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## **Zoom Safety Settings** **Controls & settings guide**

Zoom conferencing platform has a range of security features such as password-protected meetings, waiting room functions, and participant management that can ensure that your family's experience is more secure.

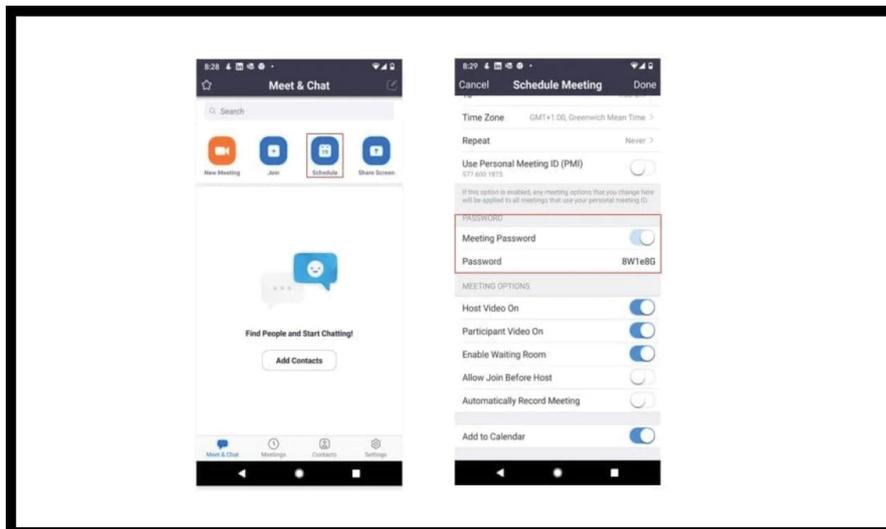
## 1 How to password protect your meeting

**Step 1** – Log in to Zoom

**Step 2** – Click on the Schedule icon.

**Step 3** – For free versions of Zoom by default the 'Meeting Password' under 'Password' will be set

If you have the paid version, you can authenticate people who participate. This will only allow users who are signed in to participate.



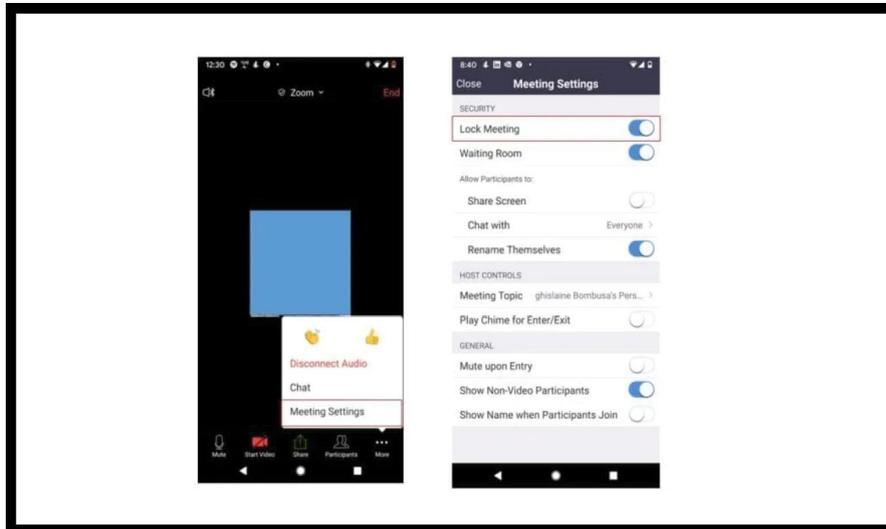
## 2 Where to lock down your meeting

Once you have started your meeting, do the following:

**Step 1** – Tap 'More'

**Step 2** – Go to 'Meeting settings'

**Step 3** – Under 'Security' tap 'Lock Meeting' as soon as all participants have arrived

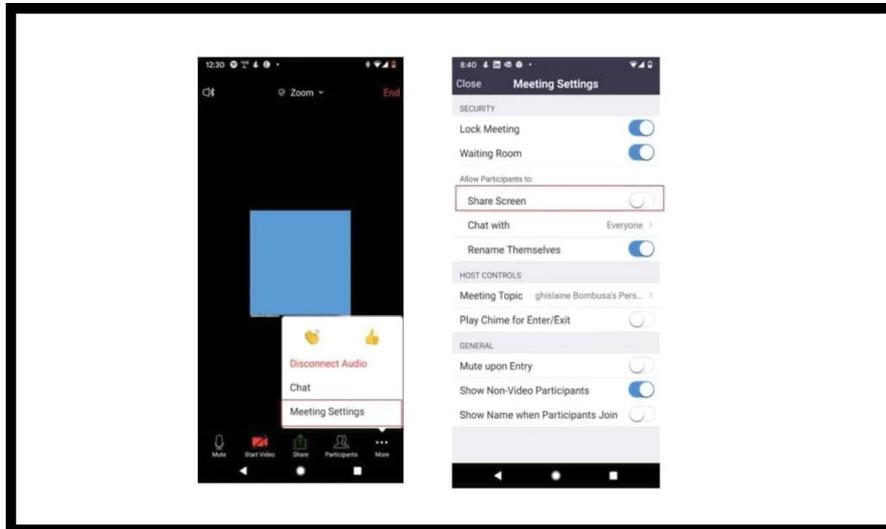


### 3 How to turn off participant screen sharing

**Step 1** – Tap 'More'

**Step 2** – Go to 'Meeting settings'

**Step 3** – Under 'Allow Participants to' Disable 'Share screen'

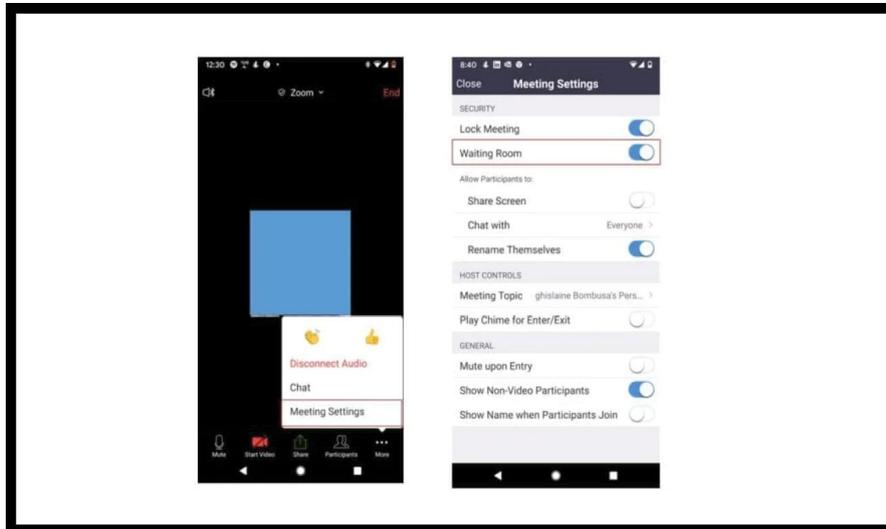


## 4 How to use Waiting Rooms

**Step 1** – Tap 'More'

**Step 2** – Go to 'Meeting settings'

**Step 3** – Under 'Security' enable 'Waiting Room'



## 5 Disable 'Join before host' option

Do not allow people to join the meeting before you.

**Step 1** – Tap on the Schedule icon

**Step 2** – Under 'Meeting option' disable 'Allow join before host'

