

# Zoom Video Conferencing Do's & Don'ts

**DO check your internet connection and make sure you have a strong connection**

**DO check your speaker and mic**

**DO check your video connection**

**DO control screen sharing**

Block a Zoombomber from disrupting your meeting with unwanted images. Go to the Zoom toolbar, click the up arrow next to the "Share Screen" icon, and under "Who can share?" select "Only host." (Depending on the version of Zoom you're using, you may need to choose Advanced Sharing Options to get to this choice.)

**DO leave 'Enable join before host' unchecked**

Make sure this box in "Meeting Options" (or "Advanced Options") is left blank. This keeps unwanted visitors from causing trouble before you start the meeting.

**DON'T use your personal Zoom Meeting ID**

When you schedule a meeting, scroll to "Meeting ID" and select "Generate Automatically." This is Zoom's default choice; don't change it! And never post your personal meeting room ID publicly. Your Zoom Meeting ID URL doesn't change, so anyone who knows your ID can hop into your personal meetings.

**DON'T publish the meeting invite information where anyone can see or find it**

**DO turn host and participant video off by default**

Set both the host and participant video to OFF. Participants will still be able to turn their video back on, but this option puts another obstacle in an intruder's path.

**DO mute participants on entry**

Check this box under "Meeting Options." This prevents uninvited guests from blasting your meeting with noise, and also blocks background noise from attendees who forget to mute themselves.

**DO be aware of your surroundings:** people who can walk by talking in the background etc.

**DO practice runs before doing it live with lots of people**