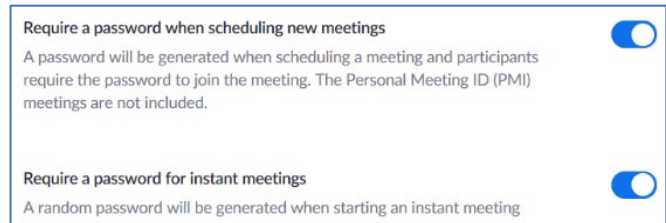


## ZOOM SECURITY SETTINGS

There are several ways to keep your Zoom meetings secure but easy for participants to join.

### Meeting Passwords

You're advised to use a password for **all** Zoom meetings. You can set this up in [your personal Zoom profile](#). If you meet regularly with the same people, you could set up meetings with the same memorable password. Alternatively, Zoom can create random passwords for **every** meeting.



[This support article](#) describes how to manage and set passwords for your meetings.

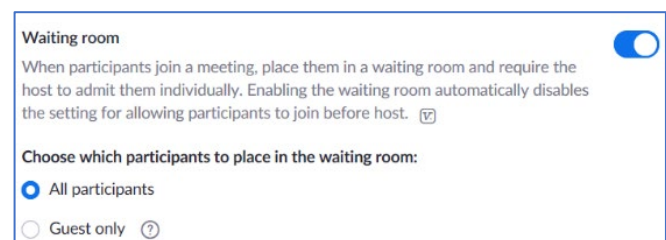
### Important note:

If you send invitations via a calendar (such as Outlook), the meeting password will appear in the invitation and be visible to **anyone who can view your calendar**. We recommend you **make the meeting a private appointment** or **remove the meeting password** from the calendar invite and send it to attendees separately.

### Waiting Rooms

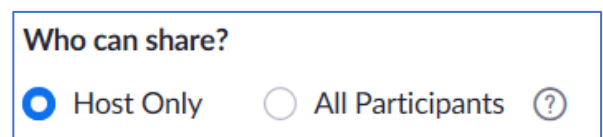
This feature places participants into a virtual waiting room, until they are admitted to the meeting by the host. It can be switched on in [your personal Zoom profile](#).

Information on how to configure waiting rooms can be found [on the Zoom Support pages](#).



### Ensure 'Hosts only' can Screen Share

This prevents anyone **other than the meeting host (or co-hosts)** from sharing their screen during a meeting.



By default, all Zoom profiles are set to 'Host only' and we recommend you keep it this setting. However, you do have the option to change it within [your personal Zoom profile](#).

If you'd like all participants to be able to share screen content, you can do this 'in-meeting' from the Zoom toolbar (it will revert back to 'host only' after your meeting).

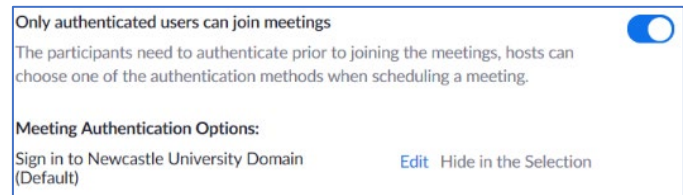
[See the screen sharing support article](#).



## ZOOM SECURITY SETTINGS

### Authenticated users

This allows you to limit who can connect to a Zoom meeting based on pre-set levels of access. We have two pre-set options for authenticating participants:



- **Zoom Users** – only people with registered Zoom accounts can join your meetings
- **Newcastle University Domain** – only people with a Zoom account registered to a Newcastle University email address can join your meetings

More information on authenticated users can be found on the [Zoom Support pages](#).

### Lock your meeting

Once a meeting has started and all invited participants have joined, **the host can lock the meeting**, which stops anyone else from joining whilst the meeting is in progress.

The Security icon in the meeting controls allows the host or co-host to enable or disable security options during a meeting

More details can be found on the [Zoom in-meeting security support pages](#).

