

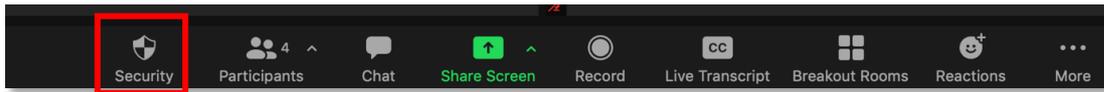
Managing Security Controls in Zoom

Security

There are a number of security controls that can be managed from within a Zoom session.

To view the Security panel:

Step 1 – Click on the *Security* icon in the bottom-left of the Zoom meeting window.



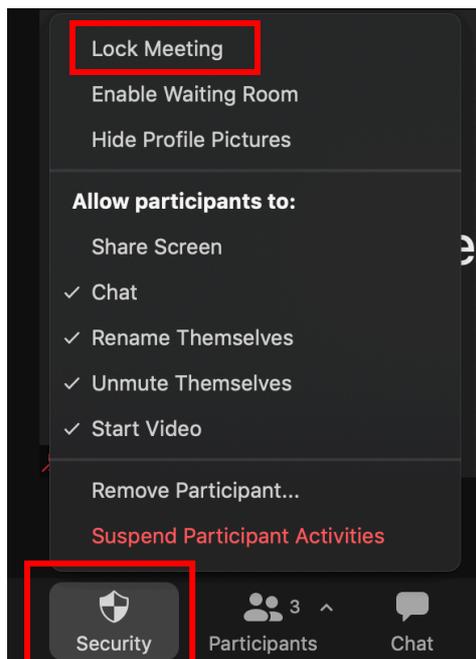
Lock Meeting

If the Instructor decides that no more students should be allowed to enter the session, a session can be locked. Once locked no one else may enter until the session is unlocked.

To lock a session:

Step 1 – Go to the *Security* settings.

Step 2 – Click the *Lock Meeting* option on the top of the menu.

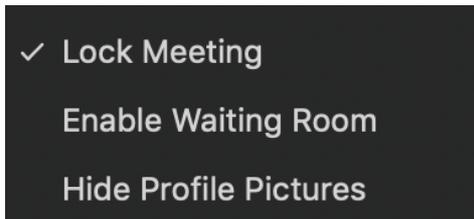


Note: Once locked no one else may enter until the *Lock Meeting* option is subsequently unticked.

To unlock a meeting:

Step 1 – Go to the *Security* settings

Step 2 – Click on the *Lock Meeting* option to untick



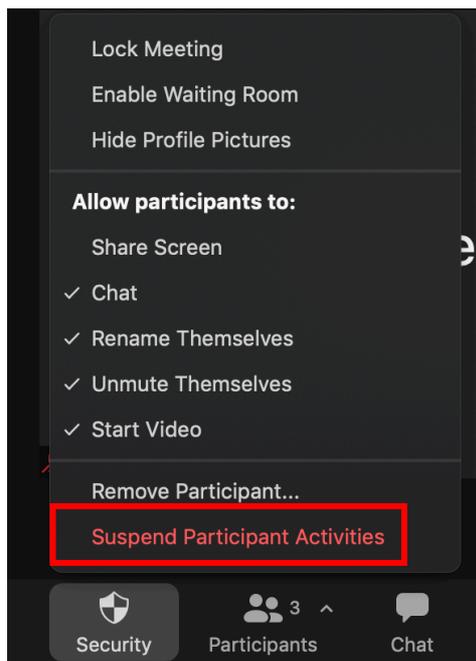
Disable Activities

If an instructor wishes to end all student interactions, either because the presenter needs their complete attention, or perhaps there has been a threat to the sessions privacy and security, an instructor can suspend all participant activities.

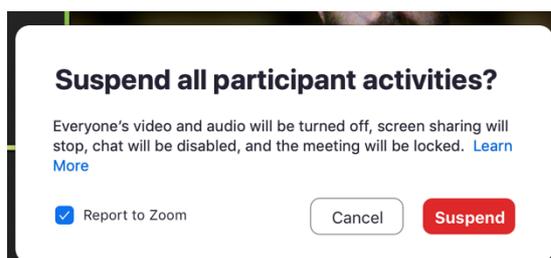
To suspend participant activities:

Step 1 – Go to the *Security* settings

Step 2 – Click the red *Suspend Participant Activities* option on the bottom of menu.



Step 3 – Then click *Suspend* to agree to *Suspend all participant activities* including audio/video, screen sharing, chat, and lock the meeting.



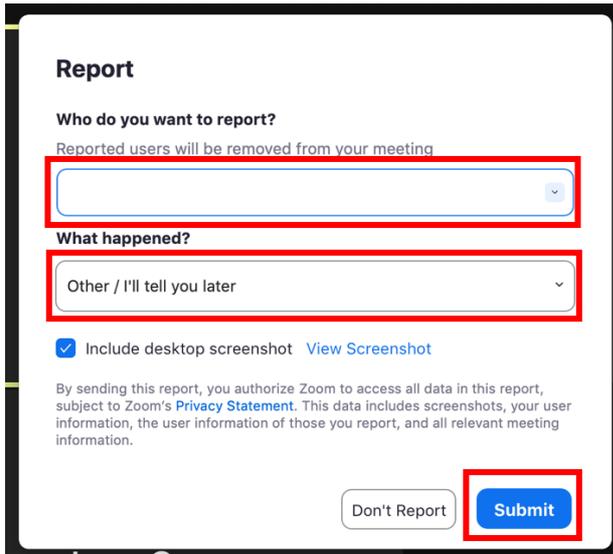
Named students can be reported to Zoom as part of this process, where abuse of the system has taken place.

To report a named student to Zoom:

Step 1 – Click on the *Report user will be removed from your meeting* drop-down menu and select the student to be removed

Step 2 – Click on the *What happened?* drop-down menu and select a reason for removing the student

Step 3 – Decide whether to include a screenshot and click *Submit*



Report

Who do you want to report?
Reported users will be removed from your meeting

[Red box around dropdown menu]

What happened?

[Red box around dropdown menu showing "Other / I'll tell you later"]

Include desktop screenshot [View Screenshot](#)

By sending this report, you authorize Zoom to access all data in this report, subject to Zoom's [Privacy Statement](#). This data includes screenshots, your user information, the user information of those you report, and all relevant meeting information.

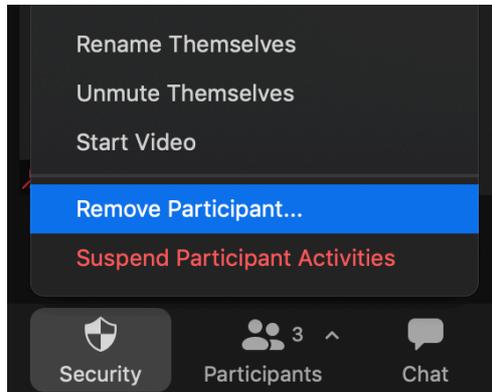
Remove Participants

It is also possible to remove an individual participant from a session that the instructor feels is not behaving in an appropriate manner.

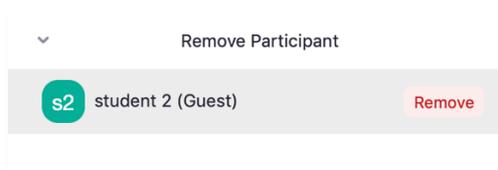
To remove a student from the session:

Step 1 – Go to the *Security* settings

Step 2 – Select *Remove Participant...*



Step 3 - From the resulting *Remove Participant* panel, select the student you would like to remove from the session and click *Remove*.



Step 4 - And click *Remove* again confirm the removal.

