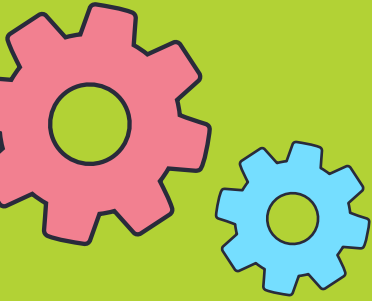


Steps to Running a Safe Meeting in Zoom



ACCOUNT SETTINGS

Sign into your account, and go to the Settings tab. Update the following settings:

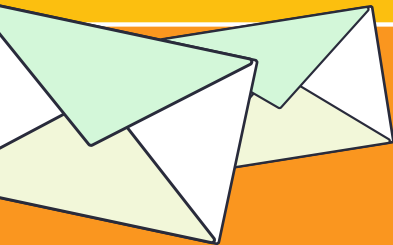
Co-host:	ON
Screen sharing:	ON - Host Only
Waiting Room:	ON
Allow removed participants to rejoin:	OFF



SCHEDULE A MEETING

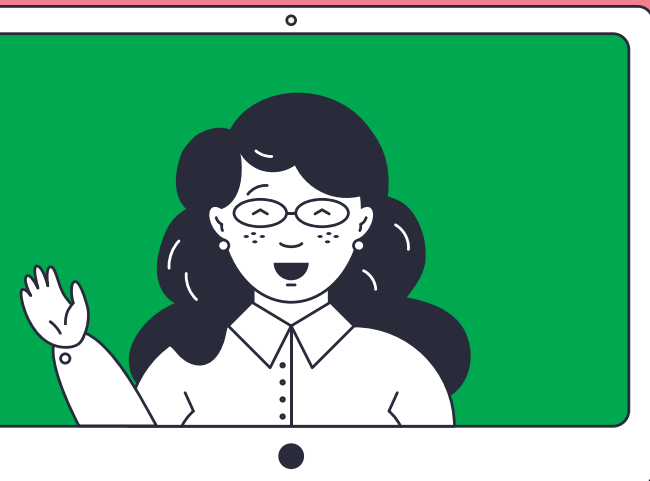
In your account, press “Schedule a Meeting” at the top. Enter your date, time, and event details. Update the following settings:

Registration:	ON
Meeting ID:	Generate Automatically
File transfer:	OFF
Enable Meeting Room:	ON



SEND OUT MEETING DETAILS

In the meeting, under Invite Attendees, press “Copy Invitation.” Send details directly to your attendees. Never post the link publicly on websites or social media.



HOST YOUR MEETING

Open Zoom and see your attendees in the Waiting Room. Check the names, and admit them to your meeting. You can right click on an attendee to make them a co-host.