# Protect Your Zoom Meeting from Uninvited Visitors

- **Do not share your meeting link on social media or any other public forums/websites**. This makes it easier for anyone publicly to join your meeting. It is strongly suggested that faculty also encourage students not to share your meeting links with anyone outside the class.

- **Lock the meeting**: When you lock a Zoom Meeting that's already started, no new participants can join. To lock your meeting, click "Security" at the bottom of your Zoom window. Then click "Lock Meeting".
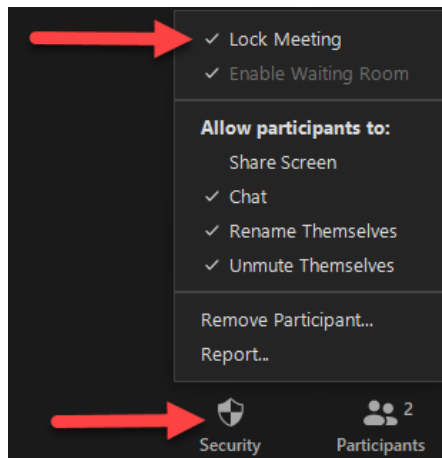

- **Require attendees sign-in with their Villanova Login**: If your Zoom meeting will consist of only Villanova participants (students, faculty, or staff), we recommend enabling "Only authenticated users can join" setting, which then requires participants to sign on using their Villanova credentials to join the meeting.
  - To enable this setting, log into Villanova Zoom, go to Settings, under Meeting, enable "Only Authenticated Users Can Join Meetings"

  - Then, click "Meetings" on the left-hand navigation, click on "Upcoming Meetings".
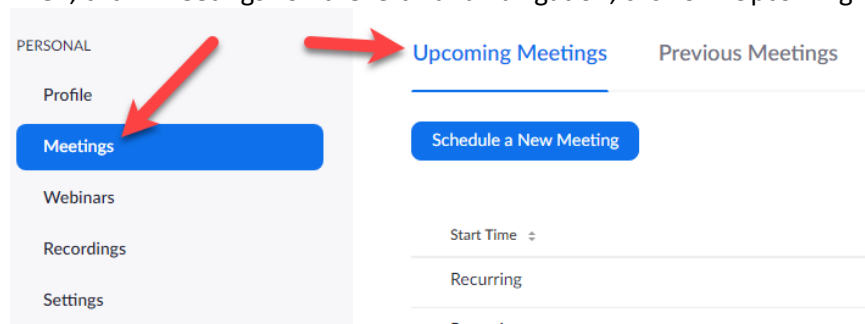
o   Click on your Meeting. Scroll to the bottom and click on "Edit this Meeting".

o   Under "Meeting Options", check "Only authenticated users can join", and make sure "Sign in to Zoom with specified domain" is enabled.

o   When participants attempt to join the meeting: they will want to click on "Sign In" or "Sign In to Join". The Zoom Participant Guide contains the following instructions on how students/participants can sign-in your meeting.

- Students/Participants click on "Sign In with SSO" button.

- In the Sign In with SSO box, they enter "villanova". It should then read "villanova.zoom.us". Click "Continue".

- Then, their internet browser will then open and take them to the Villanova sign-in page, where they should enter their Villanova credentials.