Protect Your Zoom Meeting from Uninvited Visitors

- Do not share your meeting link on social media or any other public forums/websites. This makes it easier for anyone publicly to join your meeting. It is strongly suggested that faculty also encourage students not to share your meeting links with anyone outside the class.

- **Lock the meeting:** When you lock a Zoom Meeting that’s already started, no new participants can join. To lock your meeting, click “Manage Participants” at the bottom of your Zoom window. In the Participants pop-up, click “More”, and then click “Lock Meeting”.

- **Require attendees sign-in with their Villanova Login:** If your Zoom meeting will consist of only Villanova participants (students, faculty, or staff), we recommend enabling “Only authenticated users can join” setting, which then requires participants to sign on using their Villanova credentials to join the meeting.
  - To enable this setting, log into Villanova Zoom, go to Settings, under Meeting, enable “Only Authenticated Users Can Join Meetings”.
  - Then, click “Meetings” on the left-hand navigation, click on “Upcoming Meetings”.
  - Click on your Meeting. Scroll to the bottom and click on “Edit this Meeting”.

- Add additional measures for security and convenience:
  - Use the Zoom background feature to adjust the background for your meeting.
  - Use the Zoom virtual background feature to add an interesting or relevant background.
  - Use the Zoom mute feature to prevent participants from being audible.
  - Use the Zoom enable chat feature to allow participants to chat during the meeting.
  - Use the Zoom record feature to record the meeting for future reference.
  - Use the Zoom whiteboard feature to draw diagrams or write notes during the meeting.
  - Use the Zoom typing feature to display text on the screen during the meeting.
  - Use the Zoom breakout rooms feature to divide participants into smaller groups for discussion.
  - Use the Zoom hand raising feature to allow participants to request to speak.
  - Use the Zoom poll feature to conduct simple polls during the meeting.
  - Use the Zoom chat moderation feature to control who can send messages.
  - Use the Zoom closed captioning feature to provide captions for the audio.
  - Use the Zoom transcription feature to provide a transcription of the audio.
  - Use the Zoom screen sharing feature to share your screen with participants.
  - Use the Zoom whiteboard feature to draw diagrams or write notes during the meeting.
  - Use the Zoom virtual background feature to add an interesting or relevant background.
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  - Use the Zoom screen sharing feature to share your screen with participants.
Under “Meeting Options”, check “Only authenticated users can join”, and make sure “Sign in to Zoom with specified domain” is enabled.

When participants attempt to join the meeting: they will want to click on “Sign In” or “Sign In to Join”. The Zoom Participant Guide contains the following instructions on how students/participants can sign-in your meeting.

- Students/Participants click on “Sign In with SSO” button.
  - In the Sign In with SSO box, they enter “villanova”. It should then read “villanova.zoom.us”. Click “Continue”.
  - Then, their internet browser will then open and take them to the Villanova sign-in page, where they should enter their Villanova credentials.