

## Steps for Zoom Protection Email

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To: Alfred, Marcus <marAlfred@Howard.edu>

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Office of the Provost



March 27, 2020

Dear Howard University Faculty and Staff,

We wanted to inform you that one of our student Zoom events experienced the display of inappropriate content posted by an unauthorized participant. We believe that the event was trolled due to a social media posting of the log in instructions. In order to prevent this potential problem from occurring in the future, there are a number of Zoom features that you as the host can utilize to ensure that only invited guests attend your meetings and classes.

Full details for on “How to Keep Party Crashers from Crashing Your Zoom Event” are available here:

<https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>

The tips include directions to:

- Manage Screen Sharing
  - Prevent participants from screen sharing during a call by selecting “Only Host” and lock the Screen Share by default for all your meetings in web settings.
- Manage your Participants
  - Allow only signed-in users to join.
- Lock the Meeting
  - Lock a Zoom meeting that is already started so no new participants can join, even if they have the meeting ID and password.
- Set up a two-factor authentication
  - You can generate a random Meeting ID and require a password to join.
- Remove unwanted participants
- Disable video
  - Block unwanted or distracting or inappropriate gestures on video
- Disable Private Chat
  - Restrict participant’s ability to chat amongst one another while your event is going on and cut back on distractions.
- Waiting room
  - One of the best ways to use zoom for public events. It is a virtual staging area that stops your guests from joining until you’re ready for them.
  - Use the waiting room to post any rules or guidelines for the event.
  - Screen attendees and keep unwanted guests out.

With the national increase of universities thrust into online courses, it is essential to become familiar with the tools to protect our students and guests from unsavory distractions who want to disrupt the academic process. If you need additional assistance, please contact our [Center for Excellence in Teaching, Learning and Assessment](#).

Excellence in Truth and Service,

Anthony K. Wutoh, Ph.D., R.Ph.  
Provost and Chief Academic Officer

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