



# ZOOM MEETING SECURITY TIPS

## MEETING ID

### Don't publicly share your Meeting ID

Use the option to generate a random ID and try to send a direct message only to those who will be joining the meeting. This will help prevent unwelcome guests!



## PASSWORDS

### Set a unique password for every meeting.

Only share the password with those attending the meeting, and remember to send it in a direct message so only that person can view it.



## SCREEN SHARING

### Set screen sharing to 'Host Only'

This will prevent any unauthorized guests on the call from suddenly sharing unwanted images or videos.



## ADVANCED OPTIONS

### Enable the Waiting Room

Turn on the 'Waiting Room' option when starting a meeting. This will allow you, as the host, to approve guests individually before they can join the meeting.

