

Enable Secure Settings

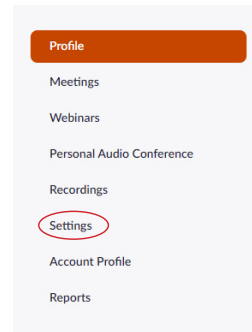
Change your Zoom Settings to enable optimal security for meetings.

1. Open Settings

Navigate to: <https://virginiatech.zoom.us/>

Click **Sign In**, log in with your PID and Password

Click **Settings** on the left hand-side menu



2. Change Settings

Scroll down and change the following settings

Chat

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Play sound when participants join or leave

Play sound when participants join or leave

Heard by host and all attendees

Heard by host only

When each participant joins by telephone

Record and play their own voice

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

Host Only All Participants

Who can start sharing when someone else is sharing?

Host Only All Participants

Waiting room

When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host.

Choose which participants to place in the waiting room:

All participants

Guest participants only

Customize the title, logo, and description