

PREP

for Zoom meetings

what to do before launching a Zoom meeting



P
Penn State Authentication



R
Restrict Screen sharing, Audio, Video and Chat



E
Enable waiting room



P
Password protection

MEET

using Zoom

what settings to adjust in the meeting



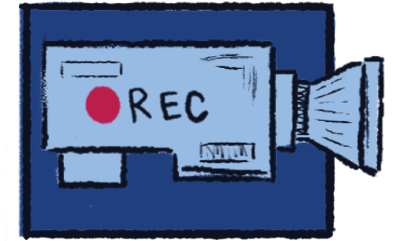
M
Mute all participants



E
Eliminate participant renaming



E
Enable lock meeting



T
Turn on recording

ACT

if meeting is disrupted

what to do if the Zoom meeting is disrupted



A
Suspend Participant Activity or Adjourn meeting



C
Contact University Police



T
Take advantage of available resources



SCAN ME



PennState
College of the Liberal Arts