

# 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

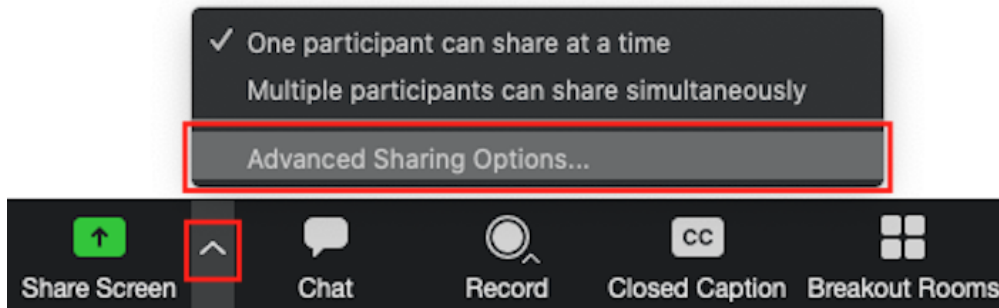


Disable desktop or screen share in a meeting and only allow sharing of selected applications. 

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?**

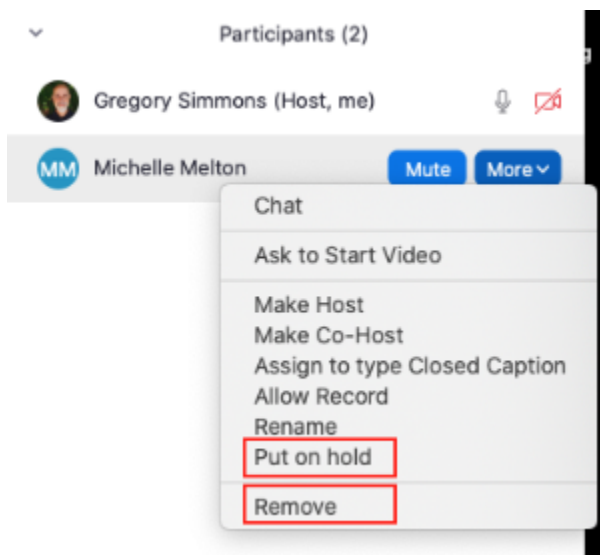
☒ Host Only ☐ All Participants ?

**Save** **Cancel**

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

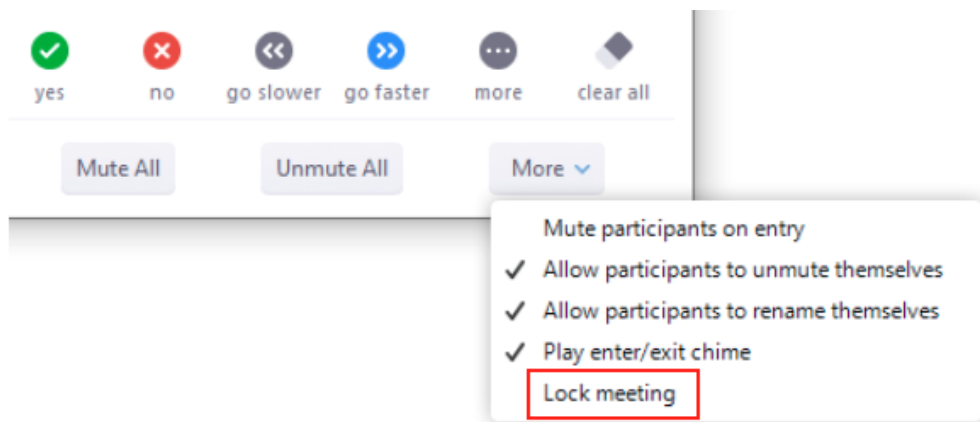
Click **Manage Participants**, mouse over any disruptive participant, click **More**, and select **Put on hold** or **Remove**.



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**.



## Related Articles

- [Appalachian Zoom Telehealth Portal](#)
- [AsULearn Faculty Support](#)
- [DTEN Zoom Conference Rooms](#)
- [Google Calendar Appointment Slots](#)
- [How to Schedule Zoom Meetings for Other People](#)
- [Troubleshooting Common Issues](#)
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- [Zoom Web Conferencing: Classes, Group Work, Collaboration](#)
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