March 25, 2020

Rev. Shad Groverland created this list to protect your Zoom meetings after his Sunday service was disrupted by a group who posted inappropriate comments and images.

Hello, Everyone,

Here is the list of Zoom things to do.

1. Don't post your meeting ID, Zoom meeting links, or call-in phone numbers on any public platform like social media, your website, etc. You can text or email it to your congregants directly.

2. Add a password to your Zoom meetings. Here is a good short video about how to do that.

3. Make sure your settings are set up so that only the Host can screen share. You can do this while the meeting is going by clicking the arrow next to the Screen Share button and changing those settings there.

4. Make sure you know how to mute everyone and keep people muted, just in case someone unwanted does get into your meeting and starts saying inappropriate stuff. Once the meeting has started, you can click on the Participants button and in the Participants windows, there are buttons to Mute or Unmute All. Also, on the bottom right, there is a More button where you can choose to allow or not allow people to unmute themselves. In that scenario, you do not want them to be able to unmute themselves.

5. Muting everyone, and keeping them from unmuting themselves, now buys you time to get rid of anyone who got into your meeting that you don't want there. In the same Participants window, next to the name of the person are two buttons, one is Mute and the other is More. Click on More next to their name, and an option will appear to Remove them.

6. Also in that Participants window, under the More button, you can choose to Lock Meeting. Once everyone is in your meeting who you want to be there, if you lock it at that point, nobody else will be able to join.

There you go. Have a safe Zoom experience.

**unity** ®
of Boulder

**Rev. Shad Groverland**
**Minister**
Unity of Boulder Church
2855 Folsom Street, Boulder CO 80304
303.442.1411
shad@unityofboulder.com