For those of you who are using **Zoom**, please follow the steps below to keep your Zoom meeting private and secure and thereby reduce the chance of unwanted attendees and disruptions.

- 1. Sign in to your Zoom account at <a href="https://zoom.us">https://zoom.us</a>
- 2. Once signed in, in the left sidebar, click Settings

ZOOM NOLVINGE	MANS & PRESING CONTACT SALES	SCHEDULE A MEETING X
Important Notice: David on Invellect Waiting Room feature on your access	from our education community, we are giving load t will be automatically turned on by default. For mo	ers more control over their Zoon virtual cla e information on adjusting siter Waiting Ro
PERSONAL Profile	Meeting Recording To	lephone
Montings	Schedule Meeting	
Webinars	Host video	
Recordings	Start reactings with heat video or	
Settings		
agaaa	this during the eventing.	
: Usar Management	Audio Type	
Room Management	Determine how participants can join the audio portion of the menting. When entring audio, you can let them choose to use their	
Account Management	computer microphone/speaker or use field, them to pust one of Hose audio	a telephone. You can also: types. If another 3rd party
<ul> <li>Advanced</li> </ul>	audio enabled, you can require that a instructions you provide for using nor	Eparticipants follow the s-Zoom audio.

- 3. Scroll down and enable;
- Require a password when scheduling a new meeting
- Require a password for instant meetings
- Embed password in meeting link for one-click join

