Protecting and Securing Your Zoom Sessions

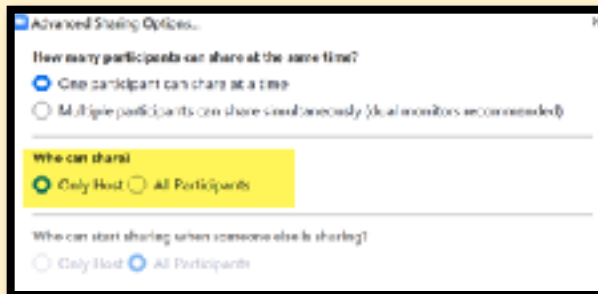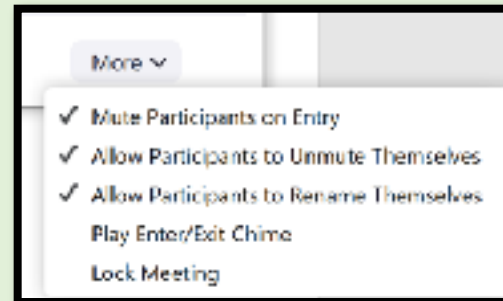**HIPAA Compliant Encryption**

Prevent Participant Screen Sharing

- At the bottom of the Zoom meeting, click the *small arrow to the right of the green Share button*

- Prevent participants from sharing their screen unless you have assigned them the role of Host, Co-Host, or Alternative Host.

- From the menu, select *Advanced Sharing Options*.

- Under *Who can share?* select *Only Host*.

Control Participant Behaviors

- Via the Participants window, you can keep participants muted, enable the waiting room, lock the meeting to additional participants, or remove participants.

- At the bottom of the Zoom meeting, click the Participants button to open a list of participants.

- At the bottom-right corner of the list of participants, click More to open a menu.

- Toggle the options as desired:

Configure Security Settings

- On the Schedule Meetings page/screen, under Meeting Options

- Prevent participants from joining the meeting before a Host or Alternative Host arrives.

- Require users to authenticate themselves

- Require a meeting password