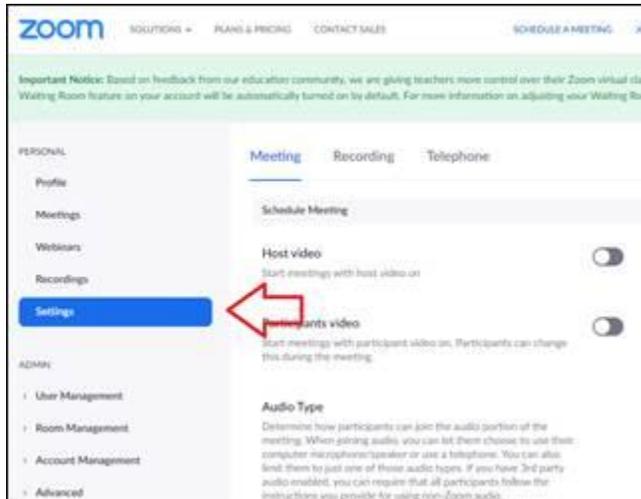For those of you who are using **Zoom**, please follow the steps below to keep your Zoom meeting private and secure and thereby reduce the chance of unwanted attendees and disruptions.

1. Sign in to your Zoom account at https://zoom.us

2. Once signed in, in the left sidebar, click Settings



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*