

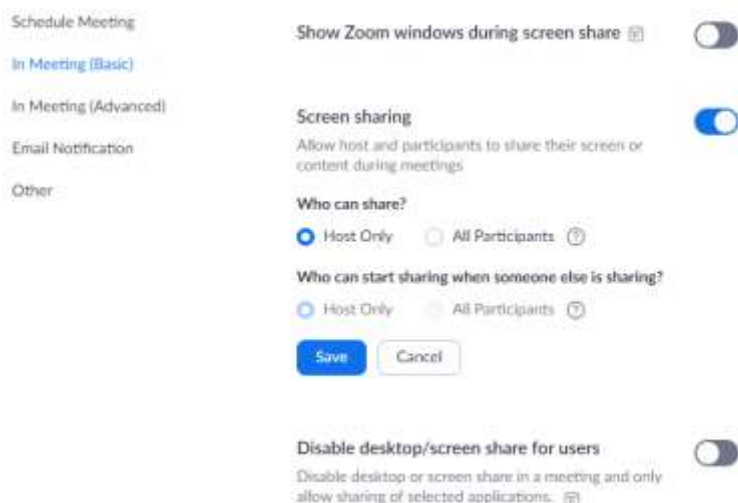
Important Zoom Safety Updates

In an effort to provide the safest tele-conferencing experience to our students, it is our recommendation that you make the following changes to your current Zoom settings. These settings should only need to be set once and should remain in place unless the user changes them.

1. Only hosts should screen share.

To ensure this feature is enabled:

- Login to your account.
- Click the Settings tab, this is on the left hand side of the screen.
- Click on In Meeting (Basic) and scroll down to screen share.
- Allow only the host to share their screen.




2. Enable a waiting room for each meeting that you host.

This feature will require that a teacher admit each student into their “virtual classroom”. This will prevent people from outside the school system from attending your online meeting sessions. To do this please choose the following:

- Login to your account.
- Click the Settings tab, this is on the left hand side of the screen.
- Click on In Meeting (Advance) and scroll down to Waiting Room .
- Click enable.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



- 3. In the event that someone attends your meeting that is uninvited, click End Meeting for all.**
- 4. Please do not post links to Zoom meetings on social media – this could provide an opportunity for unwelcome guests.**