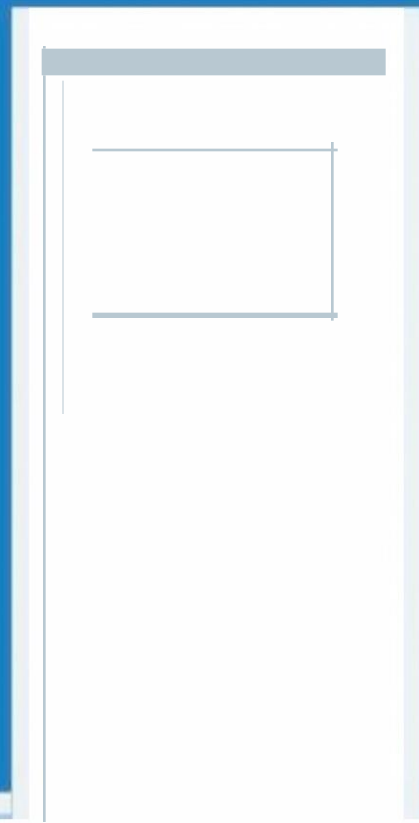


# SECURING YOUR ZOOM MEETINGS



## TRAINING PACKAGE CONTENTS

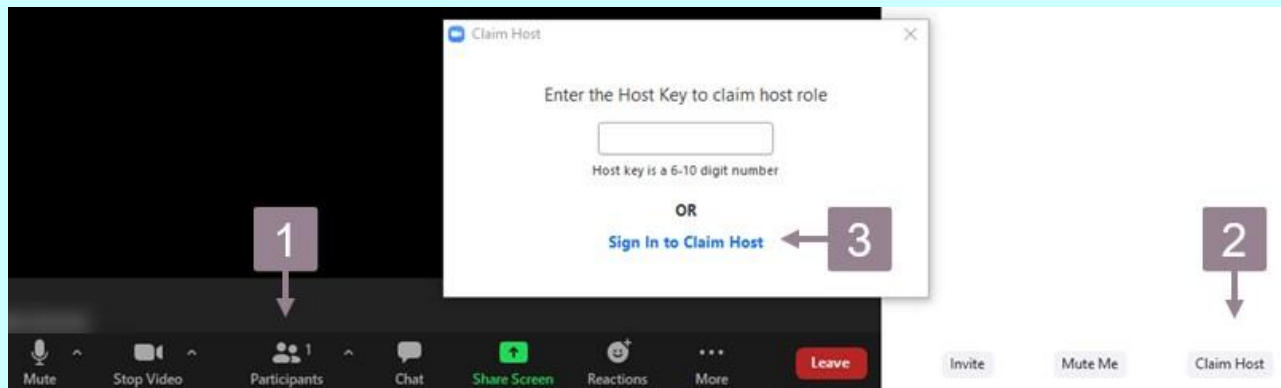
1. CLAIMING HOST
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  - a. STEPS TO ENABLE WAITING ROOM
  - b. LETTING PEOPLE IN FROM THE WAITING ROOM
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5. MANAGING THE PARTICIPANTS

# HOSTING A SAFE & SECURE ZOOM MEETING

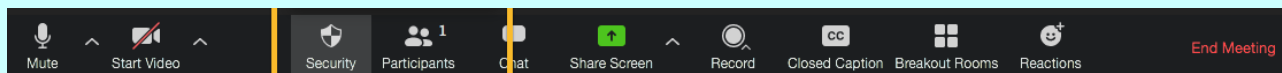
## CLAIMING HOST

Anyone who has the host key can claim host of a Zoom Room by following these instructions... Get the "Host Key" from your Zoom License holder administrator. Once you are in the room, you will see the main zoom window and follow these three steps.

1. Click on the "Participants" control at the bottom of your zoom window.
2. In the "Participants" window select "Claim Host" in the lower right hand corner.
3. Then you will see the enter "Host Key" window. Only licensed zoom holders can sign in to 'claim host', all others will have to enter the host key to 'claim host'.

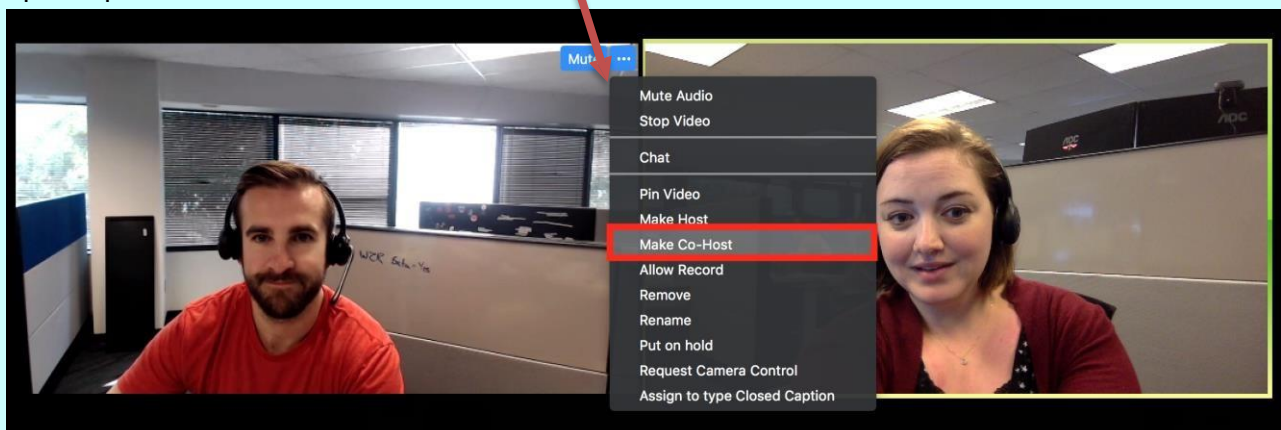


4. Once you enter the "Host Key" you will see the main window again with more controls available (Most important being the security button that shows up to the left of the participant's button).



## MAKING A MEMBER A CO-HOST

1. On the meeting screen, click on the 3-dots icon which appears over the participant's video feed in the top right corner when you hover over it.
2. In the drop-down menu, select the 'Make Co-Host' option. This will make the selected participant a co-host.



## SETTING UP THE WAITING ROOM

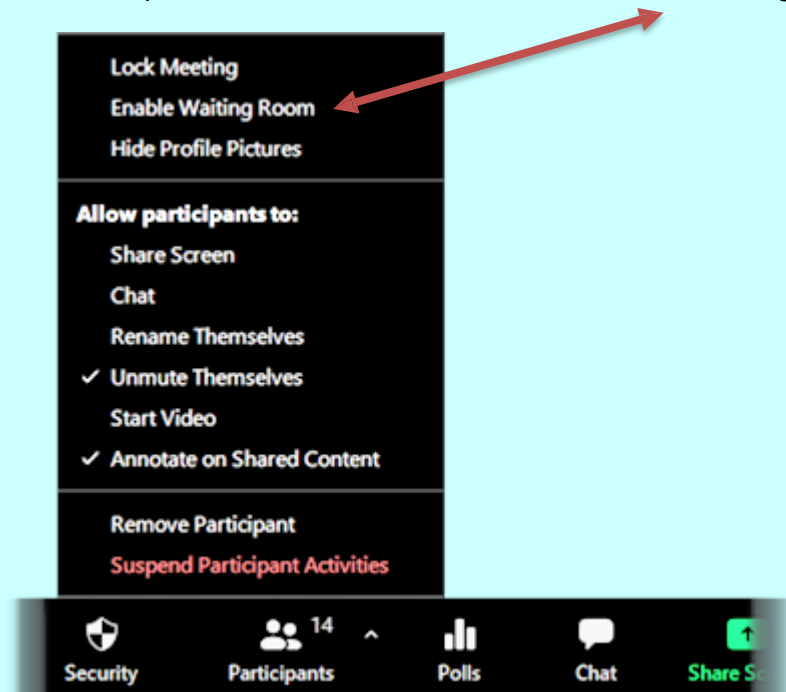
**NOTE: BECAUSE OF ZOOM BOMBING THE FIRST THING THE HOST MUST DO IS ENABLE THE WAITING ROOM**

The Waiting Room allows the host and co-hosts to control when a participant joins the meeting. As a host or cohost you can admit one by one, or all at once.

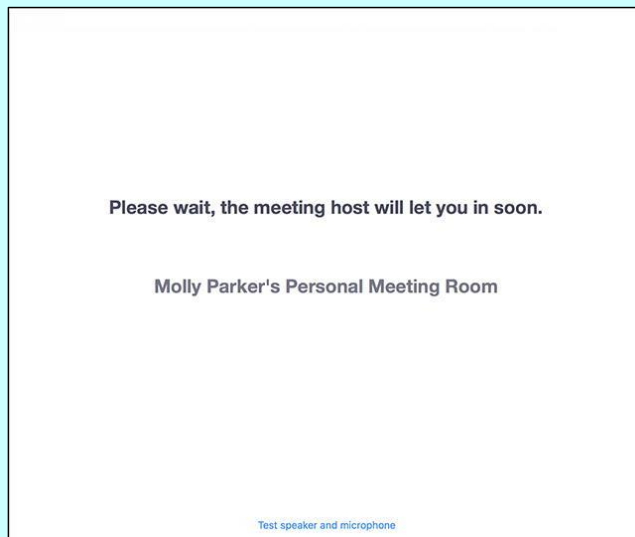
### STEPS TO ENABLE WAITING ROOM

1. Click on the .Security. control at the bottom of your zoom window next to the participant's control.
2. In the options wind

Waiting Room”.



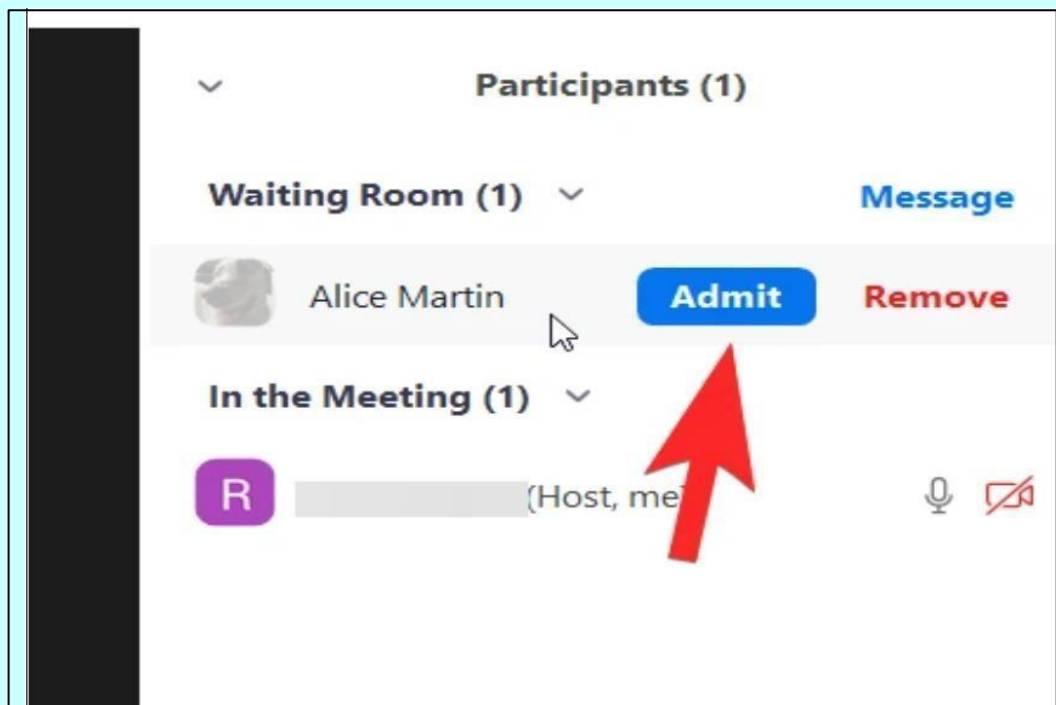
3. Participants will see the following screen when joining a meeting with the Waiting Room enabled



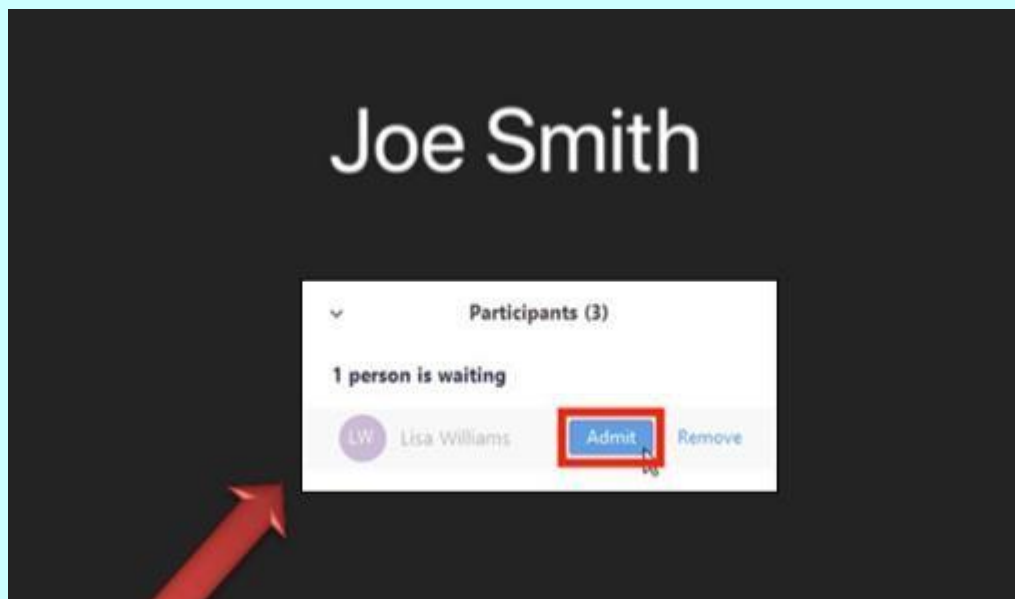
## ADMITTING PARTICIPANTS INTO THE MEETING FROM THE WAITING ROOM

**NOTE: IF YOU DO NOT RECOGNIZE THE PARTICIPANT'S NAME DO NOT ADMIT THEM UNTIL TALKING TO THEM. BOMBERS OFTEN GIVE A FULL LAST NAME WHEREAS OUR MEMBERS GIVE LAST INITIALS.**

1. Once the participant's window is open and there are people waiting, the hosts and co-hosts will see the following window. The hosts or co-hosts can admit people into the meeting room, or they can remove them.



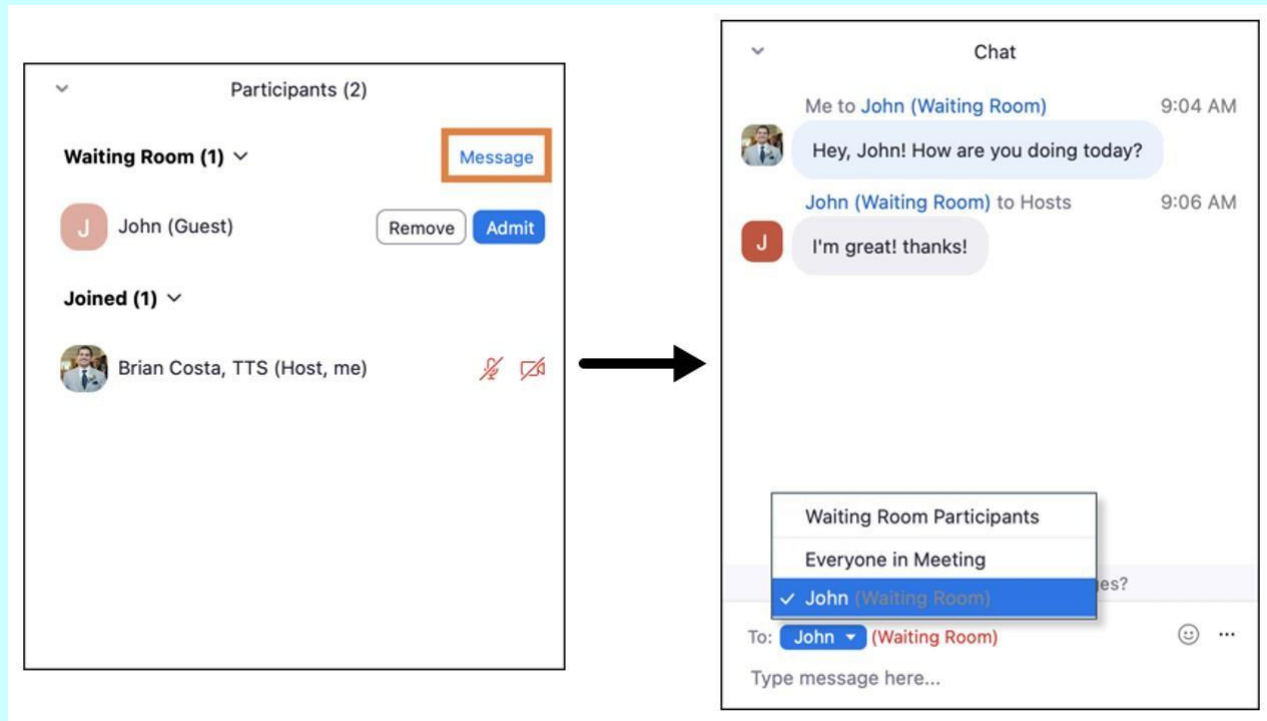
2. If the participant's window is not open, a little window will pop up on your Zoom window when someone is in the waiting room.



3. The hosts or co-hosts can also talk to the participants in the waiting room. The participant may or may not be able to answer.

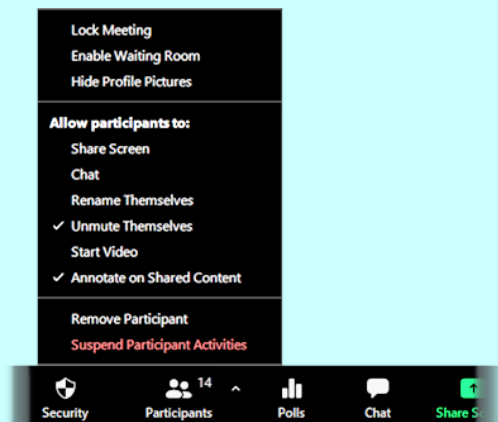
## MESSAGING SOMEONE IN THE WAITING ROOM

1. Click on the blue 'Message' icon
2. Once the 'chat' window is open select the participant from the list.
3. Type a message and enter.



## SECURING THE MEETING ROOM

Once you have enabled the waiting room, you (hosts and co-hosts) can secure the meeting room. Using the options under the 'security' control you can...



1. Make sure 'Screen Share' is turned off (No checkmark beside it).
2. Enable or disable the chat feature.
3. Lock the meeting room so no one else can enter.
4. Allow participants to unmute and start video.

IMPORTANT: IF SOMEONE IS IN THE WAITING ROOM AND YOU WANT TO LET THEM IN, YOU CAN STILL LET THEM IN BUT YOU CAN STOP THEM FROM TURNING ON THEIR AUDIO OR VIDEO. THEY WILL THEN HAVE TO ASK THE HOST TO UNMUTE OR TURN ON THEIR VIDEO.

This also means that everyone in the meeting room will also have to ask the host to unmute. But it does not mean that people who are already in the room with their video on will have their video turned off.

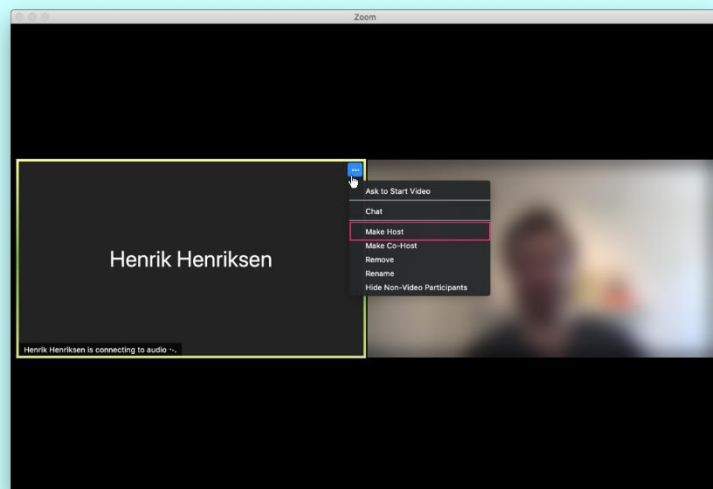
If a Zoom bomber cannot screen share, chat, unmute or show video they cannot disrupt the meeting. However, it is recommended that the host or leader ask them to identify themselves and remove if they are not in compliance.

## MANAGING PARTICIPANTS

Zoom participants can be managed in a variety of ways, using the three dots on their window or by selecting their name in the participants' window.

1. By clicking on the blue mute button or the three dots in the top right corner of their window which provides options to mute (next to 3 dots), ask to start video, assign host or co-host or remove them from the meeting.

NOTE: REMOVING THEM FROM THE MEETING MEANS THEY CAN NOT EVER COME BACK. NICE FEATURE FOR BOMBERS NOT SO GOOD FOR GENUINE MEMBERS.



2. By selecting the participant from the participant's window, hosts and co-hosts will have similar options as with the three dots. Also the 'more' option in the lower right corner of the participants window allows more options to manage participants (you can mute them on ...).

