Secure Your Zoom Meetings
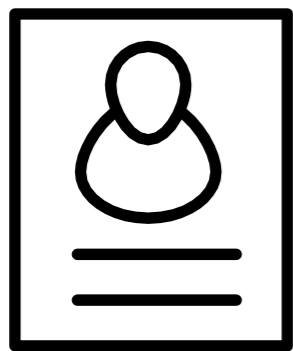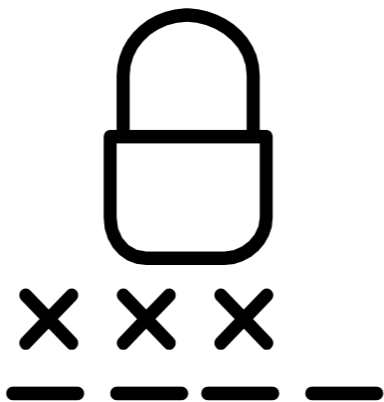
Security Settings Reference Guide
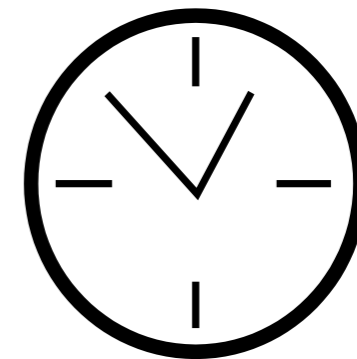
CSULB.EDU/ZOOM

Create a Unique Room ID

Avoid hosting large meetings or "public" meetings using your Personal Meeting ID (PMI). When scheduling a meeting, use the Meeting ID option to generate automatically.
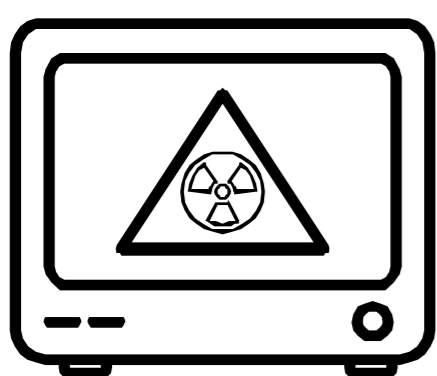
Enable Meeting Password

Protect your Zoom meeting by requiring a password to join. To enable, schedule a meeting and check the option "Require meeting password".
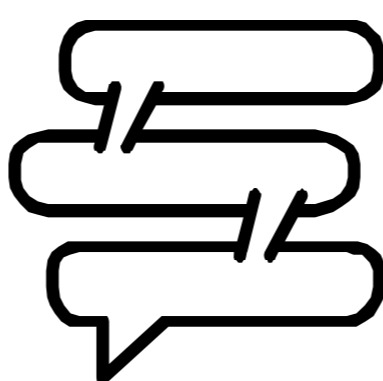
Enable Waiting Room

Enable the waiting room option to provide control over who enters your Zoom meeting. You may allow one at a time, or all at once.
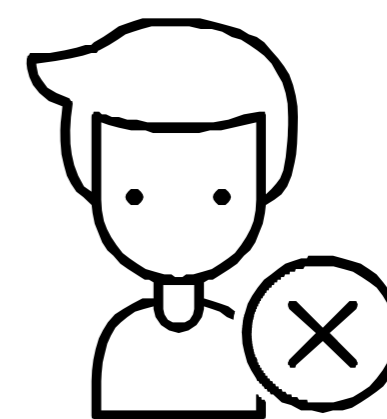
Control Screen Sharing

The Zoom default allows only the host to share screens. Please only share the screen you select and when needed.

Disable Chat & File Transfers

Disable chat and file sharing features to manage discussion and prevent virus sharing between participants.

Remove Disruptive Participants

On the Zoom control panel, click on "Participants", then select "More", and "Remove" the participant.