Quick Settings for Securing Your Zoom Meetings
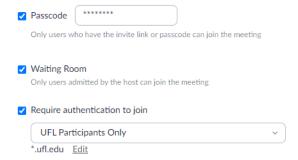
Here are some recommendations for Zoom settings that will help keep your meetings secure and productive. See more tips at the [Keep Zoom Secure website (elearning.ufl.edu/keep-zoom-secure)](elearning.ufl.edu/keep-zoom-secure).

In Zoom's Settings:

☐ In the "Screen sharing" setting:

  o Who can share: "**Host Only**" (Use "Security" button to permit others to share their screen during a meeting)

☐ In the "Annotation" setting:

  o Check the box for "**Only the user who is sharing can annotate**" (Use the "Security button during a meeting to permit others to annotate on a shared screen)

While Scheduling Your Class or Meeting:

☐ Passcode: **ON** by default, leave turned on and have a passcode set

☐ Waiting Room: turn **ON** for office hours or small meetings if you want control over entry

☐ Require authentication to join: turn **ON** and select "**UFL Participants Only**"*

☐ Mute participants upon entry: turn **ON** to minimize disruptions

☑ Passcode ********
Only users who have the invite link or passcode can join the meeting

☑ Waiting Room
Only users admitted by the host can join the meeting

☑ Require authentication to join
    UFL Participants Only ⌄
*.ufl.edu Edit

*Turn off authentication If you have guest participants from outside of UF joining your meeting, or inquire with the UFIT Help Desk about a Zoom webinar license if you are holding a large public meeting

During Your Class or Meeting:

During a Zoom meeting you can do the following to manage your meeting and its participants:

☐ Mute everybody and prevent unmuting in the "Participants" panel (you can use the "Participants" panel to individually unmute attendees, such as if they raise their hand)

☐ Right click on an individual's Zoom window to mute them, stop their video, or to remove them

☐ Enable or disable a waiting room or lock the session to prevent additional attendees from freely joining the meeting using the "Security" button

☐ Suspend all participant activities so that you can remove unwanted participants at your leisure using the "Security" button

☐ Enable or disable chat, screen sharing, annotation, video, unmuting, or renaming by participants using the "Security" button.

Document updated 2-09-21 for Zoom version 5.5.2

UF | UNIVERSITY *of* FLORIDA
Information Technology