

Managing Meeting Attendees

When scheduling Zoom Meetings, it is strongly recommended to not share meeting links and invitations publicly or post them to any public site. This is to prevent uninvited users from accessing your Zoom meeting. If you are an instructor scheduling a Zoom meeting for class sessions, it is recommended to schedule them within Canvas. This keeps Zoom meetings accessible from within Canvas courses, which helps prevent unwanted attendees from joining. Please see [Academic Technology’s instructional guide for creating Zoom meetings within Canvas courses](#).

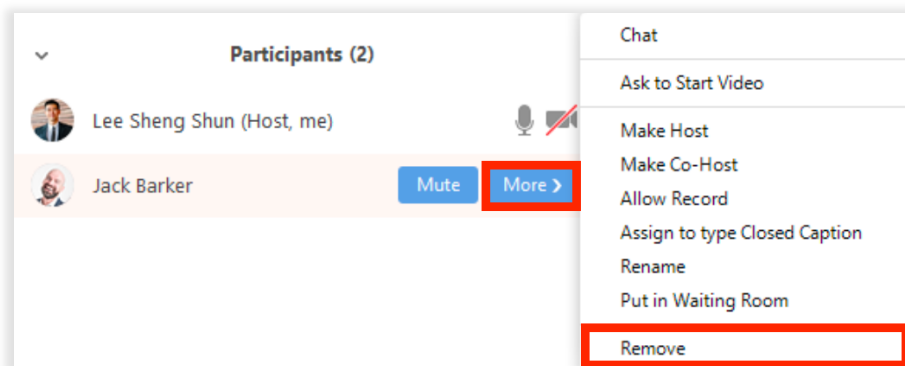
When holding Zoom meetings, it is important to be aware of Zoom settings that are crucial in managing what tasks Zoom meeting attendees are able to perform within a meeting. The following steps will assist you in managing your meeting attendees appropriately.

Remove Any Unwanted Attendees

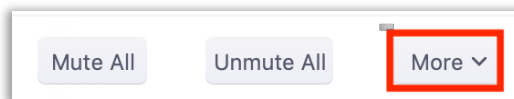
1. Click on “Manage Participants.”



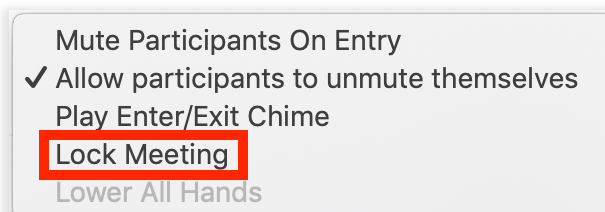
2. Click “More” next to the participant that you would like to remove.
3. Select “Remove” to take an attendee off of a Zoom meeting



4. Lock the meeting to prevent removed participants from re-joining. Click “More” at the bottom of the “Manage Participants” section.

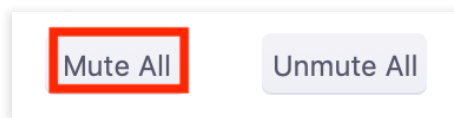


5. Click “Lock meeting.”



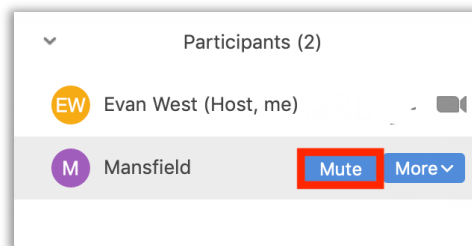
Mute All Meeting Attendees

1. Click on "Manage Participants." Click "Mute All" at the bottom of the "Manage Participants" section.



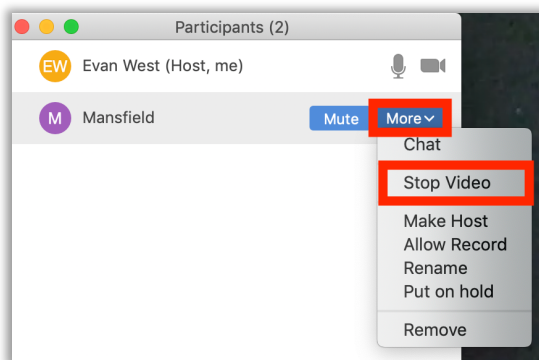
Mute a Single Meeting Attendee

1. Click on "Manage Participants."
2. Click "Mute" next to the participant that you would like to mute.



Stop a Participant's Webcam Video

1. Click on "Manage Participants."
2. Click on "More" next to the participant you would like to stop video for.
3. Click "Stop Video"



Control Who Can Share Their Screen

1. Click on the arrow next to the "Share Screen" option.



2. Choose who can share their screen or if multiple participants can share their screen at the same time.

