



Security measures available in Zoom

How to:

Prevent unwanted people entering your meeting

Know who is in your meeting

Remove unwanted participants

Controls when scheduling a meeting

The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The 'Topic' field contains 'Jon Rolph - IT@RAMS' Zoom Meeting'. The start date is 'Fri April 3, 2020' and the time is '04:00 PM'. The duration is set to '0 hour' and '30 minutes'. The 'Recurring meeting' checkbox is unchecked, and the 'Time Zone' is 'Canberra, Melbourne, Sydney'. Under 'Meeting ID', the 'Generate Automatically' radio button is selected and circled in red with the number '1' next to it. Under 'Password', the 'Require meeting password' checkbox is checked and circled in red with the number '2' next to it, and the password field contains '005431'. Under 'Video', 'Host' is set to 'Off' and 'Participants' is set to 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Other Calendars' is selected. Under 'Advanced Options', the 'Enable join before host' checkbox is unchecked and circled in red with the number '3' next to it. At the bottom right, there are 'Schedule' and 'Cancel' buttons.

1. Use auto generated meeting IDs
2. Require a meeting password for confidential meetings
3. Do not enable participants to join before the host

Controls when in a meeting

Zoom Meeting ID: 423-940-1827

Talking:

Meeting Topic: Jon Rolph - IT@RAMS's Personal Meeting Room

Host: Jon Rolph - IT@RAMS

Invitation URL: <https://zoom.us/>
[Copy URL](#)

Participant ID: 157618

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Mute Start Video Invite **Manage Participants** 1 Share Screen Chat Record End Meeting

Monitor the number of participants that join the meeting.

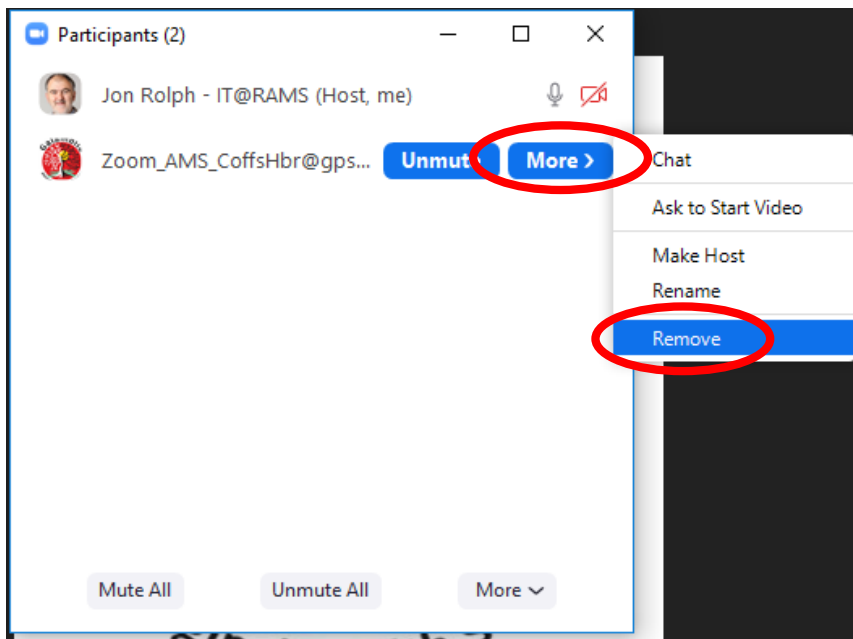
If you want to know who they are click on 'Manage Participants' to get their details.

Participants (2)

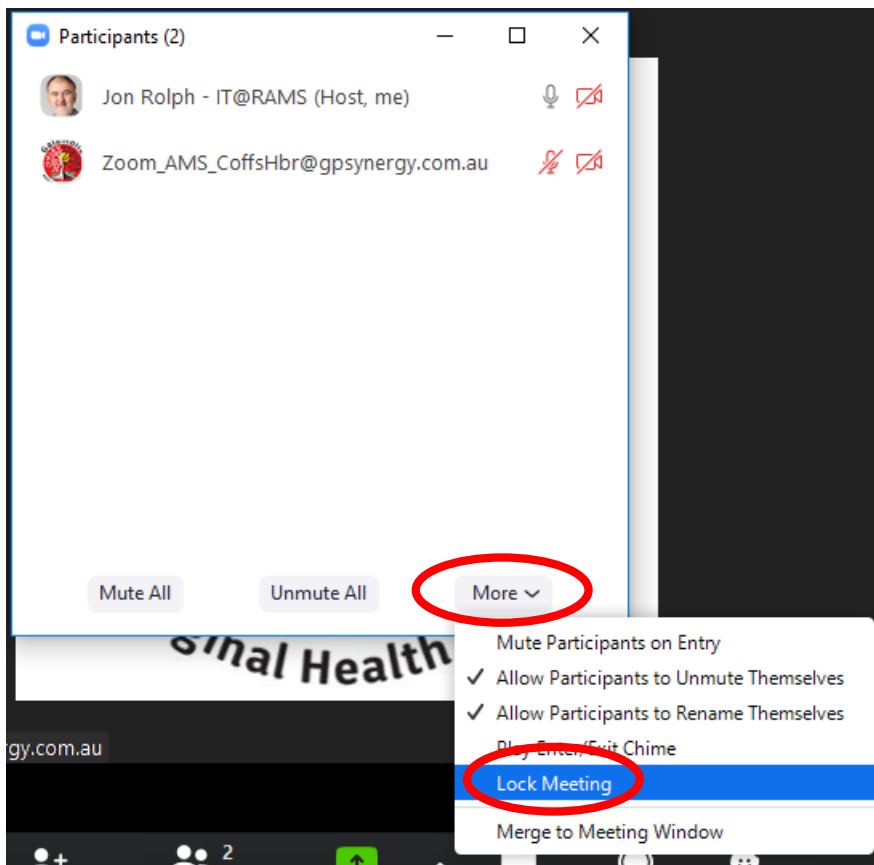
	Jon Rolph - IT@RAMS (Host, me)		
	Zoom_AMS_CoffsHbr@gpsynergy.com.au		

Mute All Unmute All More ▾

Controls when in a meeting



If you have a participants that should not be there, the meeting host can remove them as above



When all participants are in the meeting you can lock it and prevent any further parties joining