

Zoom Security Instructions

1. How to register users
2. How to generate a password for the meeting
3. How to lock a meeting down
4. How to identify unruly users and remove them

How to secure a meeting:

1. Having only registered users be able to sign in, this will limit your meeting to those who are logged into the TAMU system using CAS. Your students/faculty should not have any problems with this, it should pose no extra trouble for them as long as they're logged into their Zoom with their TAMU NetID and Password. I recommend this setting highly for any Zoom meeting, it will also generate a report that shows you who attended your meeting, and they have to use their real names to sign in instead of a fake name.
2. You can set a password for the meeting and send it only to your intended meeting attendees. This might be best for classes and seminars. Unfortunately, our own students seem to be some of the perpetrators of harassment at the moment. Using a password should keep the meeting to only the intended recipients.

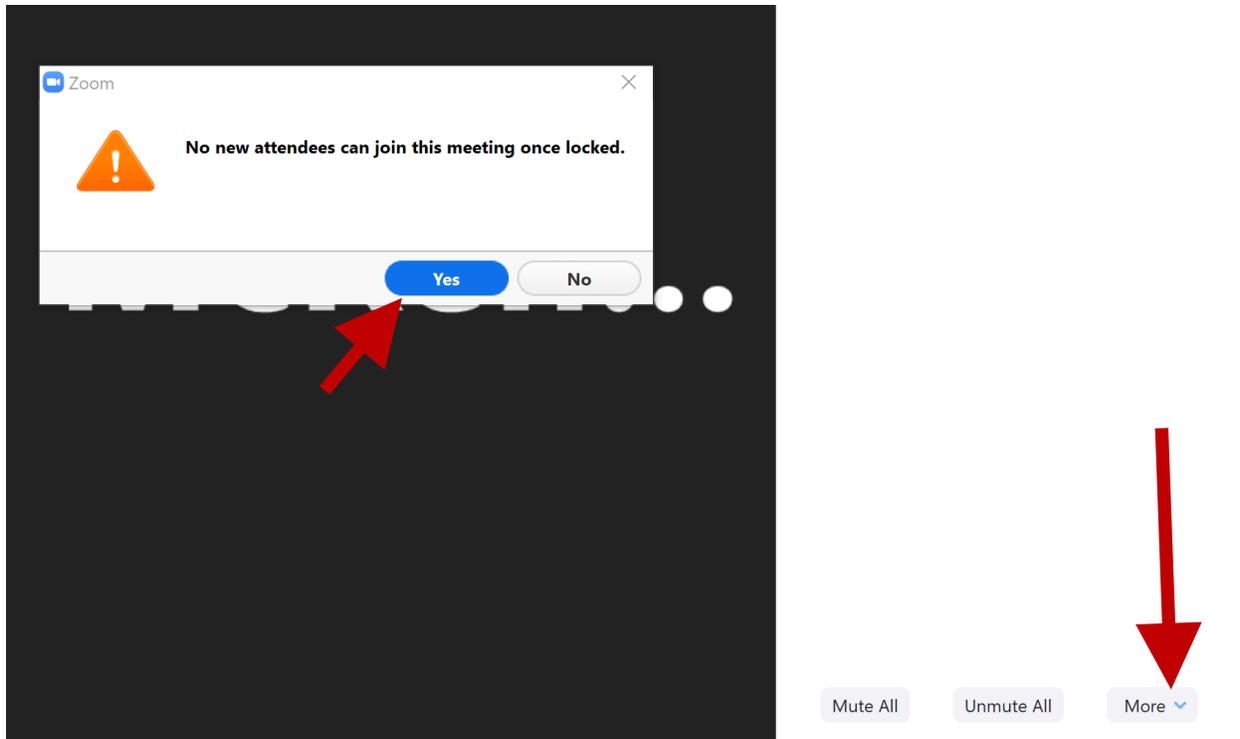
Below is a screen shot of these settings. You can change them at any time by clicking your meeting and the "edit", or when you initially schedule the meeting. Keep reading for ways to further secure your meeting.

Screenshot of the Zoom "Schedule a new meeting" dialog box. The dialog is titled "Schedule a new meeting" and contains several sections:

- Topic:** Le Fevre, McKensie Daugherty's Zoom Meeting
- Recurring meeting:** Recurring meeting. A yellow note says "Remember to check recurrence or repeat in your calendar invitation".
- Meeting ID:** Generate automatically, Personal Meeting ID 844-599-7915
- Password:** Require meeting password (022044)
- Video:** Host: On Off; Participants: On Off
- Audio:** Telephone, Computer Audio, Telephone and Computer Audio. Dial in from United States [Edit](#)
- Calendar:** Outlook, Google Calendar, Other Calendars
- Advanced Options:**
 - Enable join before host
 - Mute participants on entry
 - Only signed-in users from specified domains can join the meeting (tamu.edu)
 - Record the meeting automatically
- Alternative hosts:** Example: john@company.com; peter@school.edu

Buttons: [Schedule](#) (blue), [Cancel](#) (white)

3. You can also “lock” a meeting once you are comfortable doing so. Click “Manage Participants” at the bottom toolbar, go over to the bottom right of the window and click the “More” Button, where it gives you the option to “Lock the meeting”. There you can prevent new people from coming in.



4. You can boot out people who are being disruptive. Note: If they are being disruptive in the chat it should give the name of the person posting it. Stop sharing your screen, Move your mouse towards the top right of the window and click Gallery View/Speaker View and scroll through your screens until you can see their name in your participants. You can hover your mouse over their screen/their name in Gallery View, and three small dots will appear in the top right corner of their box. Click those boxes and choose “Remove”. This will block them so that they cannot return.

Scroll down for screenshots

