caused unreasonable distractions in the past

While Scheduling Your Class:

- Require meeting password: **ON** by default, leave turned on
- Mute participants upon entry: turn **ON** to minimize disruptions
- Enable Waiting Room: turn **ON** for office hours or small classes 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 options: '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 guest lecturers from outside of UF joining your class, use Sign into Zoom instead or turn off

During Your Class

By clicking on the “Manage Participants” or “Security” buttons in the Zoom 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 or enable a waiting room going forward in the meeting
- Disable chat, screen sharing, annotation, or renaming by participants