How to minimize Zoom Disruptions

1. Set the screen sharing to “Host Only”
   
a. Click on the options arrow next to the “Share Screen” icon and choose “Advanced Sharing Options…”
   
b. Set the “Who can share?” setting to “Only Host”
2. Mute all Participants manually and prohibit them from unmuting themselves.

   a. Click on the “Manage Participants” Icon to open the Participants list.
   
   b. In the Participants window you can
      i. Mute All Participants
      ii. Mute Participants Individually
      iii. Restrict Participants from Unmuting Themselves
3. Lock the Meeting—Once your meeting has started, you can lock the meeting so that no others can join.

   a. Click on the “Manage Participants” icon to open the management participants window.