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.”

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.

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.

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