Zoom

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.
What do I need?

A Zoom Account (email address and password).

Restrictions you can apply

Calls & Texts  Privacy
Step by Step instructions

1. **Password protect your meeting**

   - Log in to Zoom
   - Click on the Schedule icon.
   - For free versions of Zoom by default the ‘Meeting Password’ under ‘Password’ will be set

   ![Meeting and Schedule options in Zoom](image)

2. **Authenticate people who participates**

   This is available for the paid zoom option.

   You can choose only to allow signed-in users to participate.
3. **Lock down your meeting**

Once you have started your meeting do the following:

- Tap ‘More’
- Go to ‘Meeting settings’
- Under ‘Security’ tap ‘Lock Meeting’ as soon as all participants have arrived
4. Turn off participant screen sharing

- Tap ‘More’
- Go to ‘Meeting settings’
- Under ‘Allow Participants to’ Disable ‘Share screen’
5. **Use Waiting Rooms**

This will allow you to screen people before they enter the meeting.

Once you have started your meeting do the following:

- Tap ‘More’
- Go to ‘Meeting settings’
- Under ‘Security’ enable ‘Waiting Room’
6. **Disable ‘Join before host’ option**

Do not allow people to join the meeting before you.

- Tap on the Schedule icon.

- Under ‘Meeting option’ disable ‘Allow join before host’