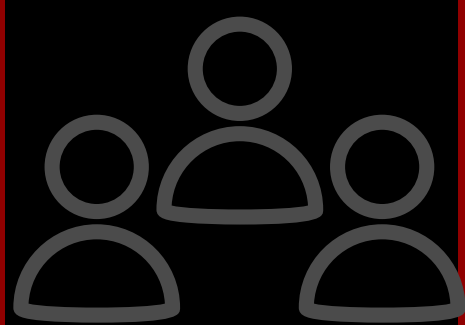# STUDENT ENGAGEMENT & ACTIVITIES'
GUIDE TO ENSURING SECURE VIRTUAL ZOOM MEETINGS
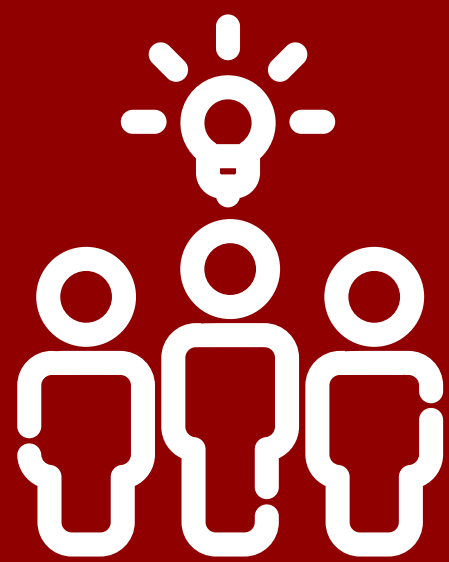
Allow Only Stony Brook University Users to Your Scheduled Meetings:

1. Sign into your Zoom account via stonybrook.zoom.us
2. Select the 'Meetings' tab.
3. Select the scheduled meeting you would like to require authentication for under 'upcoming meetings'.
4. Select "Edit this Meeting" at the bottom of the page.
5. Check off "only authenticated users" can join (you should see Stony Brook Login and stonybrook.edu).
6. Click Save.

Lock Meeting/Enable Waiting Room:

1. Open your scheduled meeting via the Zoom app.
2. Select 'Security' at the bottom of the window.
3. To lock the meeting (so no other participants can enter), check 'Lock Meeting' (please note this should only be done when all participants have entered the meeting).
4. To Enable the Waiting Room (so anyone trying to enter must to be manually admitted by a host/co-host), check 'Enable Waiting Room'. (please note to admit participants from the waiting room select 'participants' and then 'admit' or 'admit all'.
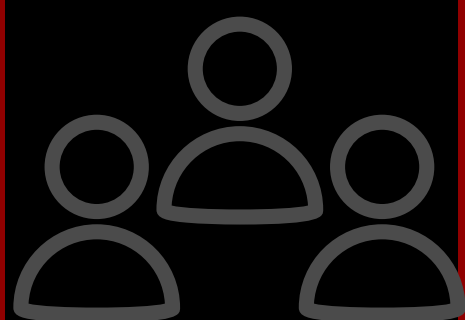
STUDENT ENGAGEMENT & ACTIVITIES'
GUIDE TO ENSURING SECURE VIRTUAL ZOOM MEETINGS

Manage Disruptive Participants:

1. Open your scheduled meeting via the Zoom app.
2. Select 'Participants' at the bottom of the window. Once selected, a new tab should appear in the corner of the Zoom window.
3. To mute an individual participant, scroll over the participants name and click the 'microphone icon' (once the participant is muted the icon will turn red).
4. To mute all participants, select 'mute all' at the bottom of the participant tab.
5. Close out of participant chat.

Manage Who Can Screen Share:

1. Open your scheduled meeting via the Zoom app.
2. To change/check the setting, click 'Security'.
3. Under 'Allow participants to' check or uncheck 'Share Screen'.

*Please note: By default, only hosts(s)/co-hosts(s) can share screens on SBU Zoom.