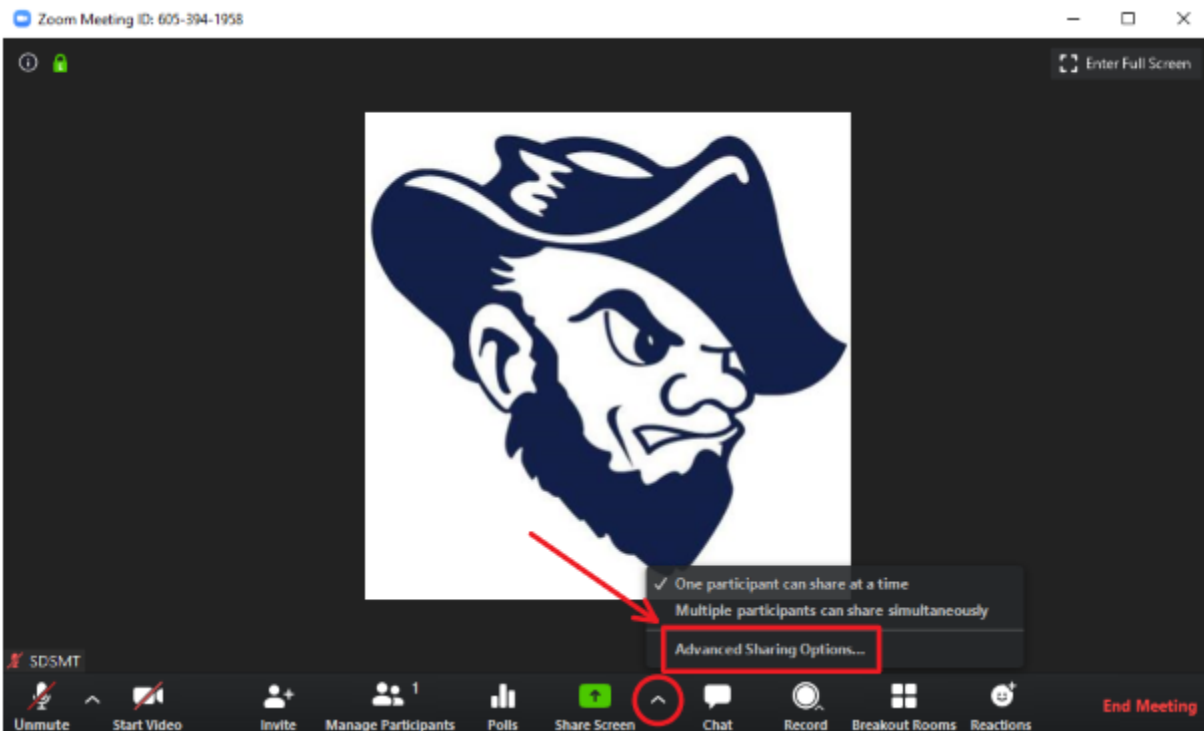
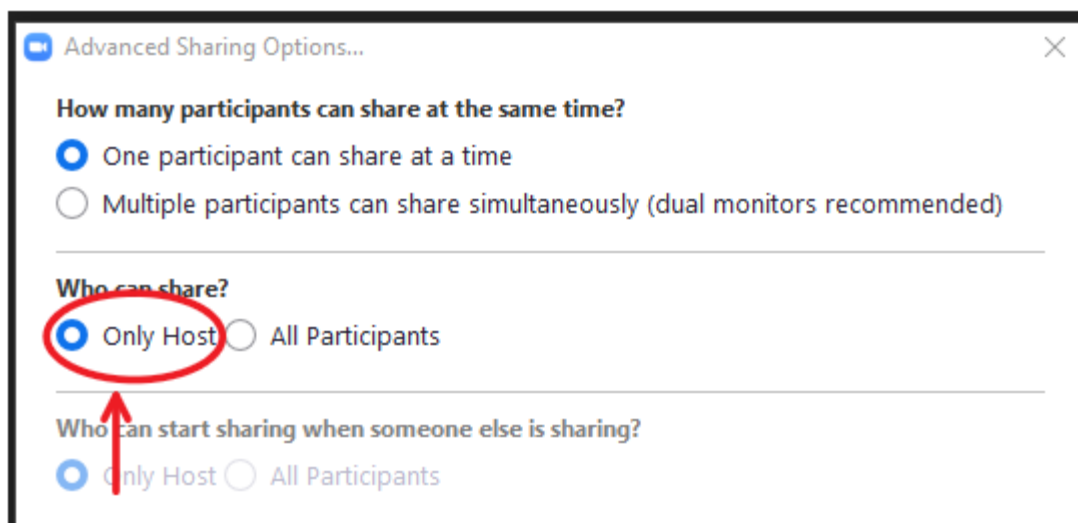


# How to minimize Zoom Disruptions

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...”

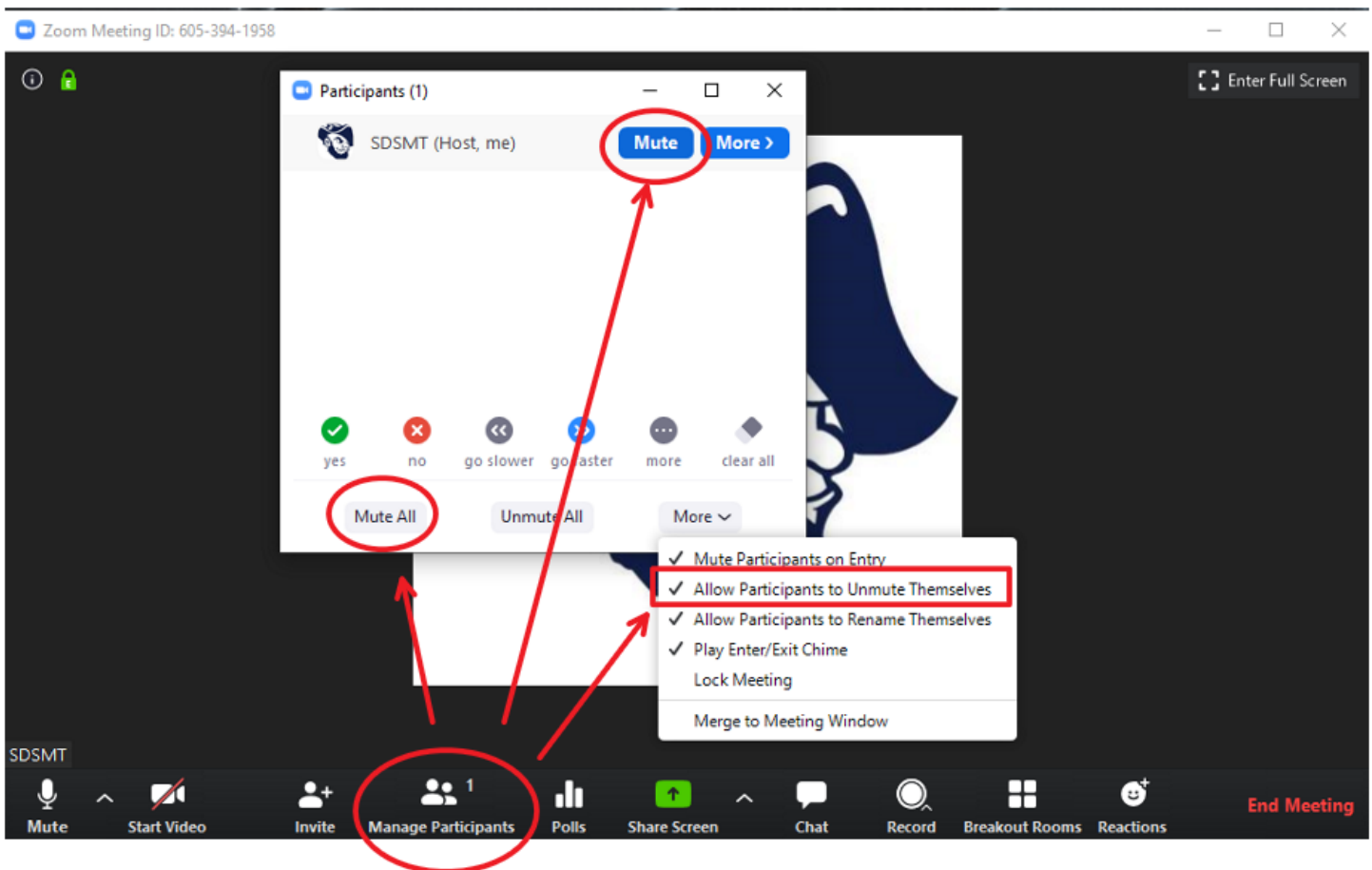


- b. Set the “Who can share?” setting to “Only Host”



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.

