

Securing Your Zoom Meetings

Harvard has enabled two important features to secure your class or meeting:

- **Required meeting passwords.** Attendees simply click a password-protected meeting link. Be sure to only share invitation links with intended participants and do not post publicly.
[Learn how to add a password to previously scheduled meetings.](#)
- **Disabled screen sharing.** Permission is set to host-only by default. Hosts can manage sharing options in settings. Co-hosts can also share screens.
[Learn how to grant screen sharing permission to other participants.](#)

As a host or co-host, you can **enable enhanced privacy features** to add an additional layer of security. Click each link for instructions:

- **Add a waiting room for guests,** anyone not logged in with Harvard Key. The host can review and admit guests into the meeting before it starts.
- **Mute participants on entry** until you're sure everyone's supposed to be there.
- **Lock your meeting** when invited guests have all joined to stop unwanted intruders getting in.

Managing Disruptive or Uninvited Participants

In the rare event that someone disrupts your meeting, these options will help you minimize interruption and regain control. Click each link below for instructions. **If the disruption is severe or harmful,** end the meeting immediately, restart, and send participants a new link and password.

- **Mute audio** for individual attendees or everyone in the meeting, and disable the option to unmute.
- **Stop a participant's video** if it's distracting or inappropriate.
- **Disable screen sharing again** even if you've allowed participants to use this feature.
- **Stop annotations** so nobody can draw or write inappropriate material on shared screens.
- **Disable chat** or limit it to only allow participants to send messages to the host.
- **Remove a participant** and prevent them from being able to rejoin.

Remember, even though you're working remotely, you're not alone.

If you need help, contact the HUIT Service Desk, your local IT Help desk, or visit the IT Help Portal.

- **HUIT Service Desk:** [617.495.7777](tel:617.495.7777)
- **IT Help Portal:** huit.harvard.edu/ithelp
- **Local IT Help Desks for Schools:**
harvard.service-now.com/harvard-it-services
- **Tools and resources:** huit.harvard.edu/remotework