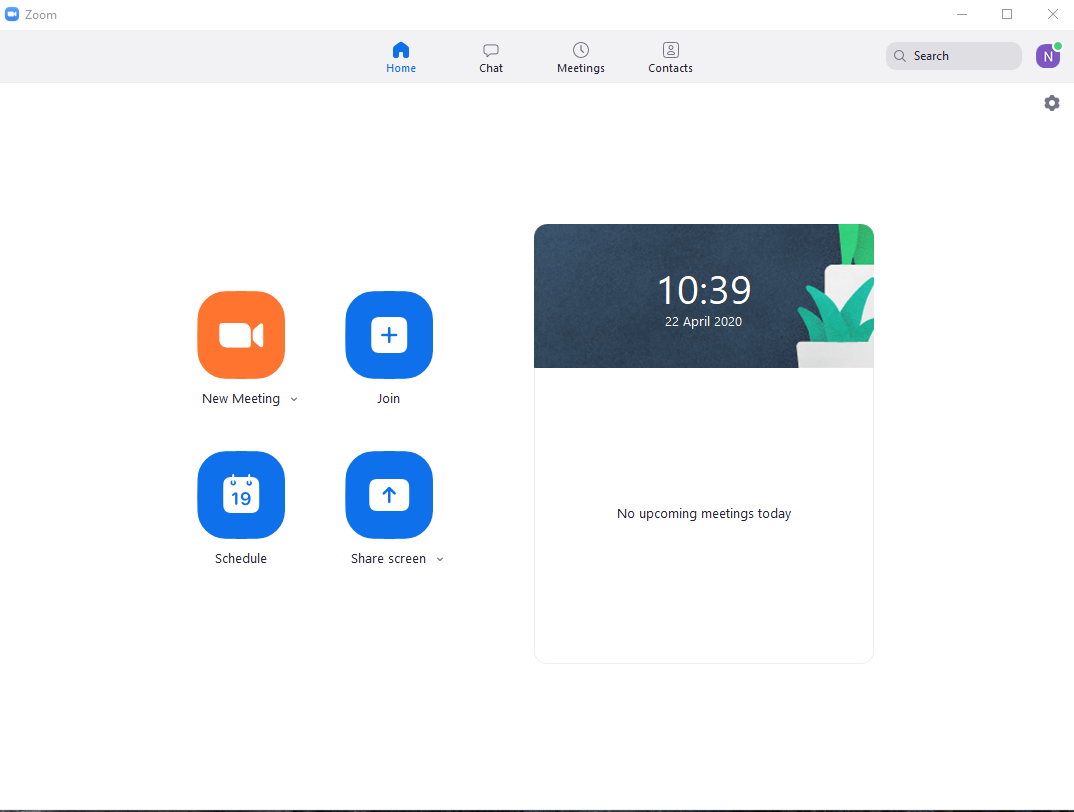
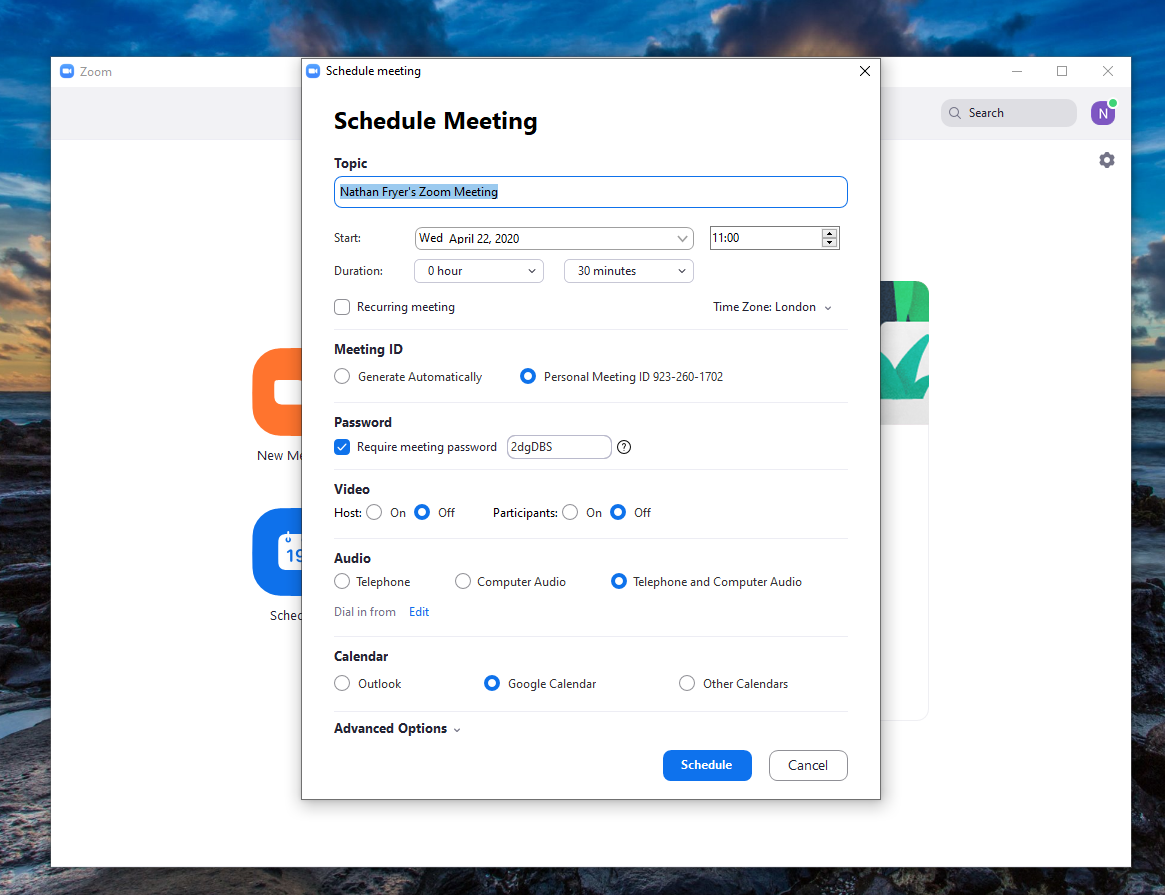
Zoom Top Tips

**Always use a password**

Open the Zoom App



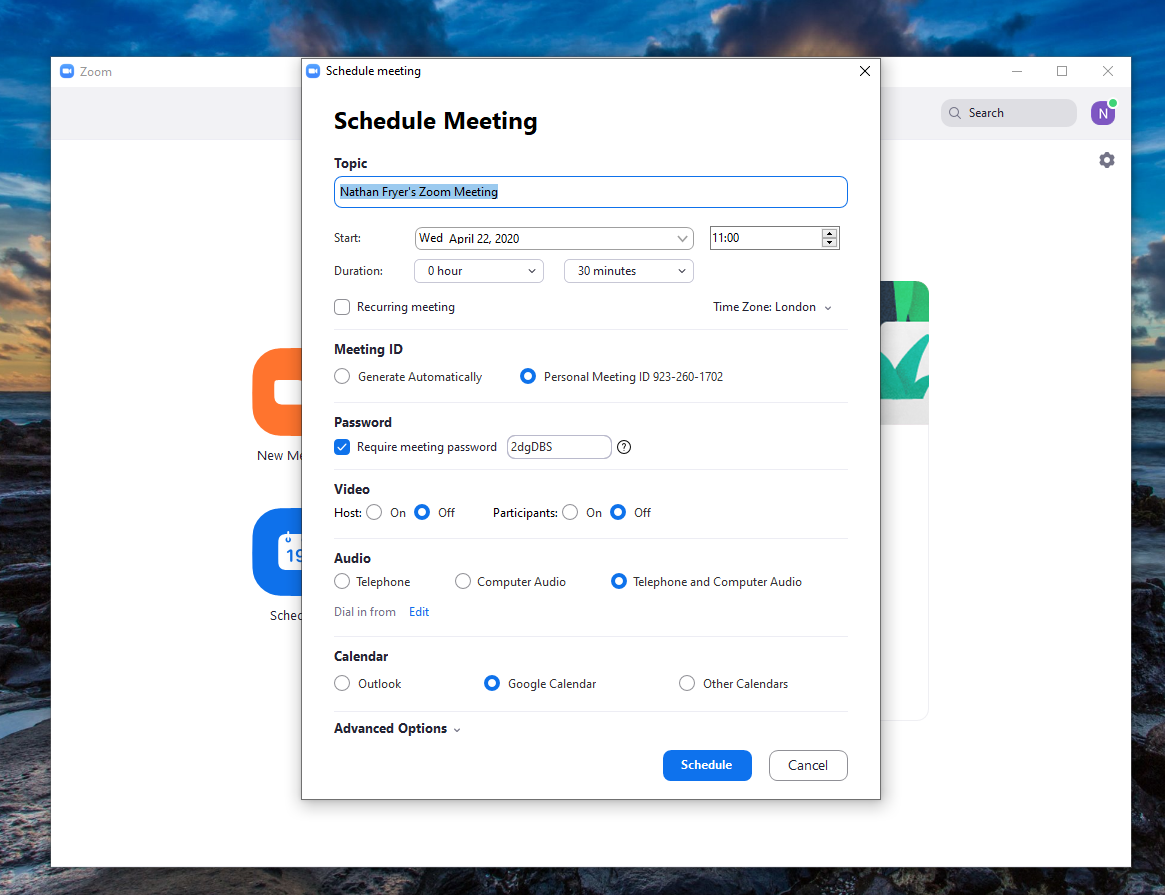
Go to Schedule Meeting



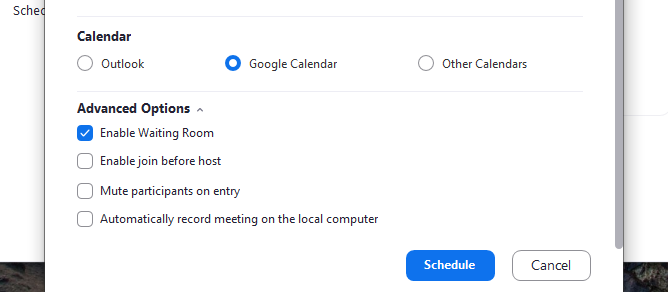
Use a secure, 10-character password

**Enable the Waiting Room**

Go to Schedule Meeting



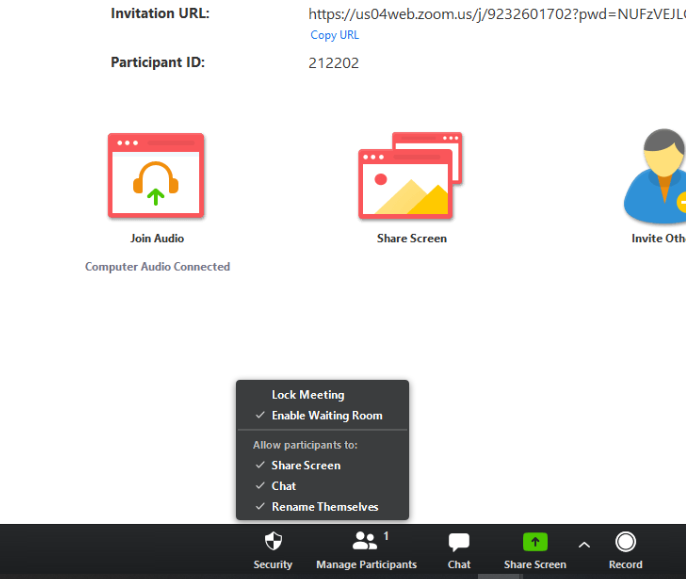
Go to the advanced options



Enable the waiting room

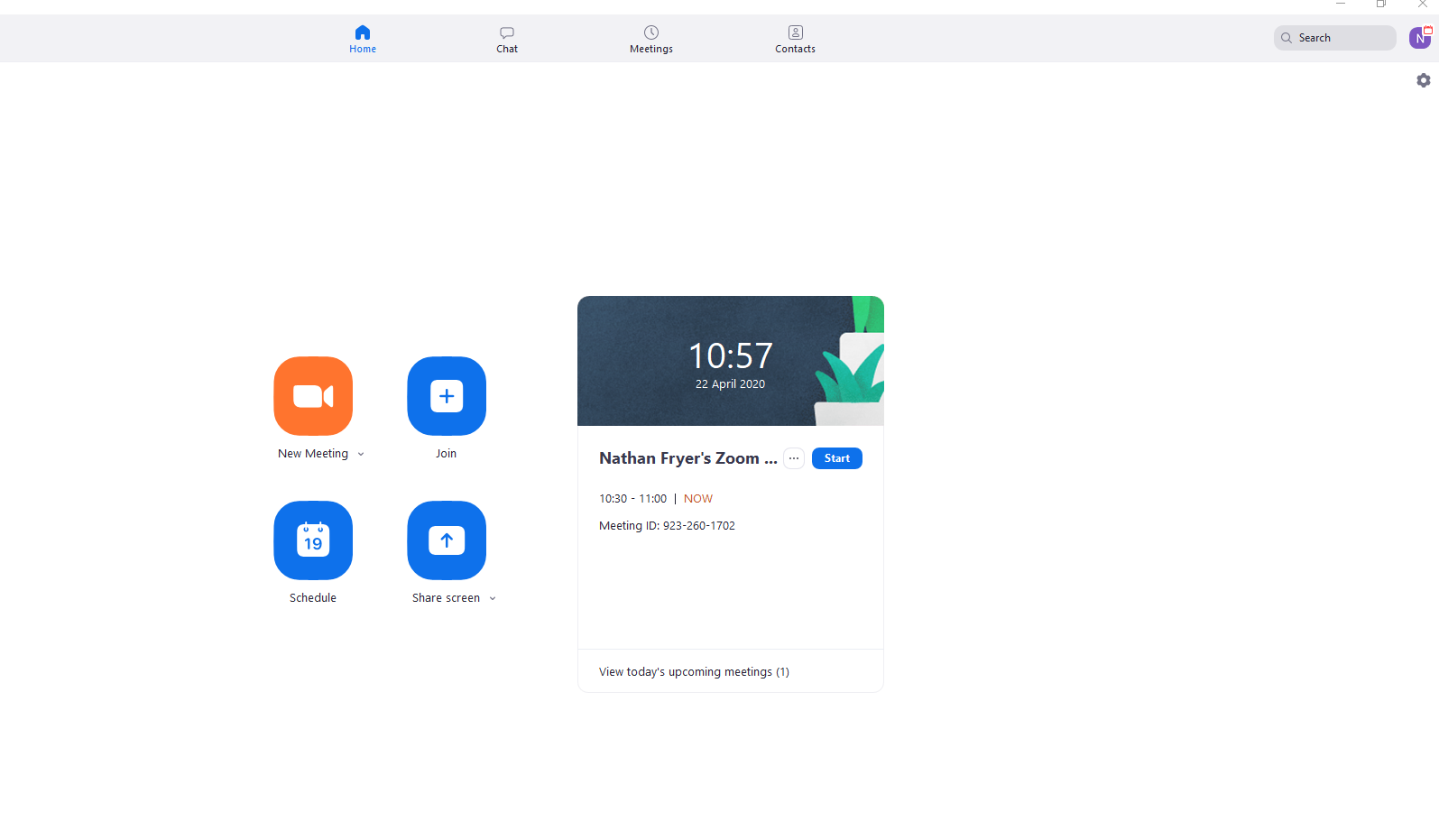
**Lock the Meeting**

Once everyone that you want in the meeting is in the meeting, you can then lock the meeting, so no-one else can join.

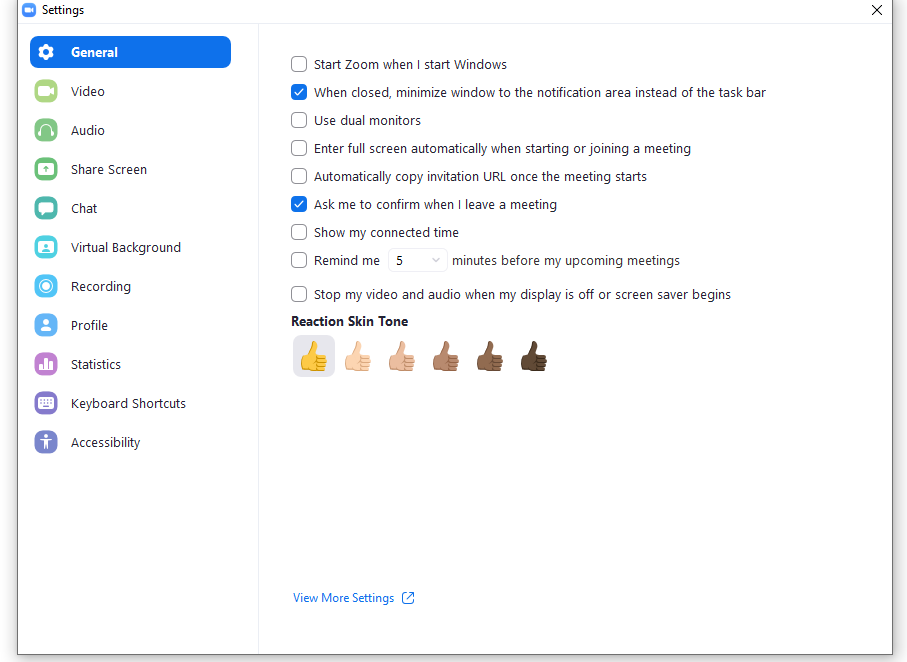


**Allow clients not to have to download the Zoom App**

This only works when accessing via a desktop device.

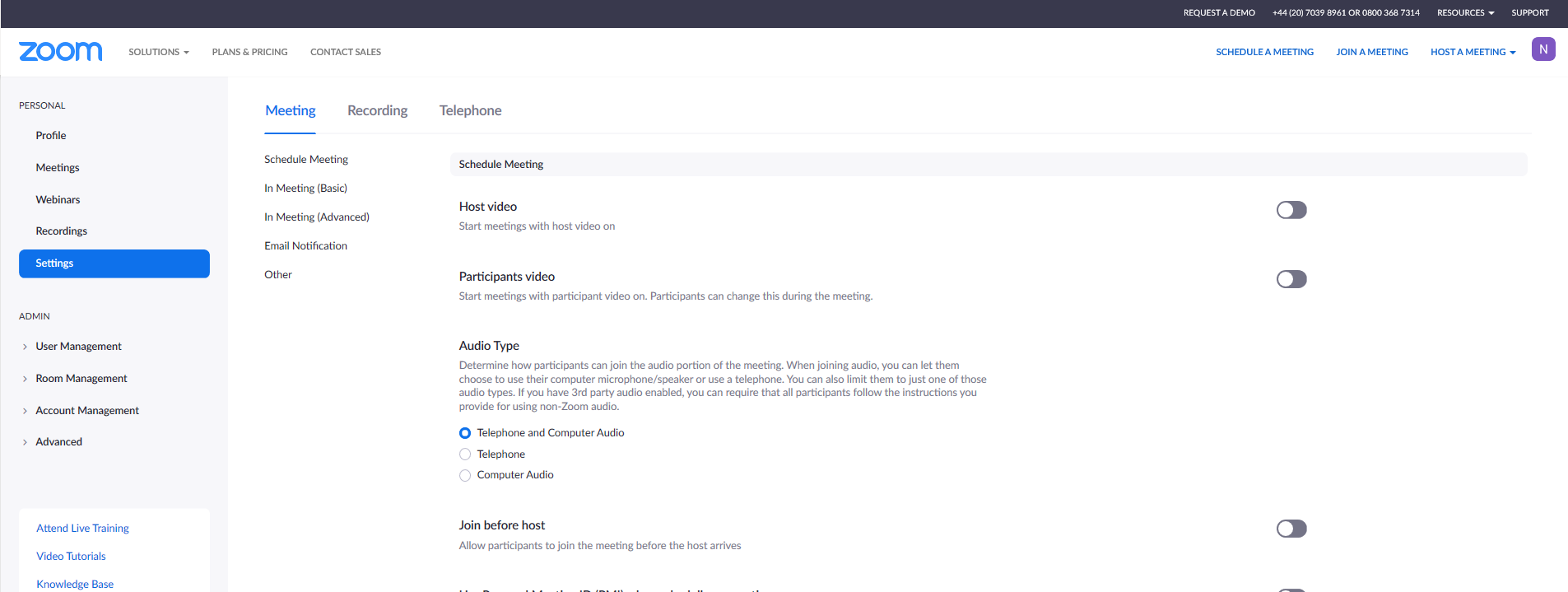


Go to settings

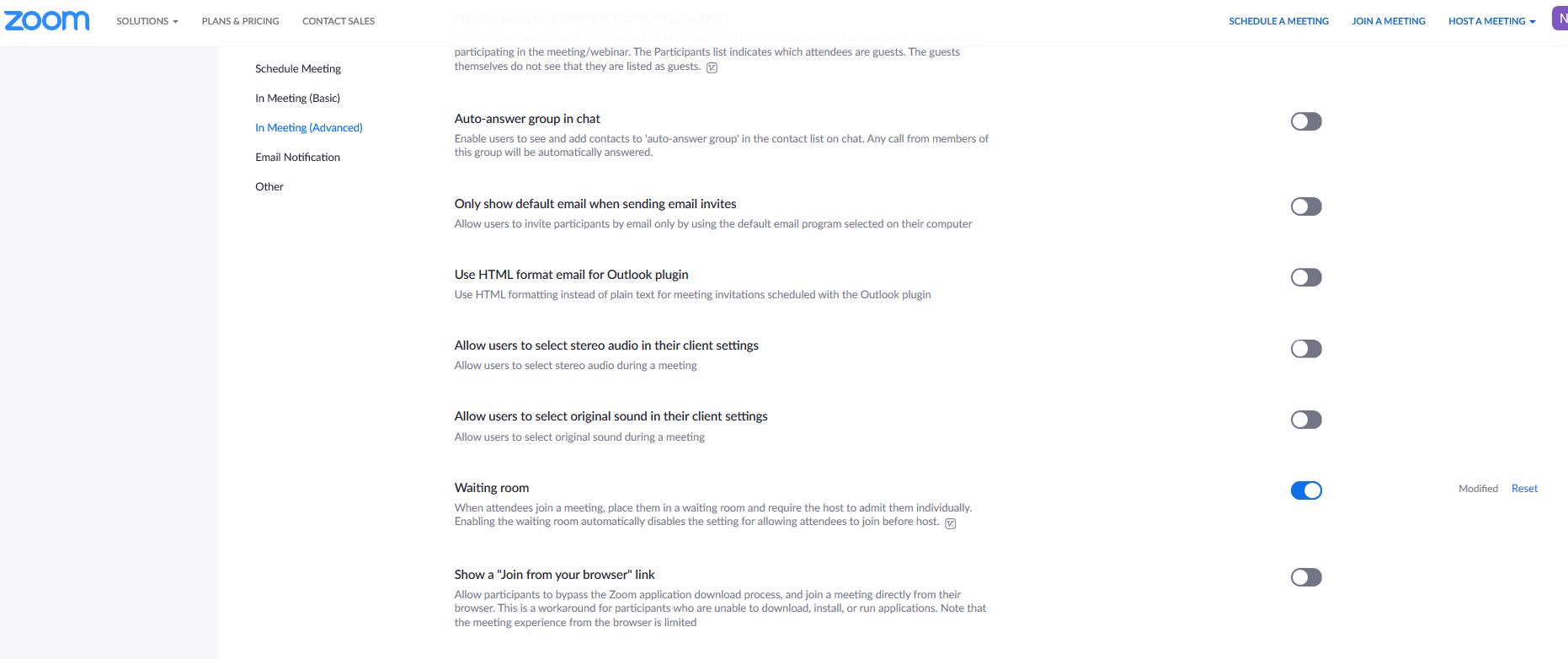


View more settings

This will take you to the website



Go to In Meeting (Advanced)



Activate the Share a “Join from your Browser Link”

**Keep your Zoom App up to date**

Zoom is responding to the increased demand and is implementing security updates regularly.