

Zoom in-meeting security controls

UM Zoom is configured to mitigate the risk of unauthorised access to your meetings. However, should a participant choose to be disruptive, you can respond using the Security icon located on the Toolbar at the bottom of your meeting screen.

Suspend Participant Activities

In the case of a disruption, click on the **Security** icon and select **Suspend Participant Activities** to freeze the meeting by turning off all participants' video, audio, Zoom Apps and screen sharing. It also locks the meeting to prevent people from joining. This will apply to all participants, including those who joined using a Zoom Room. When you are ready to re-start, begin by turning on your mic. Then open the Security icon and turn on the options you deem appropriate.

Lock Meeting – Locks the meeting. New participants cannot join the meeting.

Enable Waiting Room – Enables a Waiting Room for incoming new participants. You can also move current participants into a Waiting Room.

Hide Profile Pictures – Hides all profile pictures, including hosts, and shows Display names instead.

Share Screen – Allows participants to share their screen.

Chat – Allows participants to use the chat function.

Rename Themselves – Allows participants to rename themselves from the *Participants* panel.

Unmute Themselves – Allows participants to unmute themselves without the host's permission.

Start Video – Allows participants to start their video in the meeting.

Annotate on Shared Content – Allows participants to annotate over content shared during the meeting. The host can enable or disable annotation when the host is sharing.

Remove Participant – Allows the removal of a participant from a meeting. The participant **cannot** re-join unless *Allow removed participants to rejoin* is enabled in Zoom Settings under "In-Meeting (Basic)", which is found by accessing your Zoom account on-line. Turning *Allow removed participants to rejoin* on will allow a removed participant to rejoin without your permission.

