

## ZOOM SECURITY AND SET UP CHECKLIST

### Zoom Security:

- Don't use your personal Zoom ID
- Require a Password
- Enable Waiting Room
- "Only Host" can share screen
- Turn Host and Participant Video Off
- Mute Participants on Entry
- 5 minutes after class begins, [lock the meeting](#).

### Turn these Zoom Video Settings ON:

- Always display participant name on their video
- Turn off my video when joining a meeting
- Spotlight my video when speaking

### Turn these Zoom Audio Settings ON:

- Mute microphone when joining a meeting
- Press and hold SPACE KEY to temporarily unmute yourself

### Turn these Zoom Settings OFF:

- Mute notifications
- Private Chat (allow meeting participants to send a private 1:1 message to another participant)
- Sound notifications when someone joins or leaves