Online Zoom Settings

1. Before generating a password, you will need to login to uky.zoom.us. Enter your LinkBlue Credentials on the new page, and click "Sign In".
2. Click "Settings" in the navigation pane on the left side of the screen.
3. Under "Schedule Meeting" you will need to locate "Embed Password in meeting link for one-click join", and turn it off. You will also need to turn on "Require password for participants joining by phone".
4. Under "In Meeting (Basic)", to avoid any distractions when presenting a PowerPoint presentation you can turn off participants ability to draw on the screen (Annotation), open a whiteboard, or request remote control access of the screen.
5. Under "In Meeting (Basic)", make sure Screen Sharing is turned switched to "Host Only". This is the default setting unless otherwise changed.
6. Under "In Meeting (Basic)", ensure that "Allow removed participants to rejoin" is turned off. This should be the default setting.
7. When scheduling a meeting, you can require a password for the meeting. You can either use the auto-generated password, or create your own in the provided field.
8. When scheduling a meeting, make sure to select "Mute Participants Upon Entry". If you are using the app, this will be found under "Advanced Options".

Desktop App:

Online:
9. Once a meeting starts, click the Manage Participants button in the toolbar. Then, click on the three dots to the right of Unmute All, and uncheck "Allow Participants to Unmute Themselves." Please note that if you make someone a co-host after this step is completed, you will need to repeat the process.
10. Click the "Manage Participants" Button. Then click the "More" button to the right of the participant's name, and select "Stop Video".
11. Click the "Chat" Button. Then click the three dots in the lower right corner of the chat window, and select "Host Only".
Enabling a Waiting Room

12. When Scheduling a Meeting, you can "Enable a Waiting Room". This can be found in "Advanced Options" on the desktop app. When checked, "Enable join before host" is turned off.

**Desktop App:**

**Online:**

- Meeting Options
  - Enable join before host
  - Mute participants upon entry
  - Enable waiting room
13. After selecting "Manage Participants", you will see the waiting room in the upper right corner. Click "Admit" to add participants to the room. You can also select "Message" to start a conversation in the waiting room chat area to better determine who you are letting into the meeting.
14. Click the Manage Participants button, then click the three dots to the right of "Unmute All". If you click "Lock Meeting", no one will be able to enter the meeting. Other meeting hosts have been doing this 5-10 minutes after the meeting starts.