How to secure your Zoom sessions and remove disruptive participants:

For fuller information, please see the "Security and Privacy" section on the following CUIT page:
https://cuit.columbia.edu/zoom

Set a meeting password (or add a password to an existing meeting).

1) Creating a new Meeting with a password (*don't forget to distribute the password*):
    a. When scheduling a new meeting through the web, scroll down to locate the "require meeting password" option. When scheduling through the app, this will be under "advanced meeting options":
    b. Tick the box and enter a password or use the randomly generated one provided:

    Meeting Password   ☑ Require meeting password   0293234232

2) Adding a password to an existing meeting (*don't forget to distribute the password*):
    a. Locate the meeting on your schedule at https://columbiauniversity.zoom.us/meeting or, if using the app, under the "Meetings" tab:
    b. On the web interface, click on the "meeting topic" of the meeting in question

    Start Time ⇕   Topic ⇕
    Today (Recurring)   My Meeting
    02:00 PM

    then click "edit meeting" at the bottom of the page:

    Edit this Meeting   Start this Meeting

    c. If you are editing a recurring meeting, then be sure to click "All" when prompted so that you add a password to all recurrences of that meeting:

    Edit Meeting   ✕
    You are editing a recurring meeting
    Do you want to edit only this meeting, or all recurring meetings?

    Only this meeting   All   Cancel

    d. Scroll down to locate the "require meeting password" option. Tick the box and enter a password or use the randomly generated one provided:

   Meeting Password   ☑ Require meeting password   0293234232

    e. Be sure to save the changes to your meeting at the bottom of the page before closing the "Edit" screen.
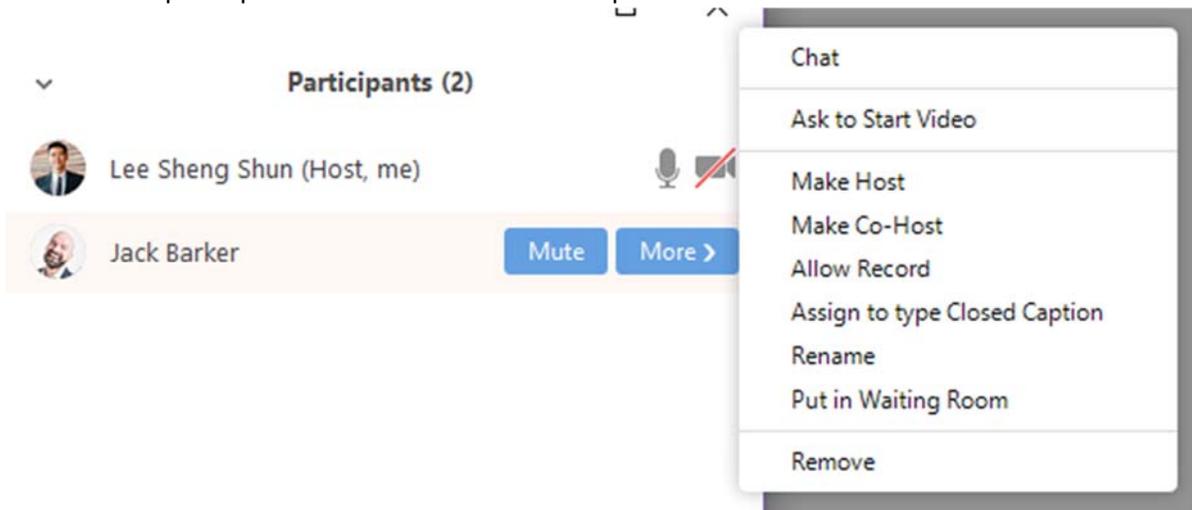
Removing Participants

1. Click **Manage Participants** in the host controls to display the participants list:

2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:
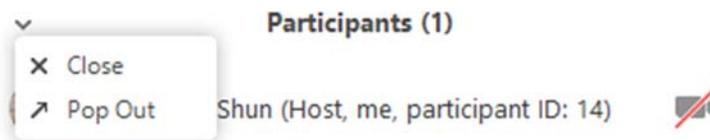
3. Hover over a participant and click **More** for these options:

- **Remove**: Clicking remove will remove the participant from the Zoom session. The default setting of Zoom will prevent participants that you have removed from re-joining the meeting (even if they have the correct meeting password).