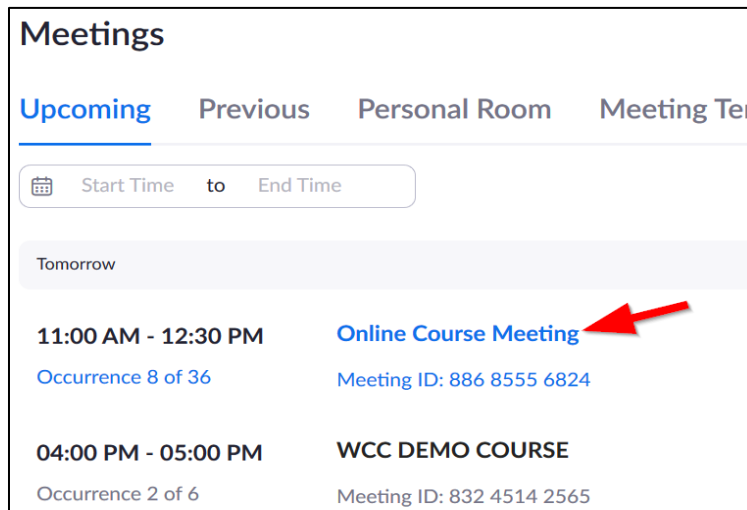


STEPS TO PREVENT ZOOM MEETING DISRUPTIONS & UNWANTED PARTICIPANTS

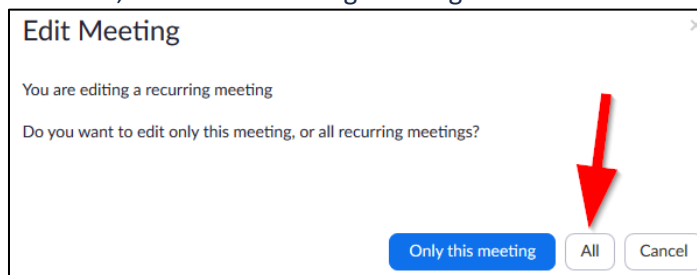
Step 1: Go to your previously scheduled meetings and secure them with different settings (*change passcode and enable waiting room*).

If you have already scheduled meetings without some of the security options described below turned on, go back and edit them. To do that:

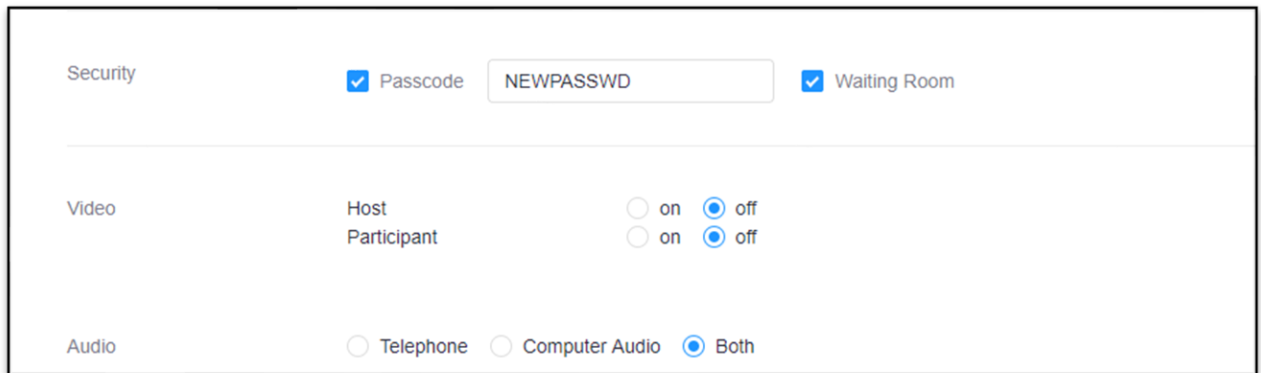
1. Go to your Zoom Room in Blackboard, or sign in to <https://sunywcc-edu.zoom.us/> and go to your upcoming meetings.
2. Click the **Topic** of the meeting you want to edit. If it is a recurring meeting, select the All option when prompted to edit the option to your Zoom meeting.



3. Scroll to the bottom of the screen and click **Edit this Meeting**.
4. Select **All**, if this is a recurring meeting.

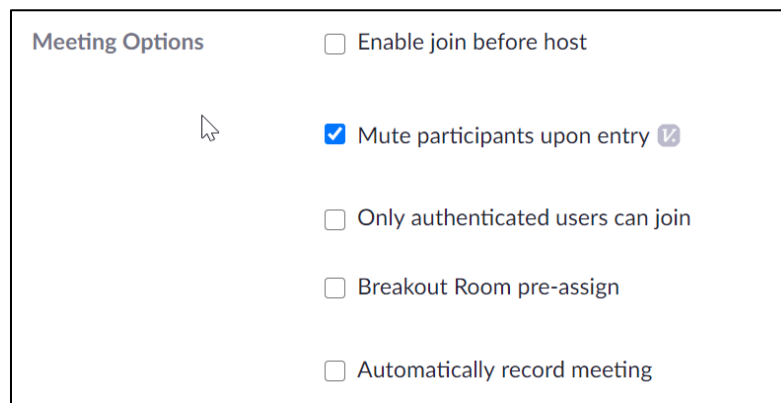


5. Go to Meeting Password. Check the **Require meeting password** and choose the check-box for passcode and **change the passcode**. It is important to change the passcode if you have experienced a Zoom disruption from an individual. Also, for enhanced Security, check the box next to Waiting Room to admit students in an individual manner into your Zoom meeting.



The screenshot shows the 'Security' section of the Zoom meeting settings. It includes a 'Passcode' field with a checkmark and the value 'NEWPASSWD', and a 'Waiting Room' checkbox that is checked. Below this is the 'Video' section with radio buttons for 'Host' and 'Participant', each with 'on' and 'off' options. The 'off' options are selected. The 'Audio' section at the bottom has radio buttons for 'Telephone', 'Computer Audio', and 'Both', with 'Both' selected.

6. In the meeting options, you will want to check the boxes next to ***Mute Participants upon entry***.



The screenshot shows the 'Meeting Options' section of the Zoom meeting settings. It contains five checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Automatically record meeting' (unchecked). A mouse cursor is visible over the 'Mute participants upon entry' checkbox.

7. Click **Save**.

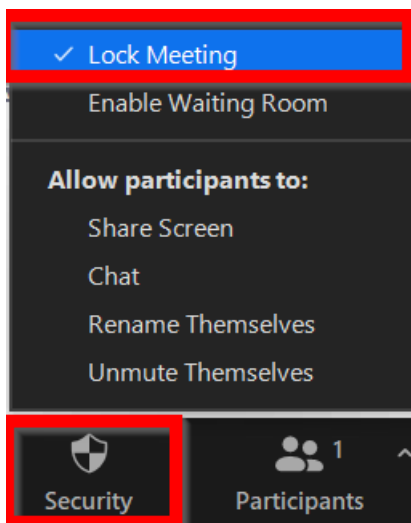
Step 2: Once you know your participants are all in the meeting, lock the meeting

Emphasize to students that only names on roster or names made know to their instructors will be admitted to the room.

Locking your Zoom meeting prevents any new participants from joining your meeting. You may need to unlock your meeting if a participant needs to join late or accidentally leaves your meeting and needs to re-enter.

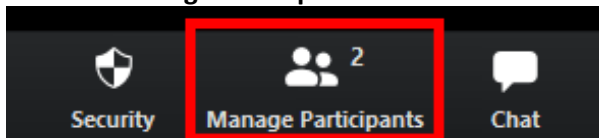
From the Security button

Click the **Security** button and click **Lock Meeting**. If **Lock Meeting** is checked, it's locked. If it's unchecked, it is unlocked.

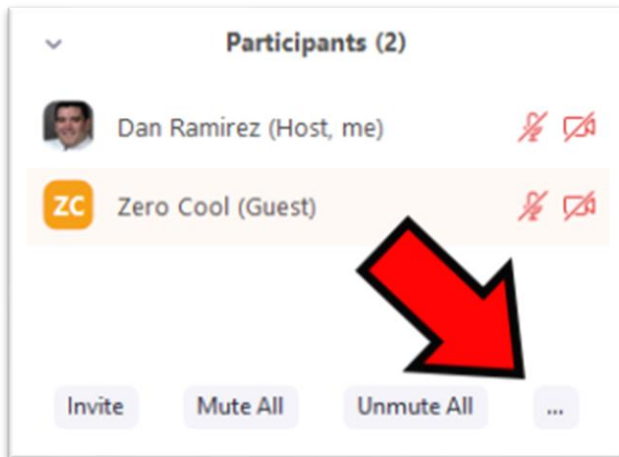


OR from the Manage Participants button

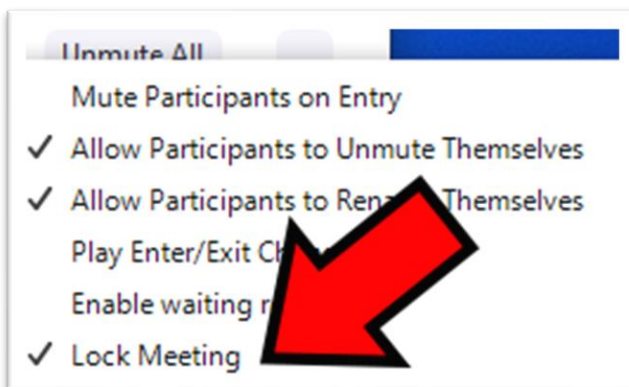
Click the **Manage Participants** button.



Click the 3 dots button on the bottom right of the **Participants** panel.

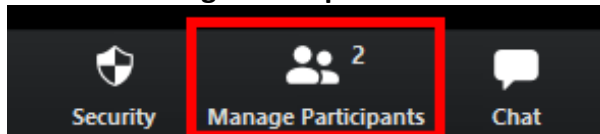


Click **Lock Meeting**. If **Lock Meeting** is checked it's locked if it's unchecked it is unlocked.

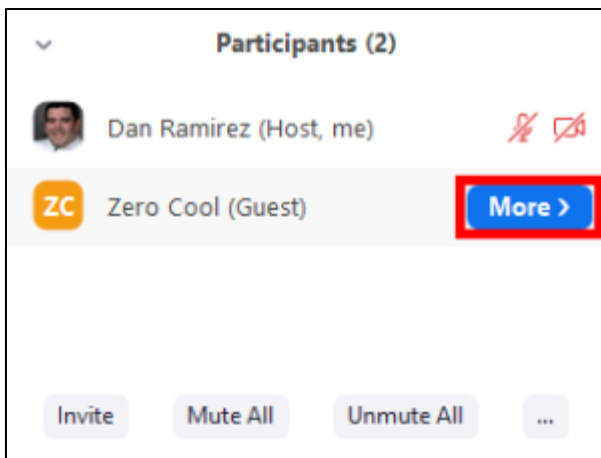


Step 3: Remove Participants

1. Click the **Manage Participants** button.

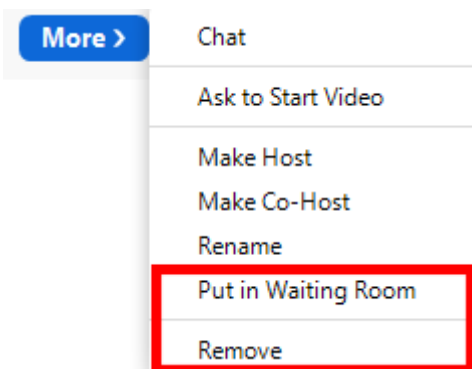


2. In the **Participants** list, hover your mouse over the participant you want to remove. Then click the **More** button.



3. You can either choose **Put in Waiting Room** or **Remove**:

- Clicking **Put in Waiting Room** puts the participant in the waiting room, even if you don't have that feature turned on for the meeting. You may want to consider doing this instead of completely removing the participant. If you make a mistake and put the wrong participant in the waiting room, you can always let them back in. If you remove a participant from a meeting, it takes several steps to allow them to return.
- Clicking **Remove** will remove the participant from the meeting. They will not be able to rejoin unless you go to <https://sunywcc-edu.zoom.us/> and change the setting to allow this.

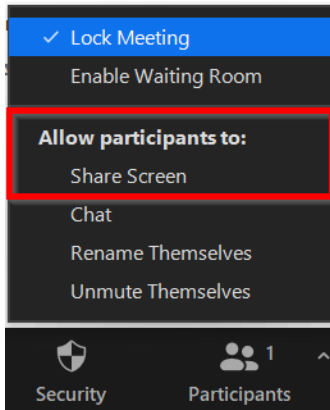


Step 4: Disable Screen Sharing

Before you start your Zoom meeting, be sure to disable screen sharing for all participants by removing the check next to Share Screen.

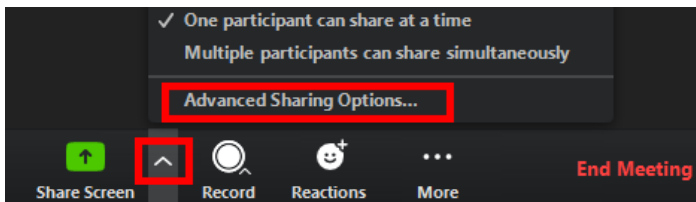
From the Security button in Zoom

If you're running the most up-to-date version of Zoom, click the security button and uncheck the Allow Participants to **Share Screen** option.

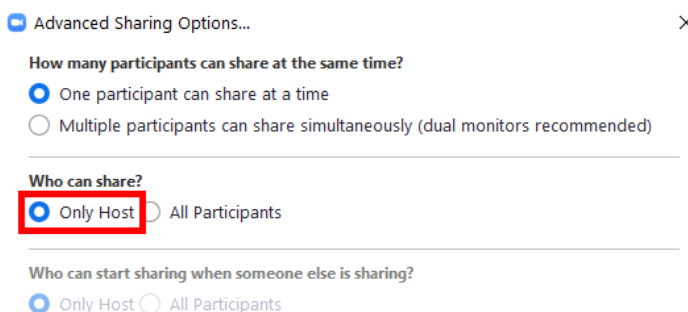


From the Share Screen button in Zoom

1. Click the **up arrow** to the right of the **Share Screen** button and click **Advanced Sharing Options**.

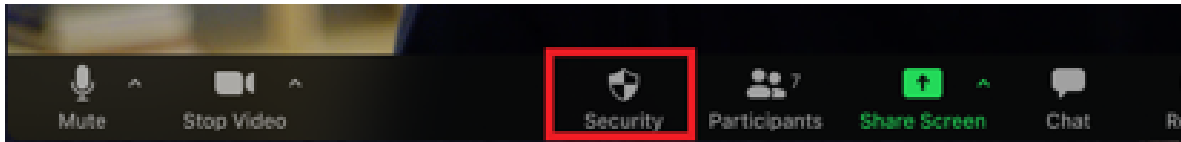


2. Click the **Only Host** radio button under the **Who can share?** heading.

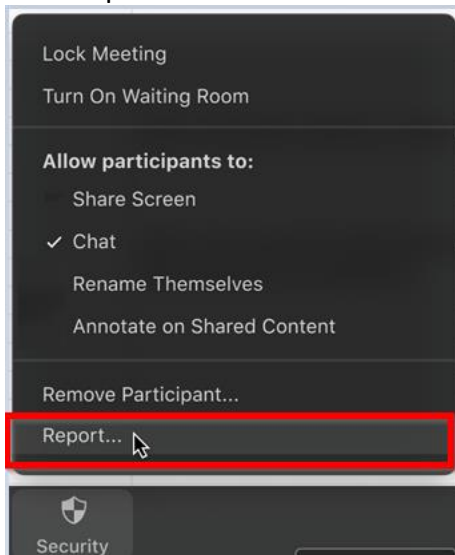


Step 5: Report A Participant During A Meeting

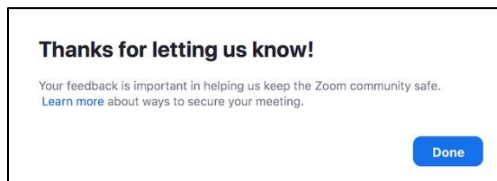
1. As the meeting host, click Security.



2. Click Report.



3. Select the name of the participant you would like to report.
4. Check the reason for reporting this participant.
5. (Optional) Enter any comments to provide more information.
6. (Optional) Click upload file to add screenshots or photos showing the problem.
7. (Optional) Check Include desktop screenshot to include a current screenshot of your desktop.
8. Click Send.



You will receive a notification that your report was sent successfully.