Managing your Zoom Meeting

# Manage Screen Sharing

To prevent others from taking over the screen during your Zoom meeting, follow these simple instructions when you are in a Zoom meeting.

* Go to the host controls at the bottom of your screen
* Click on the arrow next to Share Screen
* Click on Advanced Sharing Options
* Under Who Can Share?, choose Only Host

You can also set your default sharing options for all your meetings.

* Go to the website zoom.us
* Sign in using Google when you are logged into UAH. You should go straight into your personal Zoom account.
* Click on Settings on the left navigation panel.
* Under Meetings on the top, scroll down to Screen Sharing.
* Select the option you would like regarding screen sharing. For a class it is recommended this be Host Only.

# Manage Participants

There are several ways to manage who can come into your meeting. Most unauthorized participants join meetings by getting a link from invited participants. You can take some steps before and during the meeting to control participants.

## Before the Meeting

* Set up your meeting through your course in Canvas if the meeting is for a course. The students will access the meeting by clicking on the meeting in Canvas. This makes it much more difficult to share the link. Additionally, the students don’t have to have the app to join on a computer.
* Enable Mute participants upon entry. Participants can only speak in the meeting if you (the host) allow them to. [Side note: Once the host has selected Unmute for a participant, the participant will also have to unmute to be heard.]
* Under Settings and Meetings in your Zoom account, turn off Allow removed participants to rejoin to prevent people from rejoining the meeting they were kicked out of.

## During the Meeting

### Lock the meeting once everyone has entered.

* Go to the host controls at the bottom of the screen and click on Participants.
* In the pop-up window that appears, click on the button Lock Meeting.

### Control the Chat

* Go to the host controls at the bottom of the screen and click on Chat.
* In the pop-up window that appears, click on the button with three (3) dots or More.
* Select the level of interaction you will allow. It is recommended you allow the attendees to chat with the host unless no questions are allowed.

### Remove participants

* Go to the host controls at the bottom of the screen and click on Participants.
* In the pop-up window that appears, put your cursor on the name of the participant you want to remove.
* The button Remove should appear; click on it.

### Turn off file transfer

* Go to the host controls at the bottom of the screen and click on Chat.
* In the pop-up window that appears, click on the button with three (3) dots or More.
* Make sure Share file in meeting is not selected.