**Zoom tips for privacy and security.**

The advice around maintaining privacy and hosting secure meeting is to share meeting invites responsibly, use unique meeting IDs, require passwords for everything, and turn off screen sharing.

* **Keep invites private – don’t post them on your social media**
  + Email directly through the Zoom app or set up a class/meeting in Google calendar with the Zoom link in the description.
* **Don’t use your Personal Meeting ID (PMI)**
  + A better approach is to generate unique ID’s for your meetings. You can still schedule recurring classes/meetings;
    - Click the **Schedule** button on the Zoom main screen and leave the **Generate Automatically** option selected under Meeting ID.
    - Sharing the meeting ID is simple. Once you click the **Schedule** button, you'll be taken to the calendar app you selected or given an invitation to copy if you selected **Other Calendars**.
* **Require a Password**
  + Click the link in the **General or Advanced Settings** section of the app preferences. You can go even farther though, and require a password for absolutely every meeting you start from Zoom. You'll need to go to the **Advanced Settings**.
* **Turn off Screen Sharing**
  + Go to the **In Meeting (Basic)** section and scroll to **Screen Sharing** and **Who can share?** and select **Host Only**. This will keep the screen under your control and ensure that you're the only one that can broadcast their screen.
* **Enable the Waiting Room feature**
  + This is a virtual waiting area that stops your guests from joining until you’re ready for them. You can customize **Waiting Room** settings for additional control and you can personalize the message.
* **Enable Mute on Entry**
  + This feature, in the **Participants pane**, mutes all participants on entry and you can unmute them when you are ready to begin a class/meeting. You can also mute or disable video for specific participants as well as remove them from the call entirely.
* **Disable Private Chat**
  + Restrict participant’ ability to chat to each other privately and amongst one another while your class/meeting is going on.