Zoom Precautions

If you are planning on using Zoom but want to be careful that no one shares inappropriate images or annotations, there are some changes you can make in your settings to prevent this.

Limiting Who Can Share

From your Profile, go to settings.

Select In Meeting (Basic)
Scroll down to the Screen Sharing Section.

For Who Can Share, select Host Only.

For Who can Start Sharing when someone else is sharing, be sure it says Host Only.

For annotation, turn this off (Once you do, the options will disappear.

If you have students giving presentations, just come back to these same settings and change them back for that class period only.

Using the lock feature
Another way to prevent mischief happening in your Zoom session is to use the lock feature.

A few words of caution

a) Once you do this, no one else can enter unless you “unlock” the meeting. So toggling between locking and unlocking is an option.

b) If students arrive to the meeting after you have “locked” it, you will need to have a protocol in place for them to contact you if you’re going to permit them to enter.

What follows are the steps required to lock/unlock your ConferZoom Meetings:

Step 1: While in a ConferZoom Meeting as a host, click “manage participants.”
Step 2: When your participant list appears on your screen, go to the menu at the bottom.

Step 3: Click “More”.

Step 4: From the dropdown list, click “Lock Meeting.”

Step 5: Next, a window will pop up wanting to confirm if you do, in fact, want to lock the meeting. Click “Yes.”

Step 6: Your meeting is now locked and no other participants can enter.
Note: If you want to “Unlock” the meeting, return to step 4 and select “unlock meeting.”