Zoom Meeting Controls to Secure Participant Actions
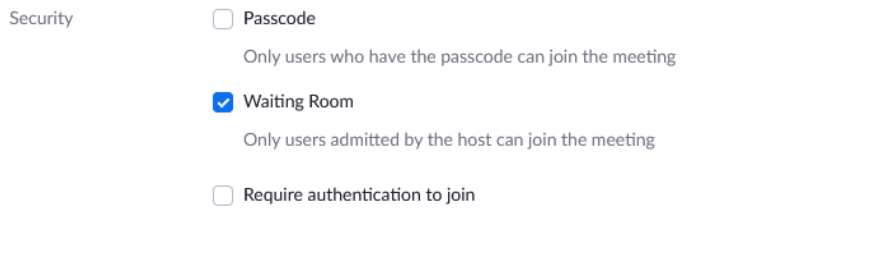
- Enable a Waiting Room
- Prevent Participants from Sharing their Screen
- Prevent Participants from Renaming Themselves
- Mute all Participants and Prevent them from Unmuting
- Disable Meeting Annotations
- Disable In-Meeting Chat
- Disable Participant Video
- Remove a Participant from the Meeting
- Lock the Meeting
- Allow Rhodes Authorized Participants to Bypass Zoom Waiting Rooms

Depending on the version of Zoom you are using, the screenshots and the location of the settings might be slightly different. Some of the settings are also able to be made under your Zoom account meeting settings. If you choose to set them under your account, they will be applied to all meetings. The following screenshots and settings will need to be made in each meeting if you do not apply them globally under your account.

Enable Waiting Room:

The [Waiting Room feature](#) allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one, or hold all attendees in the waiting room and admit them all at once. You can also set your meetings to allow participants to bypass waiting rooms. There are a couple of ways to enable a Waiting Room for your meeting:

1. When scheduling a meeting (includes scheduling meetings in Canvas), in the **Security** section, click the box next to **Waiting Room**.

2. This option requires the host to update to the latest version of Zoom (4.6.10 or higher). During the meeting, click the "**Security**" button on the Zoom control bar (only available to hosts, [alternative hosts](#) and [co-hosts](#)), and click **Enable Waiting Room**.
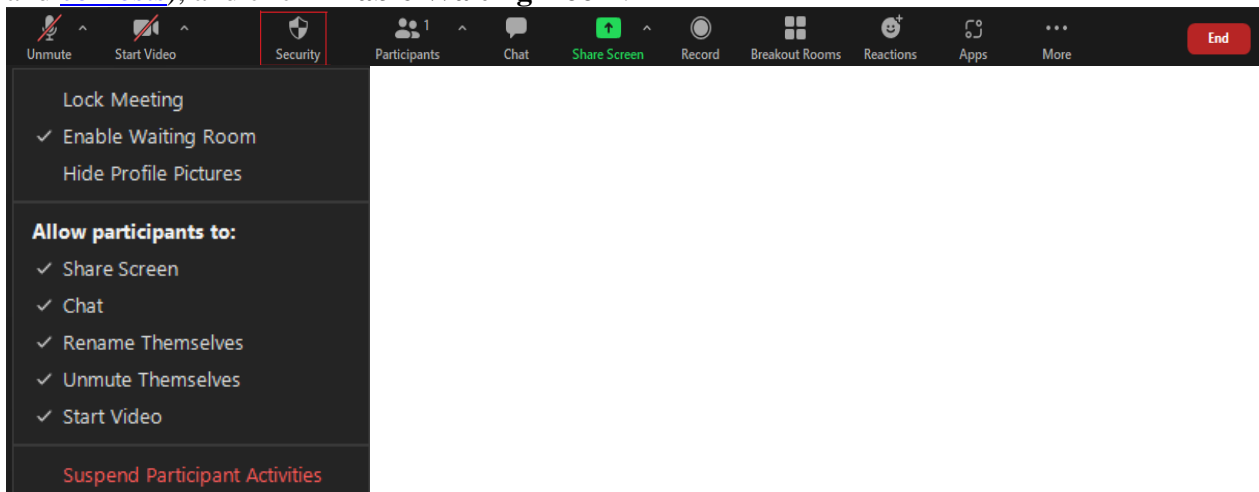
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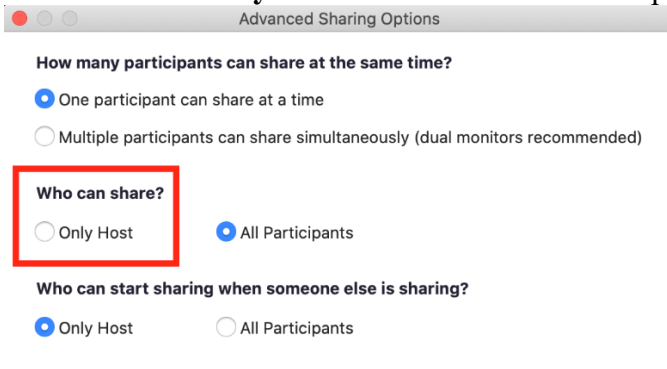
Prevent Participants from Sharing their Screen:

There are two ways to prevent participants from sharing their screen during the meeting:

Option 1:

Click the "**up arrow**" next to the Share Screen button in the Zoom meeting control bar, and then click "**Advanced Sharing Options…**"
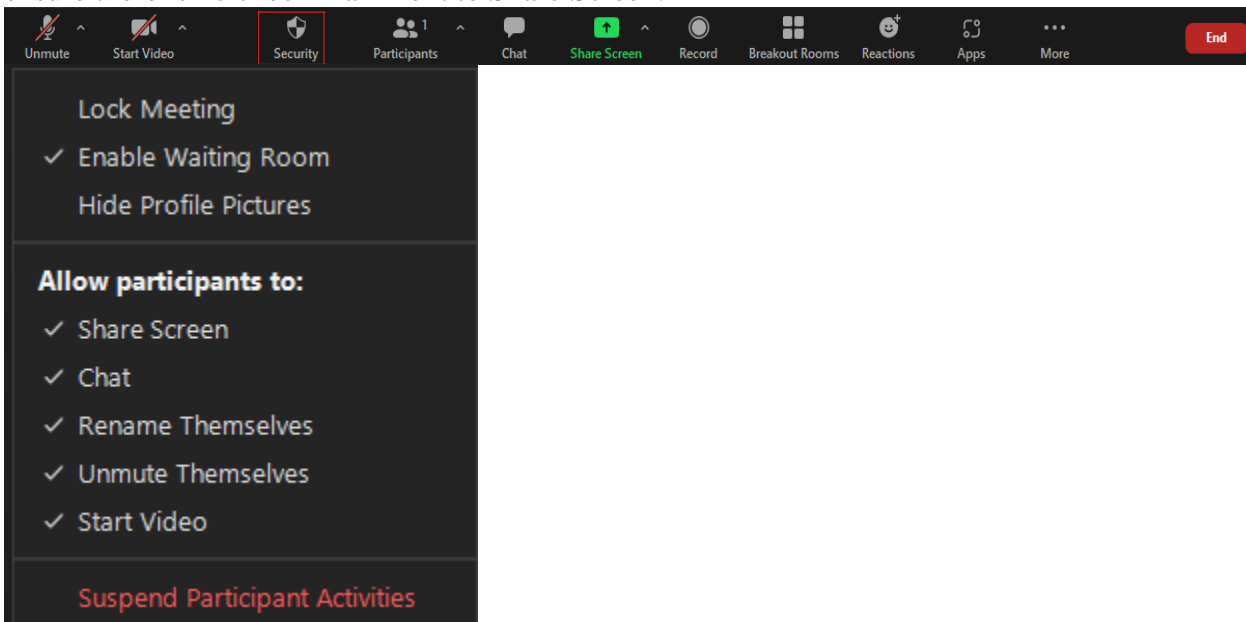

Then click on "**Only Host**" under who can share options.

Option 2:

This option requires the host to update to the latest version of Zoom (4.6.10 or higher). Click the "**Security**" button on the Zoom control bar. Under the heading "Allow participants to:" click on "**Share Screen**," and ensure there is no check mark next to Share Screen.

# Prevent Participants from Renaming Themselves:

Upon entering a Zoom meeting, participants are automatically given names based on their Zoom account or their computer's user name. These names are displayed in the participant panel and on the video thumbnails. By default, participants can opt to change their name in the Zoom meeting, and the host can choose to rename participants as well. There are two ways to prevent participants from renaming themselves.
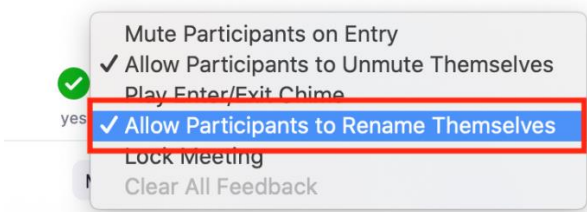
Option 1:

Click on "**Participants**" in the Zoom meeting control bar.

At the bottom of the participant's panel click the "**three-dot menu**"
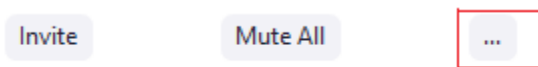
Then click on "**Allow Participants to Rename Themselves**" and ensure there's no check mark next to this option.

Option 2:

This option requires the host to update to the latest version of Zoom (4.6.10 or higher). Click the "**Security**" button on the Zoom control bar. Under the heading "Allow participants to:" click on "**Rename Themselves**," and ensure there is no check mark next to Rename Themselves.
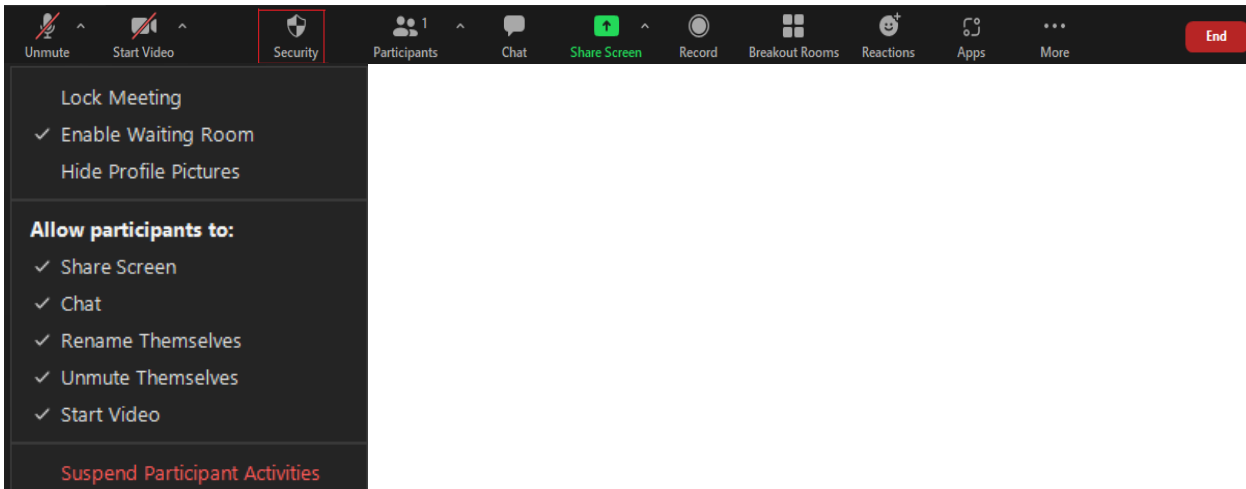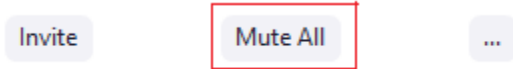

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Mute all Participants and Prevent them from Unmuting:

You can mute all participants that are already in the meeting, as well as new participants joining the meeting, and restrict them from unmuting their audio. During the meeting, click on "**Participants**" in the Zoom meeting control bar.
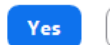

At the bottom of the participant's panel that opens to the right click "**Mute All**."

Then, **uncheck** the "Allow participants to unmute themselves" to prevent participants from talking in the meeting.
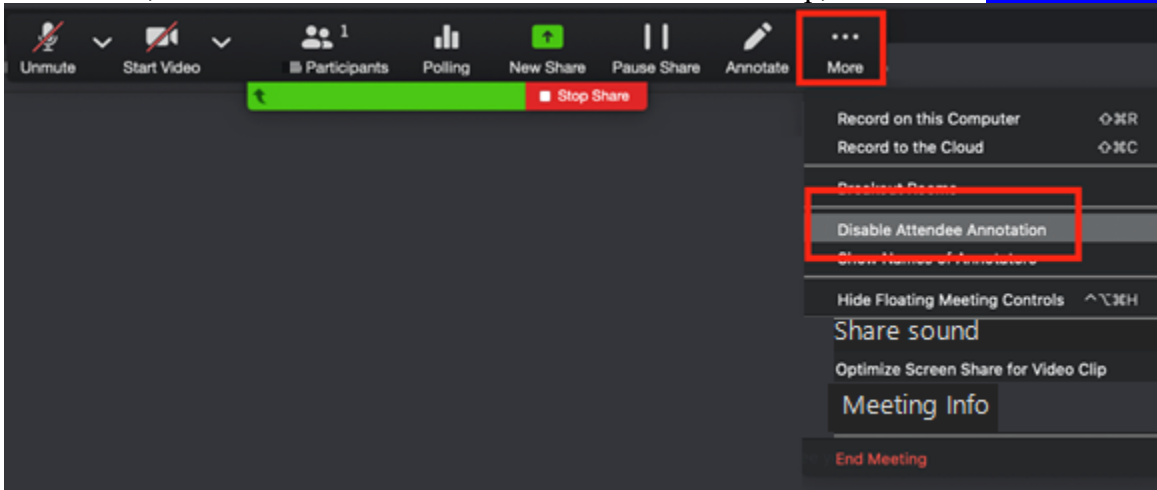
Mute all current and new participants

☐ Allow Participants to Unmute Themselves

Yes

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Disable Meeting Annotations

This will prevent participants from annotating over your shared screen. After you've shared your screen or whiteboard, click "**More**" in the screen share controls at the top, and select "**Disable Attendee Annotation**"
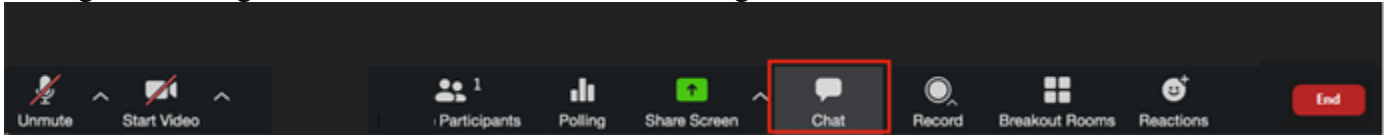

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Disable In-Meeting Chat:

By default, participants can send Chat messages privately with anyone and with everyone in the meeting. There are two ways to [prevent participants from using the Chat feature](#) in the meeting.

Option 1:

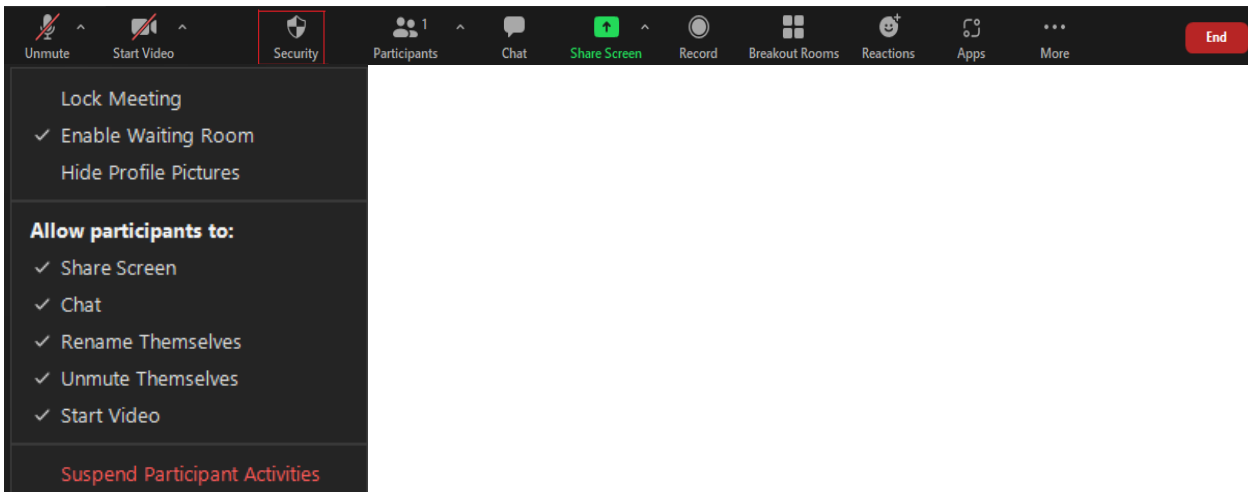During the meeting, click on "**Chat**" in the Zoom meeting control bar.

In the Chat window click on the "**three-dot menu**." Then select "**No One**" under the "**Participants Can Chat With:**" to disable the meeting chat feature.
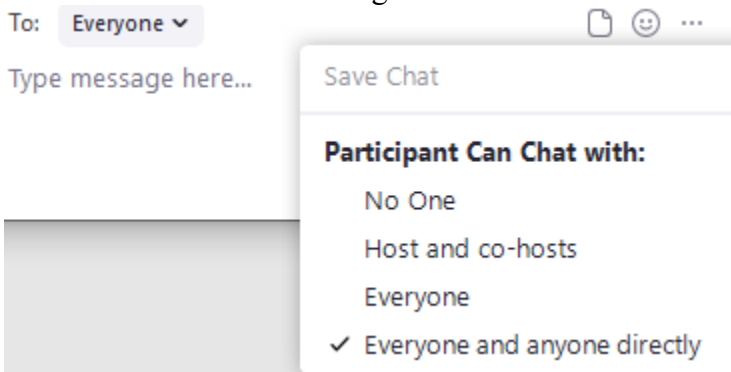
Option 2:

This option requires the host to update to the latest version of Zoom (4.6.10 or higher). Click the "[Security](#)" button on the Zoom control bar. Under the heading "Allow participants to:" click on "Chat," and ensure there is no check mark next to Chat.
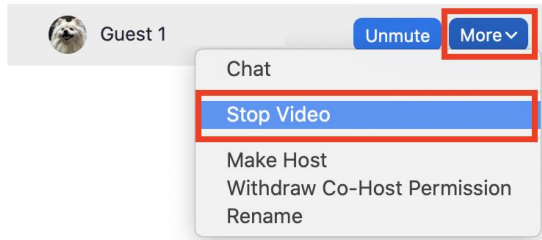

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Disable Participant Video:

This will stop a participant's video stream and prevent them from restarting their video. During the meeting, click on "**Participants**" in the Zoom meeting control bar.

In the Participants panel, mouse over a participant's name, and click "**More**" and then the "**Stop Video**" button.
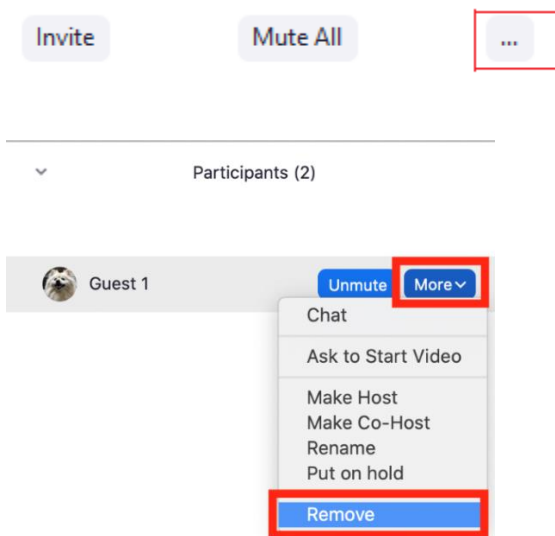

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Remove a Participant from the Meeting:

You can remove unwanted participants from your Zoom meeting. Note: it is possible for unwanted people to return, unless you lock the meeting. To remove a participant during the meeting, click on "**Participants**" in the Zoom meeting control bar.

In the participant's panel, mouse over the person's name you want to remove, click the "**three-dot menu**" and click "**Remove**."
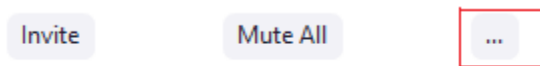

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Lock the Meeting:

When you lock the meeting, no new participants can join, even if they have the meeting ID and password. There are two ways to lock your meeting:
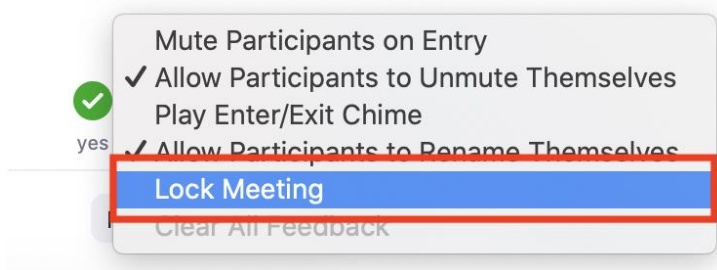
Option 1:

Click on "**Participants**" in the Zoom meeting control bar.

Then at the bottom of the participant's panel click the "**three-dot menu**"
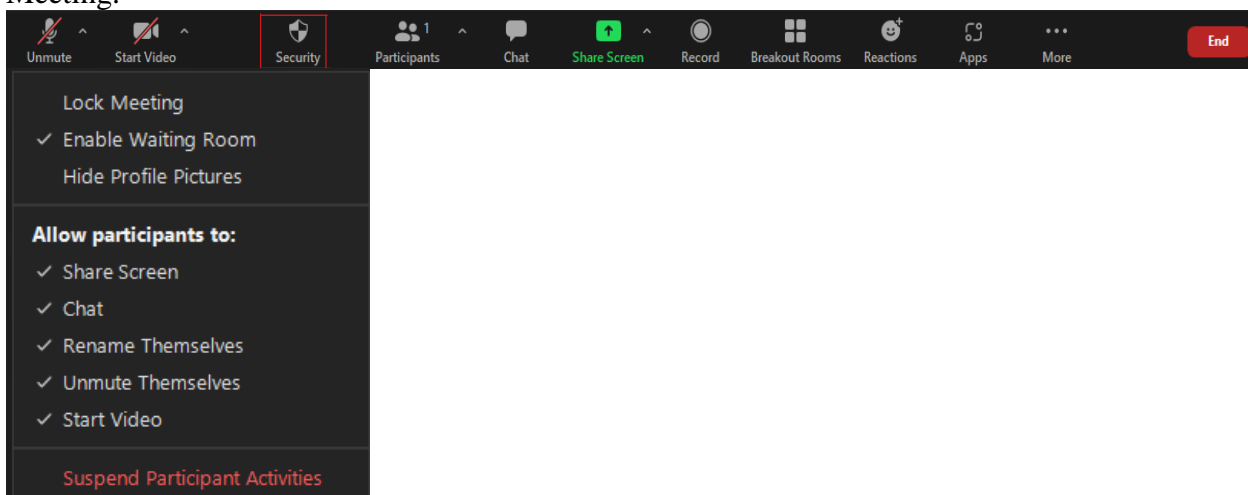

Then click "**Lock Meeting**."

Option 2:

This option requires the host to update to the latest version of Zoom (4.6.10 or higher). Click the "**Security**" button on the Zoom control bar. Then click on "**Lock Meeting**," and ensure there is a check mark next to Lock Meeting.

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# Allow Rhodes Authorized Participants to Bypass Zoom Waiting Rooms:

By default, Zoom [waiting rooms](#) require that the host admit each meeting participant (or all participants at once) into their main meeting room. Meeting hosts can change their Zoom settings to allow authenticated Rhodes users only to bypass the waiting rooms and automatically be admitted to the main meeting room without requiring the host to take any action.

Things to note:

- Changing this setting will affect all meetings created by the host. There might be cases where meeting hosts may not want any Rhodes users entering into some sensitive meetings without first being admitted through the Waiting Room. If this is a concern please do not change this setting.
- Rhodes participants who are not logged into Zoom when joining will be added to the Waiting Room. If not logged in, they will have an option to log in.
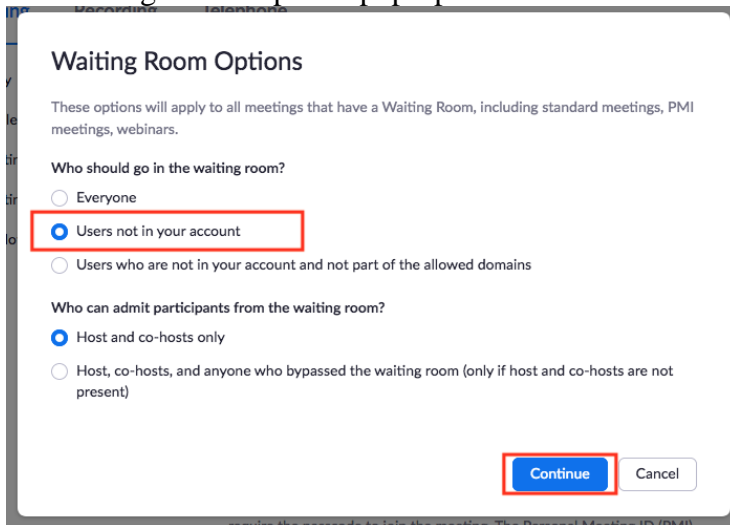
Instructions:

1. Sign in to your zoom account
2. Click '**Settings**'
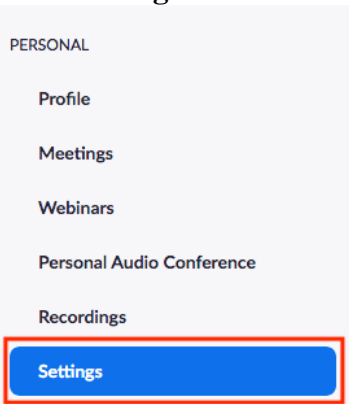
3. Under the '**Meeting**' tab locate the '**Security**' section and click on '**Edit Options**' under the Waiting Room Options
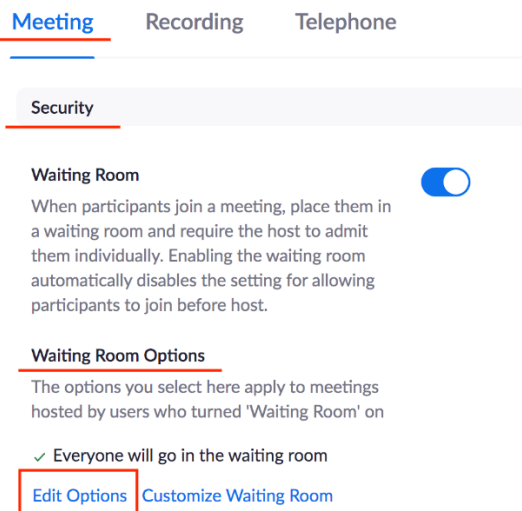
4. Click on '**Users not in your account**' under the heading "Who should go in the waiting room?" within the Waiting Room Options pop-up window

5. Click '**Continue**' to save the setting
6. Confirm the change on your meeting settings page under 'Waiting Room Options'