

## Preparation

- Schedule Zoom Security Training with CMI's IT Committee
- Plan to complete training on a laptop or desktop computer
- Review Zoom's navigation basic at <https://zoom.us>

## Process for Managing Security

Step 1 - Claim Host Key: bottom of participant panel

Step 2 - Host Tools Set-up:

1. Waiting Room ✓
2. Chat ✓
3. Unmute ✓
4. Start Video ✓
5. LOCK meeting after 20 minutes ✓

**\*UNCHECK everything else for the meeting ✗**

Step 3 - Assign two to three people "co-host"

Step 4 - If there's a screen sharer, assign that person "co-host"

Step 5 - Make it known that you will manage the Waiting Room

Step 6 - Rename people were necessary/upon request

Step 7

 **STRONGEST SECURITY SUGGESTION** 🙌

- PIN ANYONE YOU DON'T KNOW
- PIN ANYONE WHO DOES NOT HAVE NAME LISTED
- Under "VIEW", change to the gallery view, if you'd like to see all your squares of people
- Keep participant and chat panels open
- **If you get a bad actor, do one of two things...**

a) hover over their picture, see Drop Down Menu, and select "REMOVE"; or...

b) go to the participant panel, click the MORE blue button, and select "REMOVE"

Step 8 - **Chat Announcements:**

I will be locking the meeting at \_\_\_\_ after the hour (or in 10 minutes). Take my number (xxx) 444-4444) down in case you drop off and want to get back in.