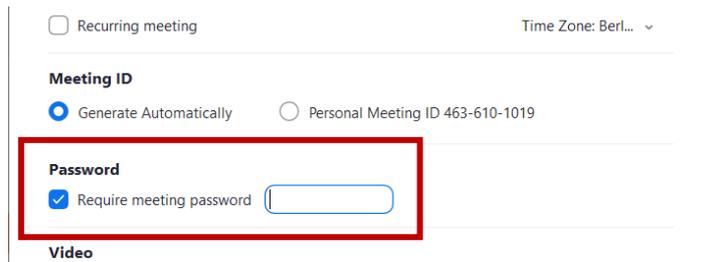


## Keep your Zoom meeting safe

To protect your Zoom meeting from uninvited guests we have put down some tips. This guide is based on the Zoom client. If you invite participants/schedule meetings from the web portal it may look a bit different, but you can do the same settings.

### Before the meeting

When you invite to the meeting – set a password that you distribute together with the link to the invited participants. Don't publish the link or the password anywhere public.



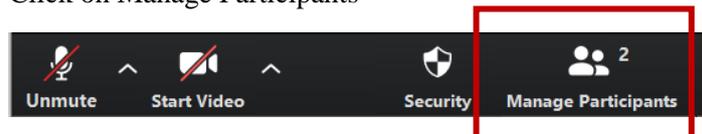
You can also activate a "Waiting room" where the participants will stay until you let them in to the meeting room. You'll find that setting in the Advanced Options section.



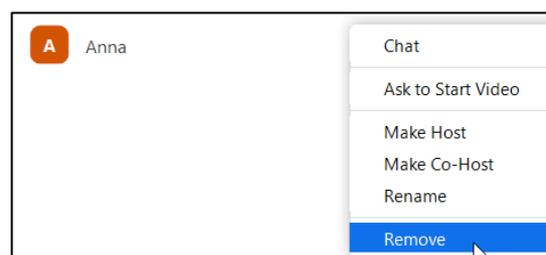
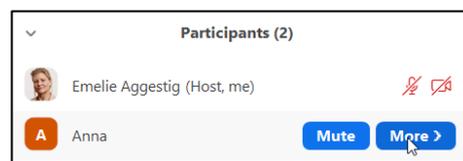
### During the meeting

During the meeting it is a good idea to keep an eye on the participant list and remove any who should not be there.

Click on Manage Participants

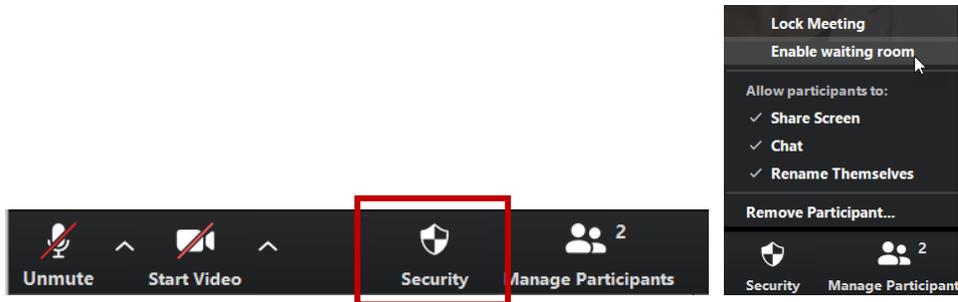


Hover with your mouse pointer over the person's name so that the buttons Mute and More are shown. Click on More and select Remove.

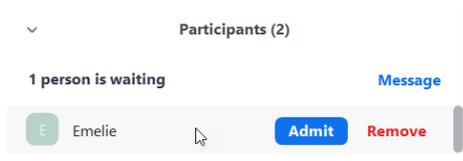


It is in the Participant list you admit the participants in your "Waiting room", if you use that feature.

If you forgot to activate the "Waiting room" when you scheduled the meeting you can do that from within the meeting. Click on and select Enable waiting room.



To admit the ones waiting you go to Manage Participants as above. You can choose to admit the ones that should attend, and remove those who are not allowed in. Note! The ones you remove won't be able to join again. You can admit all at once, but make sure to remove any unwanted guest before.



If you don't want more persons to join you can lock the meeting. Then no one more will be able to join, even if they have the link and password. **Note!** If someone in the meeting gets disconnected, they won't be able to join the meeting again.

To lock the meeting, you click on Security and select Lock Meeting.

