

# SECURING YOUR ZOOM MEETING



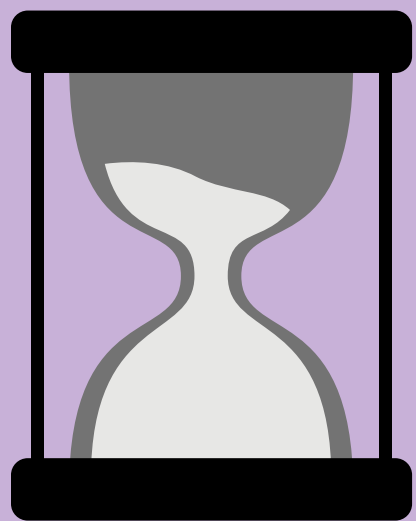
**ALWAYS USE A  
PASSWORD & SET  
A UNIQUE  
MEETING ID**

**MUTE AUDIO AND  
DISABLE VIDEO  
FOR ATTENDEES**



**DISABLE SCREEN  
SHARING FOR  
ATTENDEES**

**USE WAITING  
ROOM FEATURE**



**JAMES MADISON  
UNIVERSITY.**