

Security Icon Tutorial

The Security icon in the meeting controls allows the host or co-host of a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption during the meeting.

Step 1: Open your Zoom meeting.

Step 2: Click the *Security* icon at the bottom of your Zoom tool bar.



The following settings will be shown:

- **Lock Meeting:** Locks the meeting, keeping new participants from joining.
- **Allow participants to:**
 - Share Screen: Participants can share their desktop with the class.
 - Chat: Participants can use the chat function.
 - Rename Themselves: Participants can rename themselves from Participants panel.
 - Unmute Themselves: Participants can unmute their microphones without host's permission.
 - Annotate on Shared Content: Participants can annotate if enabled. The host can enable or disable this function when the host is sharing.

- **Remove Participant:** Allows the removal of a participant from the meeting. Once removed, the participant will not be able to rejoin this session.
- **Report:** Allows you to report a user to Zoom's safety team.
- **Suspend Participant Activities:** Turn off all participant's video, audio, and ability to share their screen. Also lock the meeting to prevent participants from joining. This will apply to all participants including those joined using a Zoom Room.

