How to Make a Zoom Meeting Private

1. Create a password for your Zoom meeting.

When you schedule a new meeting, under the **Password** section, click the checkbox next to **Require meeting password**. This allows you to type in a strong password that you can share with meeting participants. Participants will be asked to enter the password to join the meeting. Those who don't have the password won't be able to join your meeting.

2. Use the waiting room feature.

The waiting room feature allows the meeting host to determine when participants can enter the meeting. The meeting host can admit attendees one-by-one or all at once. When you're signed into Zoom, click the **Schedule** button to create a new meeting. Click on **Advanced Options**, check the box next to **Enable Waiting Room**.

3. Limit who can share their screen.

Once your meeting has started, click the up arrow next to **Share Screen**, then click **Advanced sharing options**. Under **Who can share?** select **Only Host** to make sure the meeting host is the only participant who can share their screen.
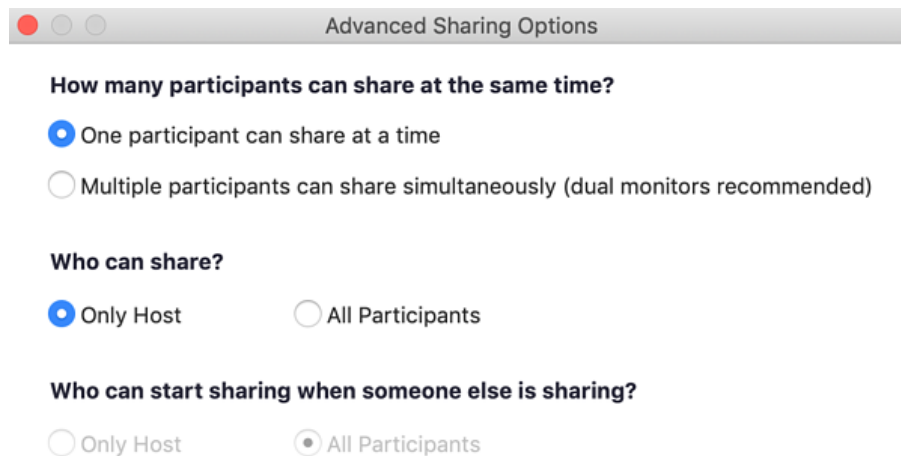
4. Lock the meeting.

When you're in your meeting, click Manage Participants in the Zoom toolbar. You should see your meeting participants listed on the right-hand side of the screen. In the bottom right-hand corner, click the **More** button and select **Lock Meeting**. This prevents any new participants from joining the meeting, even if they have the meeting password.