

## Tips on 'Zooming' safely

This quick guide is intended to help you have a safe and enjoyable Zoom event. There is a link at the end of this document which can take you to Zoom's website for a little more information.

- Make sure no identifying information is visible behind you and that what you are showing is appropriate to the event
- You will have the ability to set a co-host if you wish. This may be helpful as it means there is an extra person to help moderate the event should any disruption occur.
- It is highly recommended you schedule your event with *Meeting Passwords Enabled "On"*
- All events will have a 'waiting room' which will allow you, as the host, to see the number of attendees in your waiting room within the *Manage Participants* icon. You can select *Manage Participants'* to view the full list of attendees. You will have the option to individually admit attendees with the *Admit* button or to admit everyone with the *Admit All* button. Those entering should be named and match the list of expected attendees.
- In the unlikely event you have an unwanted or disruptive attendee, you should go to the *Participant Menu*. From here you can hover over an attendee's name where options will appear including *Remove*.
- You may wish to restrict attendee powers – this can be done before or during the event. It is advised that all attendees be muted upon entry to ensure no disruption to the start of the event. You can also prevent attendees from unmuting themselves as well as ensuring only the host has the ability to share their screen. You can restrict chat options or limit chatting to the host only.
- It is advisable to set guidelines at the beginning of your event about showing respect for each other etc.
- It is possible to stop the event at any time, especially if you believe an unknown participant has joined. This person can be sent back to the waiting room until any concerns have been resolved.

See the Zoom leaflet below on 'Best Practices for Securing Your Zoom Meetings':

<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>