

■ LOCK THE MEETING

It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.

■ SET-UP YOUR OWN TWO-FACTOR AUTHENTICATION

You don't have to share the actual meeting link! Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID on your website, but only send the password to join via email.

■ REMOVE UNWANTED OR DISRUPTIVE PARTICIPANTS

From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.

■ PUT THEM ON HOLD

You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.

■ DISABLE VIDEO

Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video or for that time your friend's inside pocket is the star of the show.

■ MUTE PARTICIPANTS

Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the clamor at bay in large meetings.

■ TURN OFF FILE TRANSFER

In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs,

memes, and other content.

■ **TURN OFF ANNOTATION**

You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

■ **DISABLE PRIVATE CHAT**

Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' to only send messages to the host during the meeting. This is really to prevent anyone from getting unwanted messages during the meeting, and allows the host to vet comments or questions.

■ **ENABLE AUTOMATIC VIDEO RECORDING**

Turn on the automatic video recording feature in Zoom. This will automatically record meetings you host and save it to your computer. If the meeting/conversation/event went well, you can send it out for others to watch, or so participants can revisit what was discussed

■ **DISABLE PARTICIPANTS FROM RENAMING THEMSELVES**

Hosts can disable participants from renaming themselves. This can eliminate inappropriate names to appear during the meeting. Note: the Host can also change the name of a participant at anytime.

