



Master the Security Menu in Zoom

Dear Synechronites,

Zoom now puts all your essential security options under a single button, in the **In-meeting menu**.

Under this menu you'll be able to lock your meeting and prevent any new participants from joining. You can also activate the Waiting Room feature to help manage new meeting participants and be able to control the sharing and chat permissions of individuals and all attendees.

You can now secure your virtual meetings in Zoom by following the below practices:



Lock the Meeting

Once all your attendees have arrived, you can easily lock your meeting from the security menu, preventing any additional attendees from joining the meeting.

Enable Waiting Room

This feature provides a virtual waiting room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion.

Manage Participants

You can manage your participants directly from the security menu, giving you total control. You can mute participants, remove them if not required, disable private chat, etc.

We hope that you will make the best of Zoom by following these best practices to make your meetings secure. We shall come back with more tips to help you explore and employ Zoom optimally.

**Regards,
Team IT**

For any queries and concerns write to IT-feedback@synechron.com