International Education Week

Zoom Safety Tips!

Hello! Thank you for your participation.

To ensure you have a successful virtual event, we would like to recommend important safety precautions for using **Zoom.**

1 Registration Required!

Please make sure you have your event set to **Registration Required.**
This will reduce security risks such as "zoom bombing."

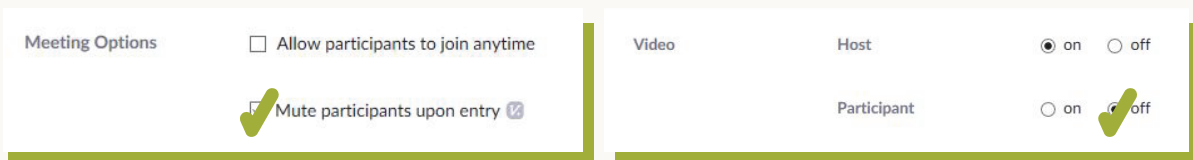Registration ✓ Required

2 Assign a Co-host!

Please make sure you have at least one preselected **co-host.**
Co-host(s) are able to monitor the participants and chat
and act as backup, should something happen.

3 Set Participant Settings!

Begin the meeting with all Participants **muted with pictures off.**
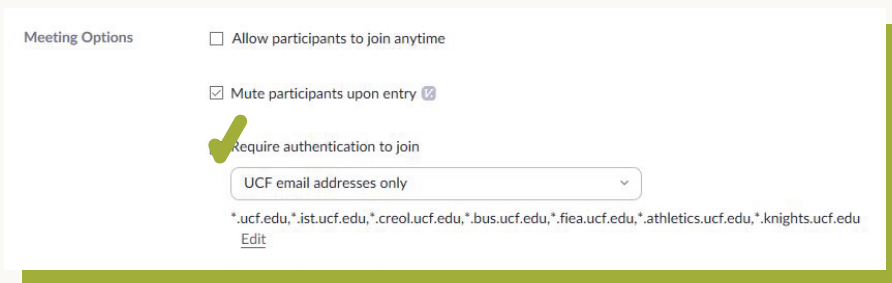Depending on your event type, you can make alterations accordingly.
This minimizes interruptions and distractions.

Meeting Options   ☐ Allow participants to join anytime

✓ Mute participants upon entry

Video   Host   ◉ on   ○ off

Participant   ○ on   ✓ off

4 Option to Set Specific Emails

You are able to select **Authenticate Users** to ensure only
users with specific emails (ucf.edu or knights.ucf.edu) can join.
Only select this option if you want participation to solely be UCF-affiliated email addresses.

Meeting Options   ☐ Allow participants to join anytime

☑ Mute participants upon entry

✓ Require authentication to join

UCF email addresses only

.ucf.edu,.ist.ucf.edu,*.creol.ucf.edu,*.bus.ucf.edu,*.fiea.ucf.edu,*.athletics.ucf.edu,*.knights.ucf.edu
Edit

PLEASE EMAIL **UCFGLOBAL@UCF.EDU** IF YOU HAVE ANY QUESTIONS!
THANK YOU SO MUCH FOR YOUR PARTICIPATION.

UCF | UCF Global