



## Safety Tips



Erie 2-Chautauqua-Cattaraugus BOCES

### How To: Lock A Meeting

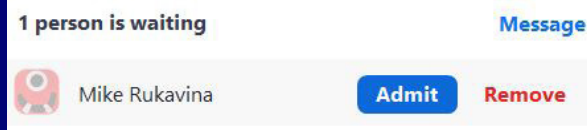
- When you lock a Zoom meeting in progress, no new participants can enter, even if they have the meeting ID and password
- Once all known attendees have entered your Zoom, enable the lock feature to avoid any unwanted guests
- On your Zoom tool bar, select Security and Lock



### How To: Avoid Zoom Bombing

- Let Zoom generate Meeting IDs automatically
- Enabling the Waiting Room feature gives you a chance to review the names of people attempting to enter your Zoom
- Check "Mute participants upon entry" to give you time to remove an unwanted party should they enter
- For added security, create a Passcode

☒ Generate Automatically ☐ Personal Meeting ID 892 111 0549

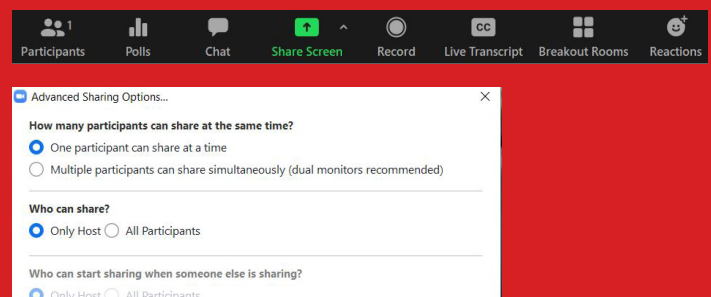


☐ Mute participants upon entry

☒ Passcode 486344 ☒ Waiting Room

### How To: Manage Screen Sharing

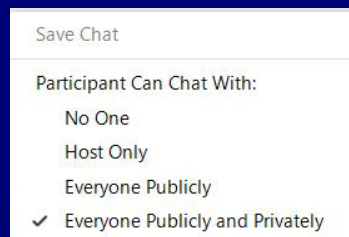
- Restrict people in your Zoom from controlling the screen by adjusting the Advanced Sharing Options
- Click on the up-arrow next to Share Screen, select Advanced Sharing Options and choose Host Only



# E2CCB ZOOM

## How To: Disable Private Chat

- Prevent anyone in your Zoom from sharing or receiving unwanted messages
- In Chat, select the settings icon and check No One



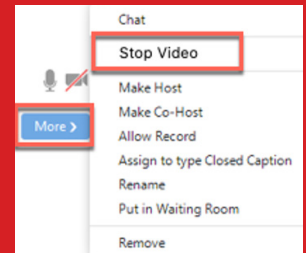
## How To: Remove People

- Using the Participants menu, you can mouse over a name; among the options will be to Remove



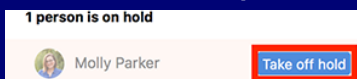
## How To: Disable Video

- Utilize this feature to block unwanted, distracting or inappropriate gestures
- Mouse over the attendee's name, click more and stop video



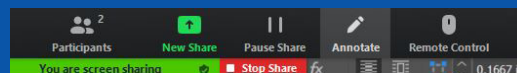
## How To: Use The Hold Feature

- If you are not using the Waiting Room feature, you will have an option to place an attendee On Hold
- This person will not see or hear you

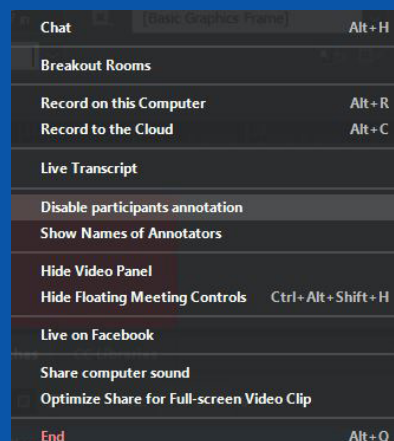


## How To: Turn Off The Annotation Feature

- If you are sharing your screen and you want attendees to not disrupt your annotations you can disable the feature



- Under the tool bar settings you can disable annotation



## How To: Mute Participants

- Hosts can mute/unmute one or all attendees at once
- If you forget to utilize the Mute Upon Entry feature, hover your mouse over a name and select Mute



## How To: Find Out More

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# E<sub>2</sub>CCB

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