



Secure your meeting. Today's technology allows us to share information and collaborate in ways we never have before. But, precautions must be taken to prevent hackers and other unauthorized users from joining those conversations. Do you know if your online meetings are secure?

We must take precautions to prevent hackers and unauthorized listeners from accessing your Zoom video conference calls. Like hackers attempting to attack networks or mobile devices, unauthorized listeners who lurk unannounced on virtual meetings may learn sensitive information that could compromise the organization.

You can further strengthen your meeting security by following these tips:

- **Lock your meeting.** Once all expected participants have joined, the host can lock the meeting to prevent uninvited users from joining.
- **Create a waiting room.** Attendees are not allowed to join a meeting until the host admits them individually or all at once.
- **Remove a participant.** If you don't recognize a participant, or someone is disruptive to the meeting, a host can remove the unwanted guest. The removed attendee will not be able to rejoin the meeting.
- **Require a password.** To add a layer of protection, ensure the "require meeting password" is selected when you schedule a meeting and enter a password of your choosing.
- **Disable "join before host."** Participants will not be allowed into the meeting until the host has logged in. When scheduling, uncheck "enable join before host."

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