

Zoom: Securing Your Virtual Classroom

This page provides information on helping faculty control online classrooms and prevent disruption while teaching remotely with Zoom.

Update your Zoom client

Zoom is frequently updating the security features in their application, so make sure you are using the latest version. [Download](#) and [install](#) the latest Zoom Client for Meetings.

Check your default screen share settings

Appalachian's default settings for Zoom meeting screen shares are:

- **One participant can share at a time**
- **All Participants** can share
- **Only Host** can start sharing when someone else is sharing

These settings are totally under **your control**, both for your Zoom account default and for each individual meeting.

Changing screen share settings for all your meetings

If you want to change the default screen share settings on your Zoom account (the default for **all your meetings**):

- Sign in to <https://appstate.zoom.us>
- In the navigation panel, click **Settings**
- Click the **Meeting** tab at the top
- Scroll down and find the **Screen Sharing** settings

Screen sharing



Allow host and participants to share their screen or content during meetings

Who can share?

Host Only All Participants ?

Who can start sharing when someone else is sharing?

Host Only All Participants ?

Disable desktop/screen share for users

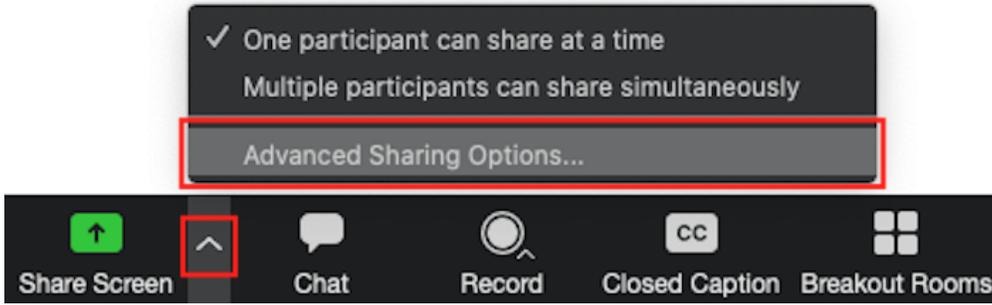


Disable desktop or screen share in a meeting and only allow sharing of selected applications.

If you wish for only the host to be able to screen share in **all your meetings**, change **Who can share?** to **Host Only**. Note that you can also **Disable desktop/screen share for all users**, and **only allow sharing of individual applications**, rather than entire desktops.

Changing screen share settings while in a meeting

In reality, you can very easily change the screen share setting from WITHIN an individual meeting as well. Once in the meeting, click on the **up arrow** next to **Share Screen**, then **Advanced sharing Options...**



In the **Advanced Sharing Options**, you can toggle over to **Host Only** screen share if you wish for **only that meeting**.

Who can share?

Host Only All Participants ?

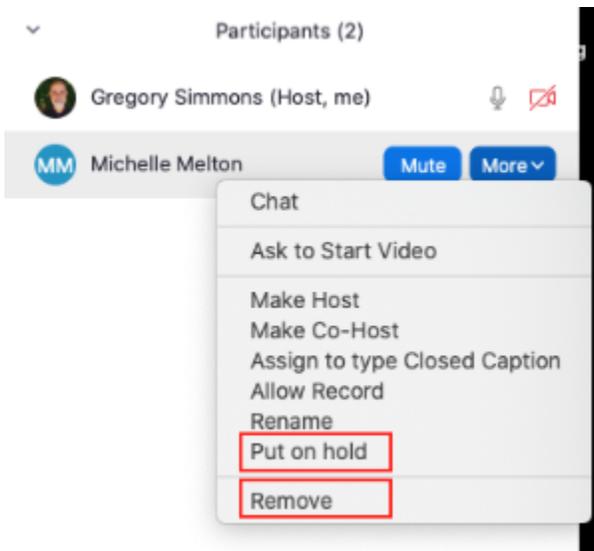
Who can start sharing when someone else is sharing?

Host Only All Participants ?

If you make that change, no participants in that meeting will be able to start a screen share, regardless of your default settings. Conversely, you could set your account settings for Host Only can screen share, and use this same process in a meeting to toggle over to All Participants in only that meeting. It's up to you as the host, and as the owner of your Zoom licensed account.

Remove disruptive participants from a meeting or place participants on hold

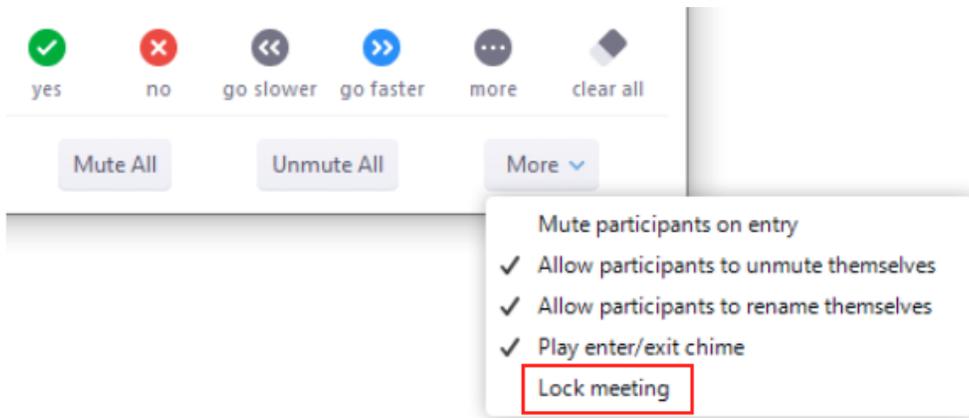
Click **Manage Participants**, mouse over any disruptive participant, click **More**, and select **Put on hold** or **Remove**.



Learn more about [Managing Participants in a Meeting](#).

Lock a meeting

Hosts can lock a meeting at any point. Locking a meeting means that no other participants can join, even if they have the meeting link and password (if the meeting has a password). To lock a meeting, click **Manage Participants**, click **More** at the bottom right, and select **Lock Meeting**.



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