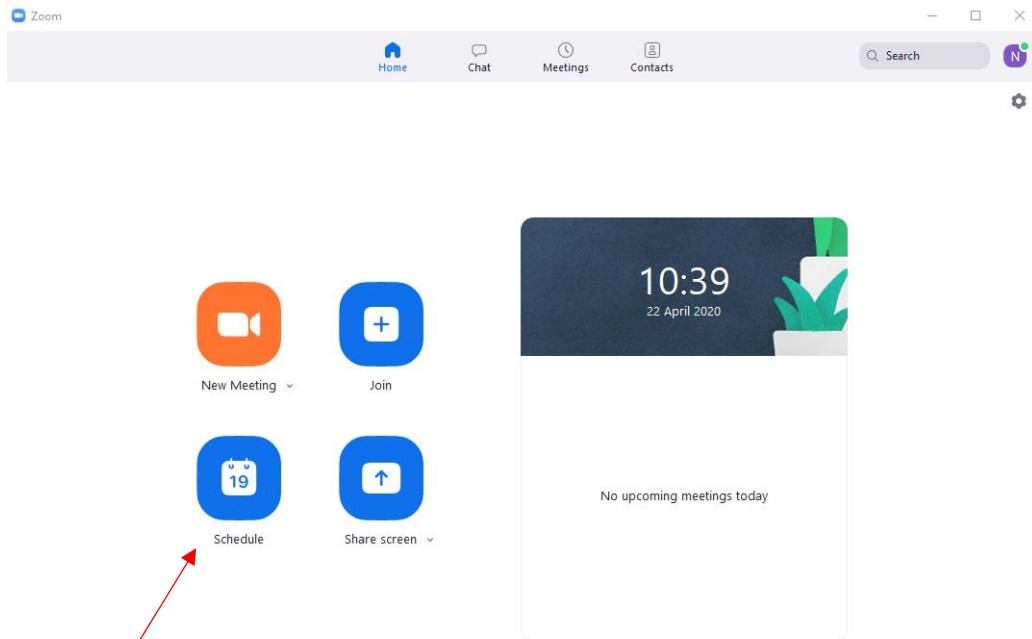
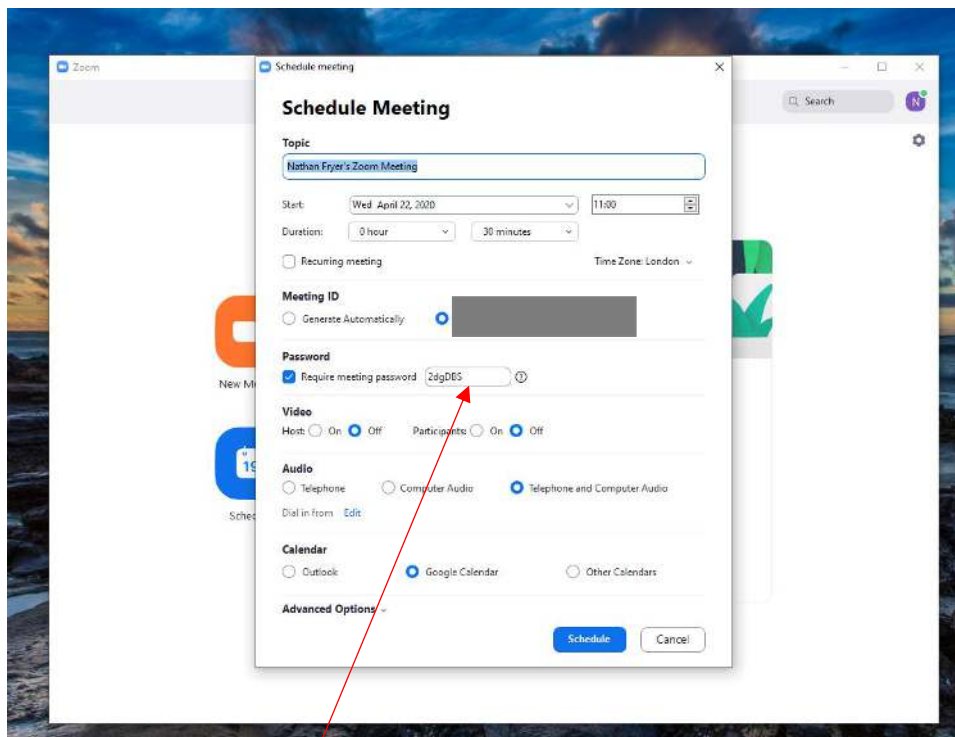


## Always use a password

Open the Zoom App



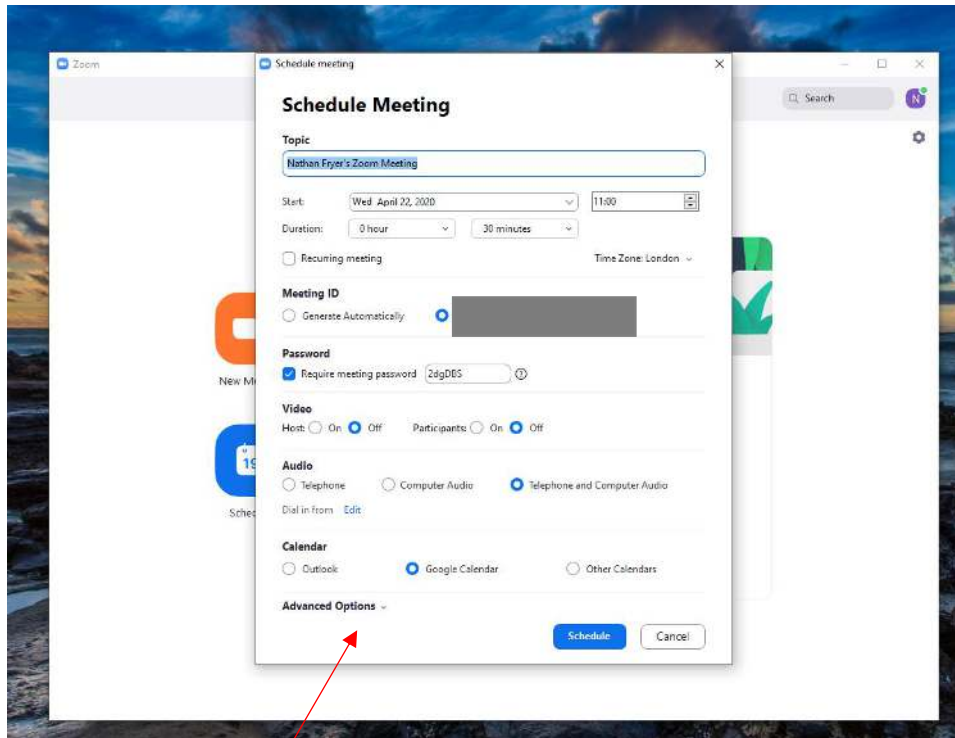
Go to Schedule Meeting



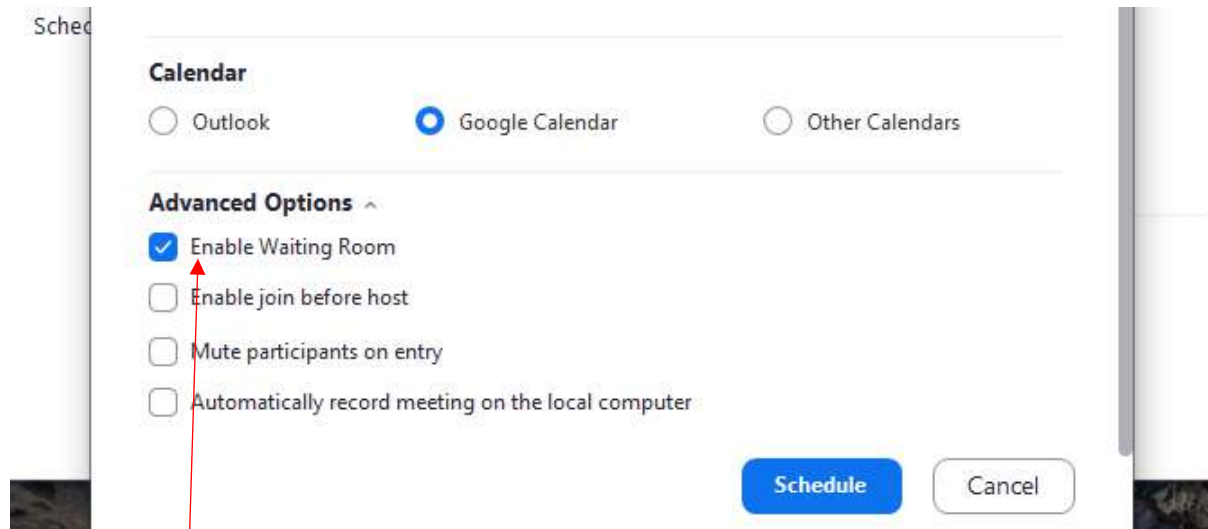
Use a secure, 10-character password

## Enable the Waiting Room

Go to Schedule Meeting



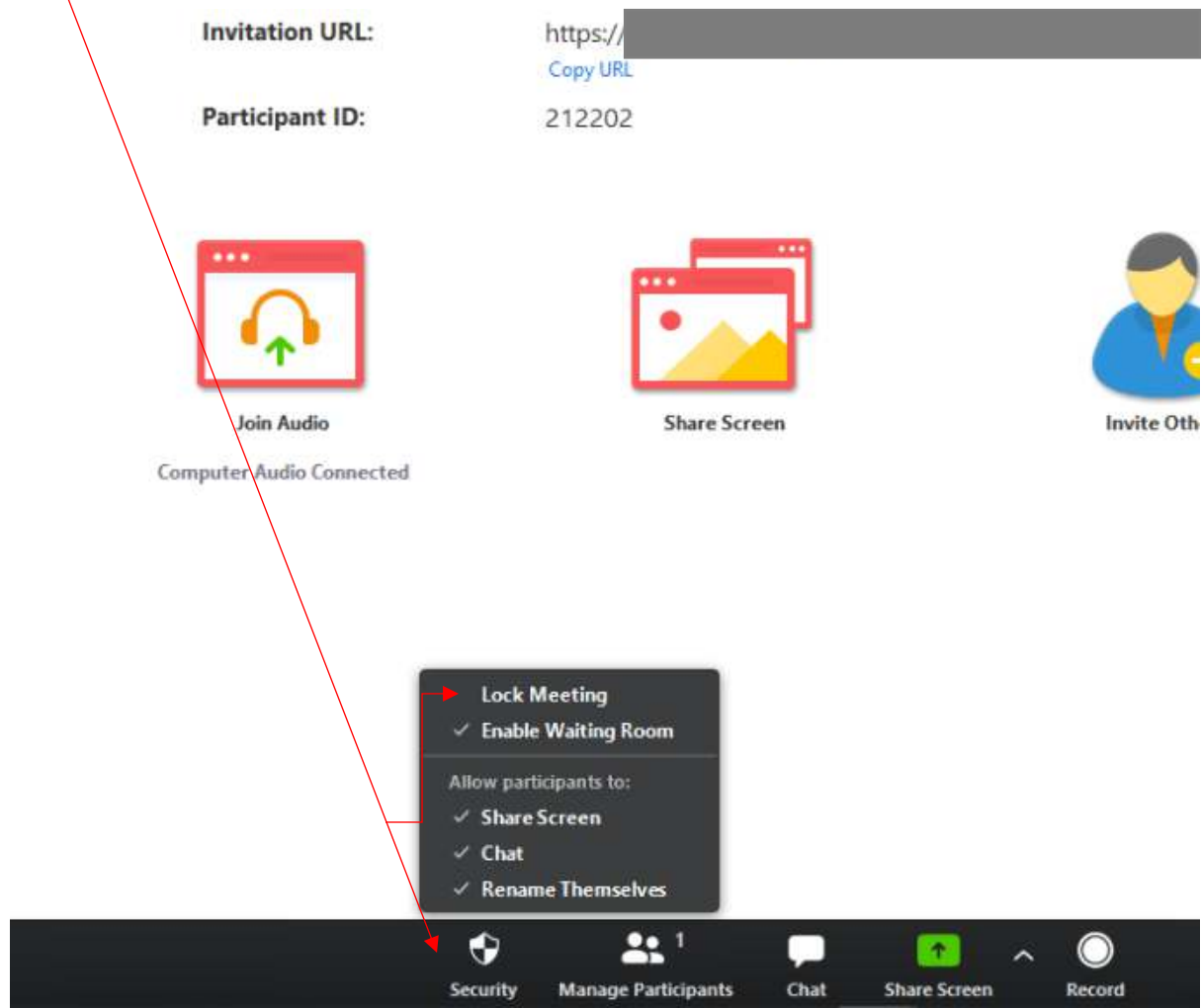
Go to the advanced options



Enable the waiting room

## Lock the Meeting

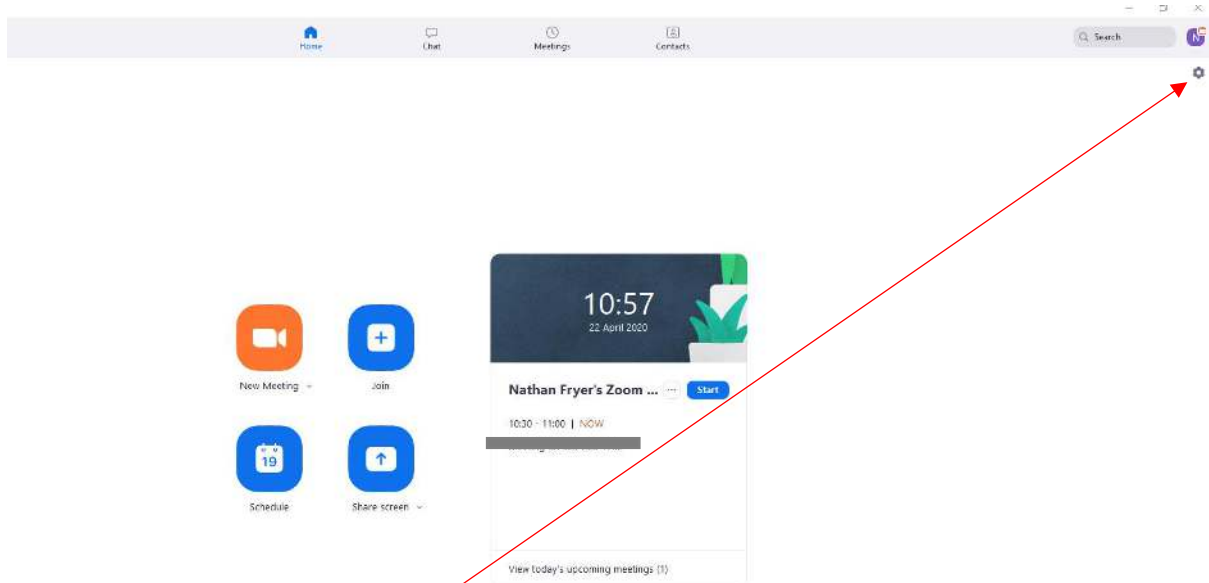
Once everyone that you want in the meeting is in the meeting, you can then lock the meeting, so no-one else can join.



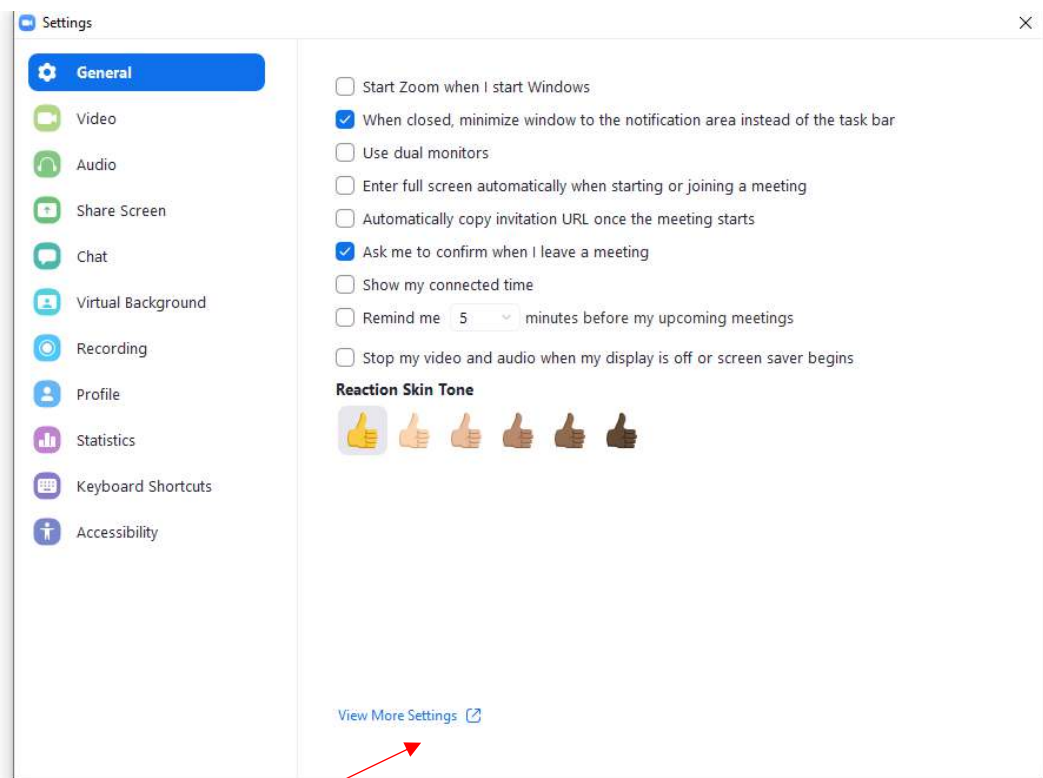
The screenshot displays a meeting control interface. At the top, the 'Invitation URL' is shown as 'https://[redacted]' with a 'Copy URL' link below it. The 'Participant ID' is listed as '212202'. Below this, there are three main buttons: 'Join Audio' (with a headset icon and 'Computer Audio Connected' text below it), 'Share Screen' (with a screen icon), and 'Invite Oth' (with a person icon). At the bottom, a dark navigation bar contains icons for 'Security', 'Manage Participants' (with a '1' next to it), 'Chat', 'Share Screen' (with a green up arrow icon), and 'Record'. A context menu is open over the 'Security' icon, listing the following options: 'Lock Meeting', 'Enable Waiting Room', and a section 'Allow participants to:' which includes 'Share Screen', 'Chat', and 'Rename Themselves'. A red arrow points from the text 'lock the meeting' in the paragraph above to the 'Lock Meeting' option in the context menu.

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

This only works when accessing via a desktop device.

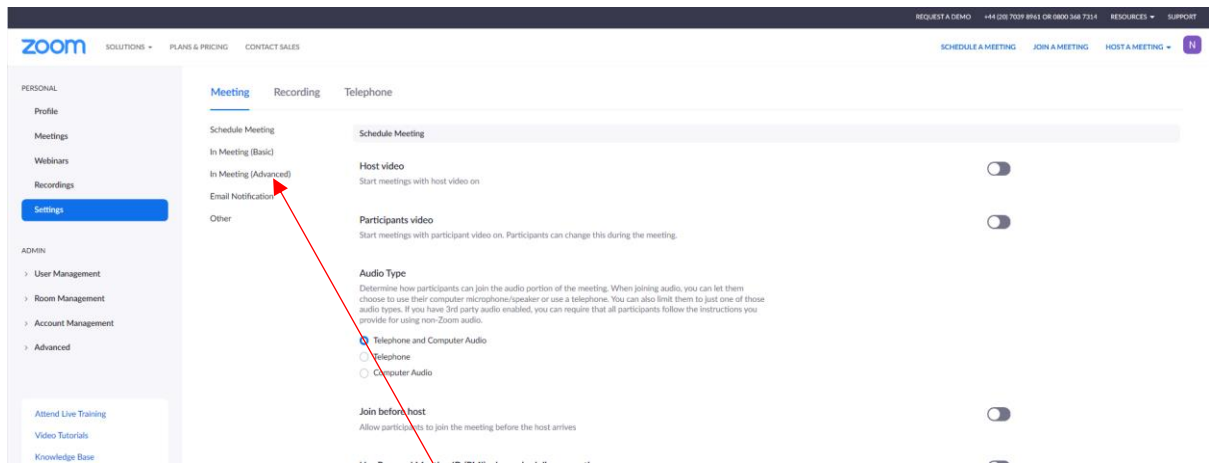


Go to settings

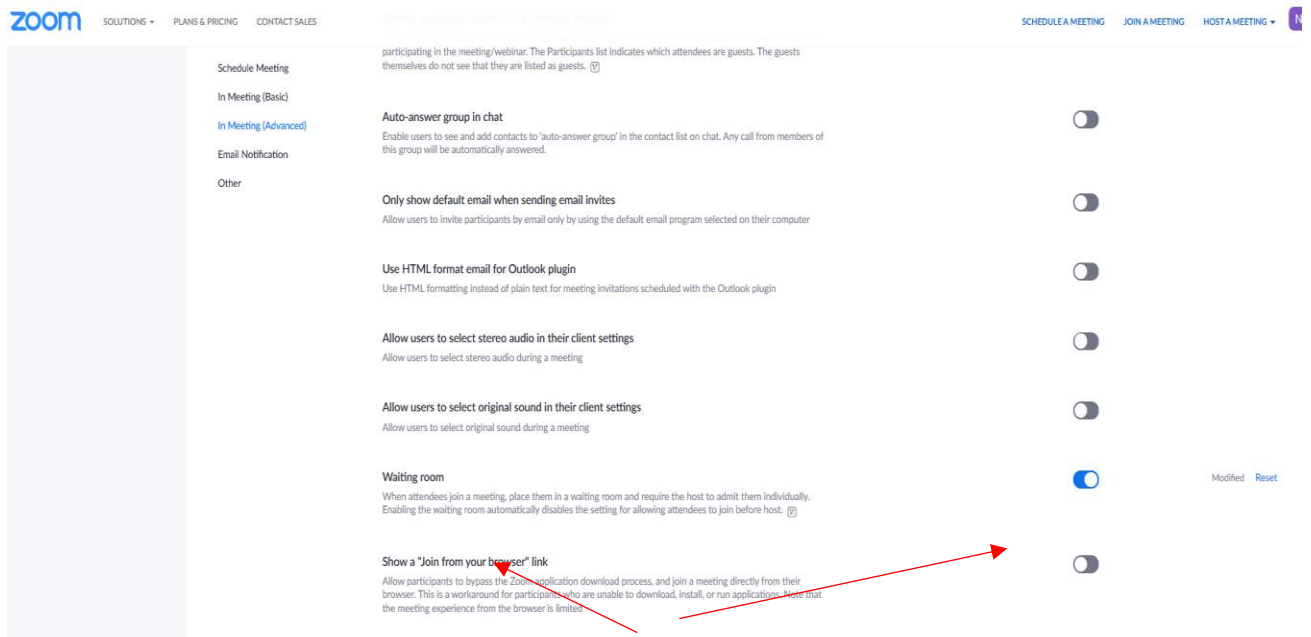


View more settings

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.