


Before The Meeting

It important to have your settings in your account configured properly for security. Your settings are easier to administrate in a web browser than in the Zoom app.

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. [Learn more](#)

[SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING](#) 

Co-host Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	<input checked="" type="checkbox"/>	Modified Reset
Polling Add 'Polls' to the meeting controls. This allows the host to survey the attendees. Learn more	<input checked="" type="checkbox"/>	Modified Reset
Allow host to put attendee on hold Allow hosts to temporarily remove an attendee from the meeting.	<input checked="" type="checkbox"/>	Modified Reset
Always show meeting control toolbar Always show meeting controls during a meeting. Learn more	<input type="checkbox"/>	
Show Zoom windows during screen share Learn more	<input type="checkbox"/>	
Screen sharing Allow host and participants to share their screen or content during meetings	<input type="checkbox"/>	Modified Reset
Disable desktop/screen share for users Disable desktop or screen share in a meeting and only allow sharing of selected applications. Learn more	<input checked="" type="checkbox"/>	

This option cannot be changed because

- Screen sharing is OFF

This option has been changed because

- Screen sharing is updated

[Help](#)

The most important settings to have set as a default for securing your meeting:

- Enable Mute Participants Upon Entry (You can toggle on and off during meeting)
- Disable Chat and Private Chats (You can toggle on and off during meeting)
- Disable ability to Save Chats
- Disable File Transfer
- Enable Co-hosts

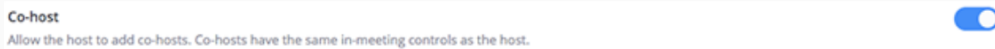
Enabling co-host

Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click **Account Settings**.
2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



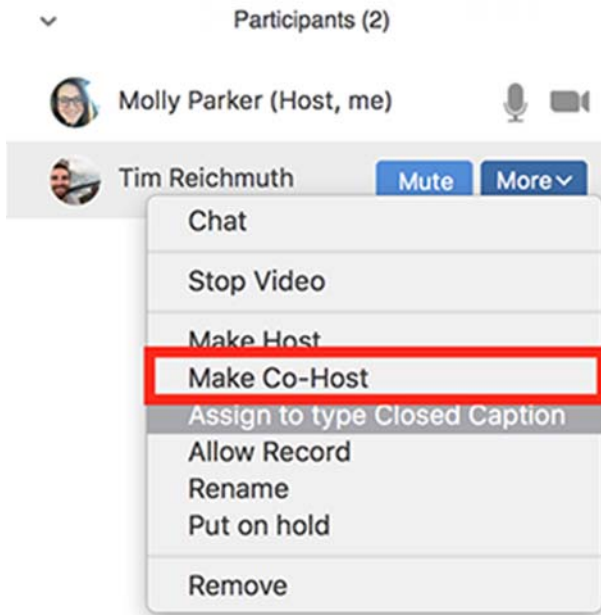
3. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

- Enable Polling (Optional but handy for Group Conscience)
- Enable Allow Host to Put Attendee on Hold (You do this sometimes rather than REMOVE to avoid mishaps in removing the wrong person. It is the same as Remove but you can undo it more easily.)
- Disable Screen sharing
- Disable Annotation
- Disable Allow Removed Participants to Rejoin
- Disable Virtual Background (it gets abused by trolls)
- Disable Recording options
- Enable Blur Screenshots

During the Meeting:

1. **Assign A Co-Host:** Assign a co-host to help you administrate the meeting. The best meetings have 2 people working together to run the meeting.

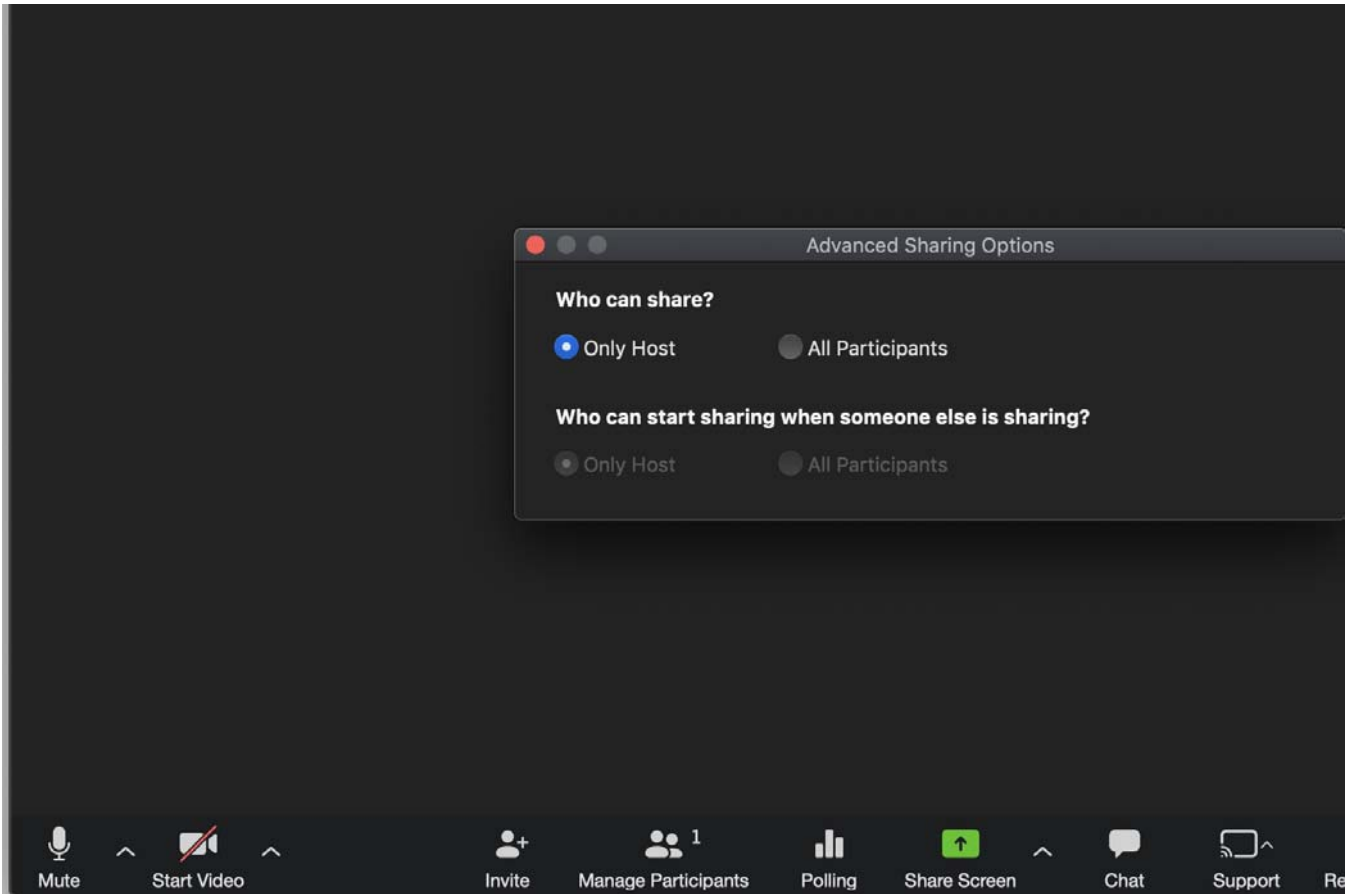
Once your meeting is enabled in the settings (do this before the meeting), you can assign a co-host during your meeting to help you with unmuting.



The co-host helps the Secretary/Host run the meeting by:

- Unmuting/Muting Participants before and after sharing
- Lowering Raised Hands after Sharing
- Removing Trolls (Remove or Put On Hold)
- Lock the Meeting once it has been cleared of abusive behavior/attendees
- Enabling and Disabling Chat during Birthdays, Newcomers and Out-of-towners (Watch out for trolls you may have missed during these chat openings)
- Screensharing Readings so we don't have to wait for volunteers to find the readings or get their glasses, etc. (Hosts can still screenshare)

2. Double check that Only Host can Screen Share located in the UP Arrow next to Screen Share



3. Turn off the ability for Participants to Unmute themselves (In the MORE menu located in the bottom of the Participants window)

The image shows a Zoom meeting interface. At the top, the 'Participants (1)' window is open, displaying the host 'Nanea Reeves (Host, me)'. Below the participant list, there are buttons for 'Mute All', 'Unmute All', and 'More'. The 'More' menu is open, showing a list of settings: 'Mute Participants on Entry' (checked), 'Allow Participants to Unmute Themselves' (unchecked), 'Play Enter/Exit Chime', 'Allow Participants to Rename Themselves' (checked), 'Lock Meeting', and 'Lower All Hands'. To the right of the 'More' menu, a vertical list of seven toggle switches is visible, with the second one from the top being the one being targeted by the instruction.

Participants (1)

NR Nanea Reeves (Host, me)

Mute All Unmute All More

- ✓ Mute Participants on Entry
- Allow Participants to Unmute Themselves
- Play Enter/Exit Chime
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Lower All Hands

4. Turn off chatting in the beginning of the meeting and turn off the ability for Private Chatting among Participants (Click on ... in the chat settings menu in the chat window)

