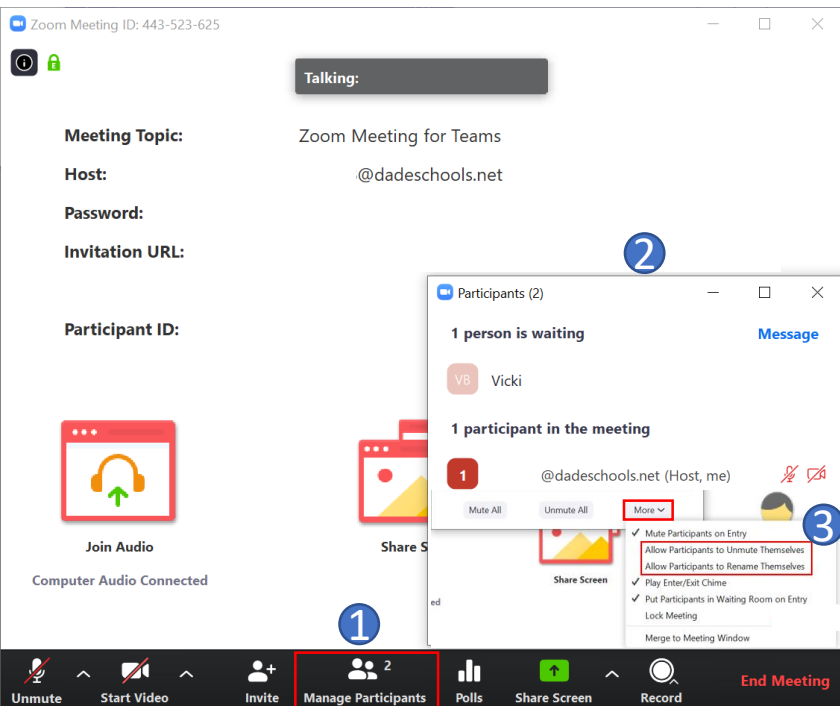
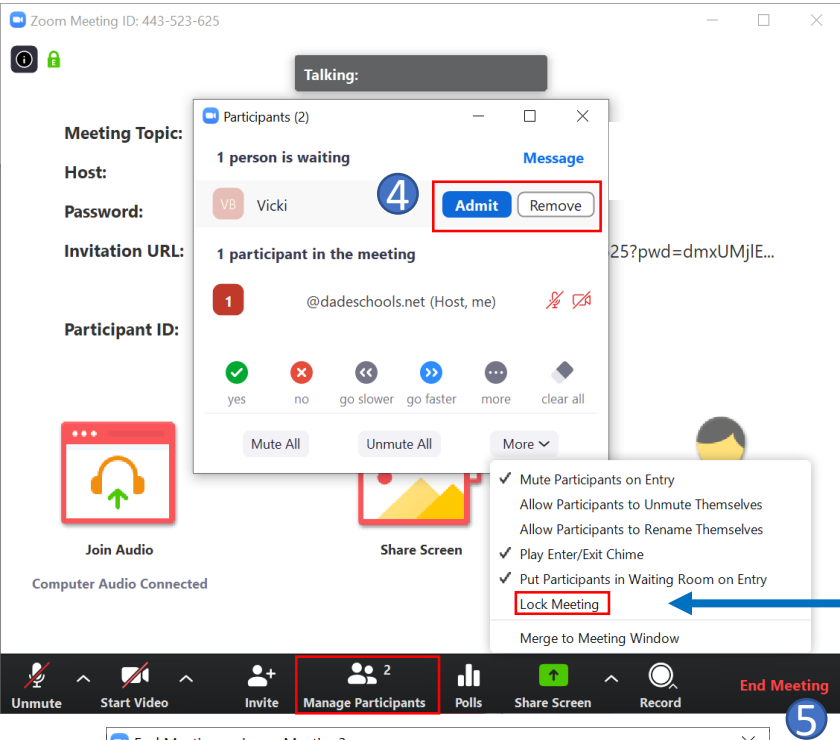


# Securing your Zoom Meeting

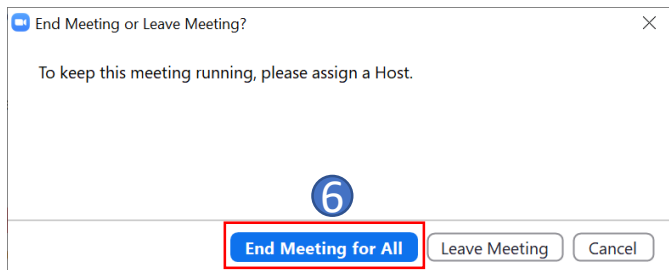


1. Start Zoom Meeting and click on **Manage Participants**.
2. The participants popup window will open. [Note: The "Waiting Room" has been enabled for students as a District default setting.]
3. In order to secure the Zoom Meeting for you and your students, please click on **More** and ensure the following two options are **unchecked**:  
**Allow Participants to Unmute Themselves**  
**Allow Participants to Rename Themselves**



4. Please review "Participants" (student names) listed in the "Waiting Room" before admitting them into meeting. Click **Admit** to allow them to enter meeting. [Note: If students are using a personal computer/mobile device, the name that appears may not be theirs.]

[Note: The **Lock Meeting** feature may be used as an additional security measure to prevent anyone else from entering the meeting once all students have been admitted to the meeting. However, please note that this option will not allow students who drop off the meeting due to connection issues, etc. from reentering the meeting.]



5. Click on **End Meeting**.
6. A window will pop up and you need to click **End Meeting for All** to ensure that no one stays in the meeting after it is done.