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. 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 settings and attendees during a meeting.

Zoom Meeting Settings

Setting Up Meetings Through Canvas
If you are an instructor creating a Zoom meeting for a class session, it is recommended to schedule the meeting through your Canvas class. Zoom is fully integrated and available within every Canvas course. When meetings are scheduled for a class from within Canvas, it keeps the meetings accessible from within Canvas and does not require an instructor to send out meeting links through email. This keeps the meetings accessible from within Canvas and limits the opportunity for meeting links to be shared with outside users.

To schedule a Zoom meeting within a Canvas course, instructors may view this instructional guide from Academic Technology.

Personal Meeting ID
Every Zoom user has a personal meeting ID that can be used to schedule and join meetings. When setting up a meeting in Zoom, it is recommended to never schedule meetings using your personal meeting ID. Creating meetings with different ID numbers will prevent unwanted attendees from joining your Zoom meetings.
When you set up your meetings, choose the option for Zoom to generate a meeting ID automatically.

Requiring Password
When scheduling a Zoom meeting, you will have an option to password protect your Zoom meeting. This will require participants to enter a password to join your meeting.
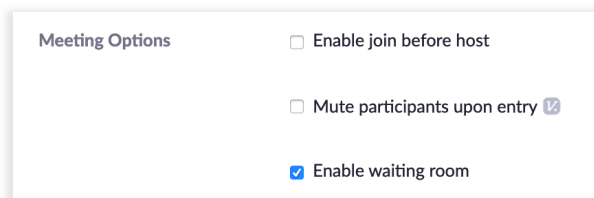
Enable Waiting Room

If you enable the waiting room feature when scheduling a meeting, participants will not be able to join your meeting until you admit them to the meeting as the meeting host. This option is available in the meeting option section when scheduling a Zoom meeting.
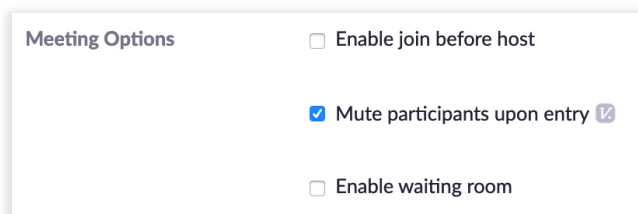
Meeting Options	□ Enable join before host
	□ Mute participants upon entry
	☑ Enable waiting room

Mute Participants Upon Entry

You may mute participants upon their entry to your Zoom meeting. This option is available in the meeting option section when scheduling a Zoom meeting. Participants will be able to enable their microphone after joining the call. You can mute specific participants, or all participants throughout your meeting.
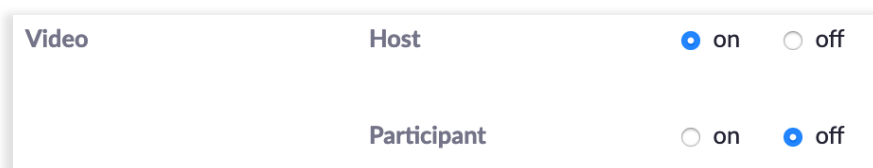
Meeting Options	□ Enable join before host
	☑ Mute participants upon entry
	□ Enable waiting room

Turn Video Off Upon Entry

You may keep participant's webcam videos turned off upon entry to your Zoom meeting. Participants will be able to turn on their webcam after joining the call. You can stop video for specific participants throughout your meeting.
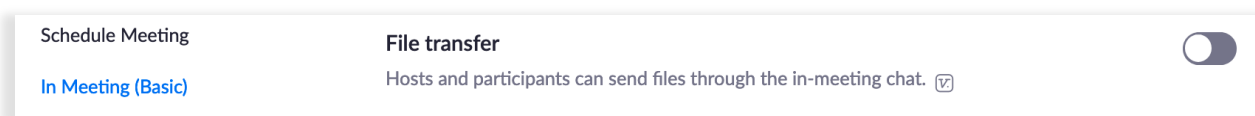
Video	Host	● on ○ off
	Participant	○ on ● off

Turn Off File Transfers

Prevent attendees from transferring files during the meeting by signing in to https://colum.zoom.us. Go to the settings section and make sure that the file transfers option is turned off.

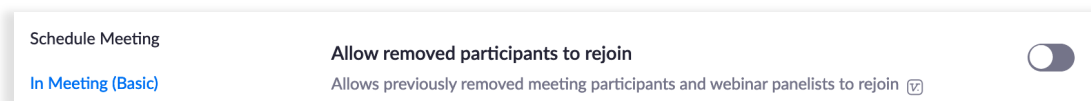| Schedule Meeting	**File transfer**	
In Meeting (Basic)	Hosts and participants can send files through the in-meeting chat.	⊙

Prevent Removed Attendees from Rejoining

As a meeting host, you may remove participants from a meeting. To ensure that removed participants cannot rejoin a meeting, signing in to Zoom https://colum.zoom.us and go to the settings section. Make sure that removed participants are not allowed to rejoin.

| Schedule Meeting	**Allow removed participants to rejoin**	
In Meeting (Basic)	Allows previously removed meeting participants and webinar panelists to rejoin	⊙

Managing Users in a Zoom Meeting

Remove an Attendee From the Meeting

To remove attendees from a Zoom meeting, click on "Manage Participants."

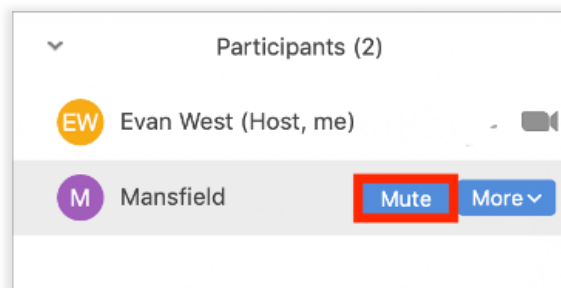Click "More" next to the participant that you would like to remove, followed by "Remove."
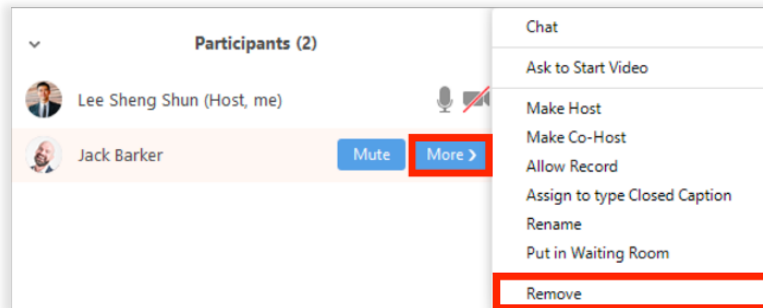
Mute a Participant

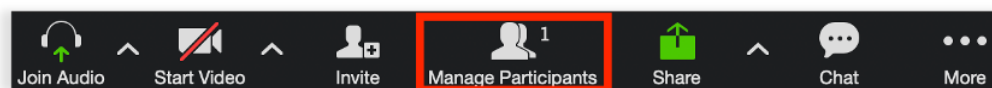To mute a meeting a participant, click on "Manage Participants."

Click "Mute" next to the participant that you would like to mute.

Mute All Participants

To mute all meeting a participants, click on "Manage Participants."
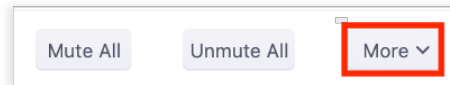

Select "Mute all."

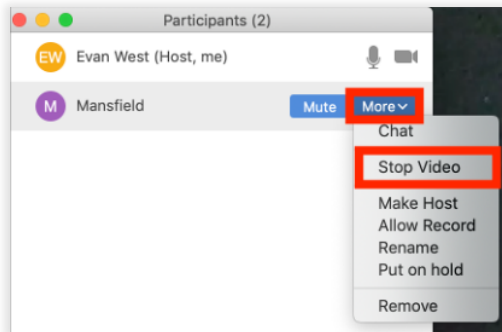**Stop Video for a Participant**

To stop video for a meeting participant, click on "Manage Participants."

Select "More."

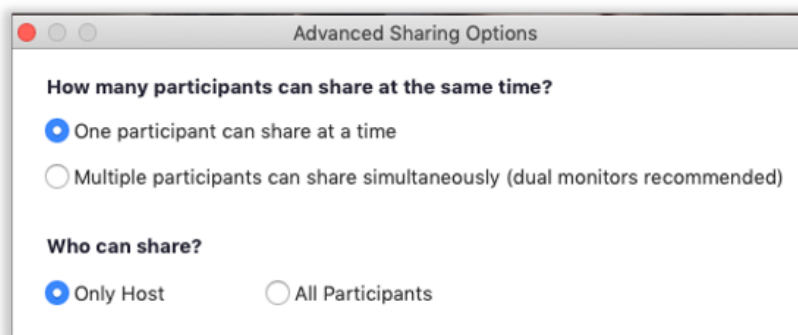Click on "More" next to the participant you would like to stop video for and select "Stop Video."

Control Screen Sharing

You can control who can share their screen in a meeting. Click on the arrow next to the "Share Screen" option.
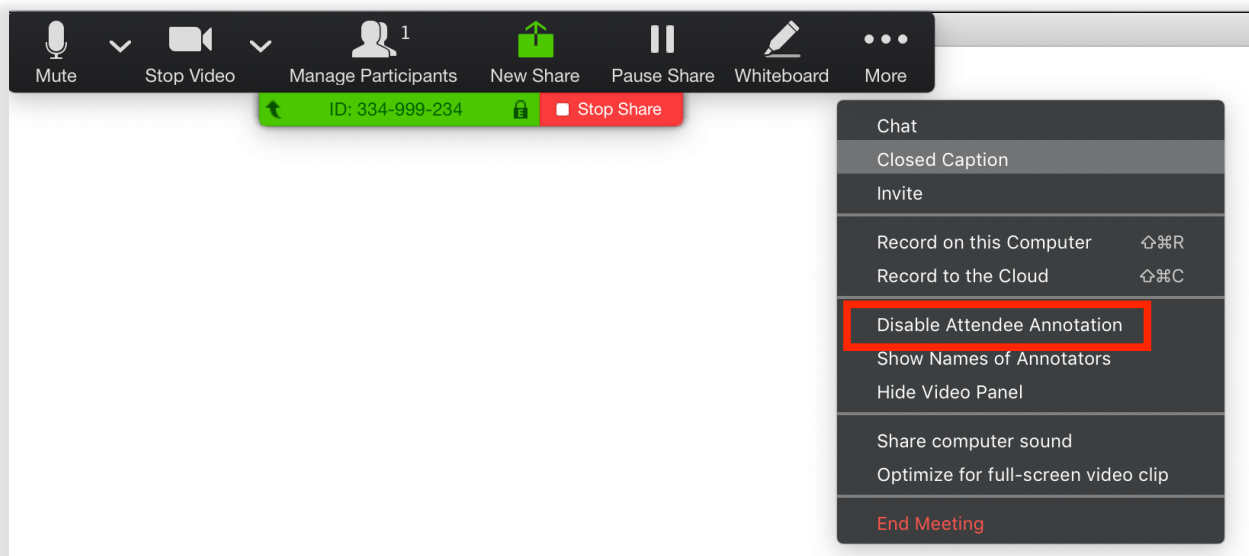

Choose who can share their screen or if multiple participants can share their screen at the same time.

Manage Whiteboard Access

To prevent attendees from annotating a shared whiteboard during a meeting, click on "More" when sharing a whiteboard, followed by "disable attendee annotation."
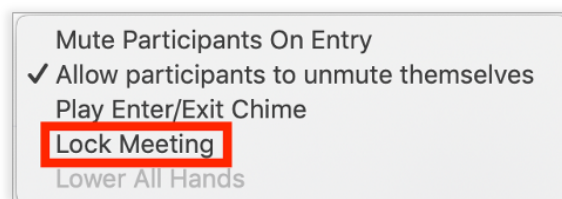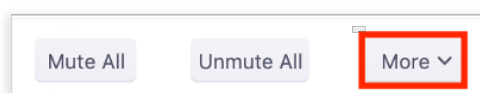

Lock a Meeting

You can lock your Zoom meeting to prevent any new participants from joining your meeting. To lock a meeting, click on "Manage Participants."

Select "More" and choose the "Lock Meeting" option.

Meeting Security

In newer versions of Zoom after 4.6.10, as a meeting host you are able to adjust security settings right within a meeting. Click "security" to lock a meeting or enable the waiting room. You may also decide if participants are able to share their screen, chat, or rename themselves within this area as well. If you do not see this option in your meeting, visit the Zoom download center to update your Zoom client.