Enable enhanced privacy features before your meeting begins

As a host, you can enable enhanced privacy features to add an additional layer of security and control who participates in your meetings and classes. Click on the headers below for instructions on using these features.

- **Require a meeting password.** Adding a password means participants can only join the meeting with the correct password of your choice.
- **Add a waiting room.** A waiting room lets the host review who's trying to join the meeting before it starts. You can admit participants one-by-one or all at once.
- **Lock your meeting.** When everyone you've invited has successfully joined, you can lock your meeting to keep others from joining.

Manage participants during the meeting

Hosts can control the ways that participants can interact during a meeting or class. Using these options can help you better manage a meeting or class by minimizing excess distraction or disruptive participants.

- **Mute a participant.** People often leave their microphones on by mistake, meaning everyone in the meeting can hear their background noise. You can mute participant microphones to stop this from happening or to simply prevent interruptions during a presentation.
- **Stop a participant's video.** If a participant's video is distracting, or you think it's causing them to have connection issues, you can switch it off for them.
- **Disable screen sharing.** To ensure you control the meeting slides or content, hosts can prevent other participants from sharing their screen.
- **Remove participants.** In the rare event that someone is in your meeting who shouldn't be, or if you need to remove them for any other reason, hosts can remove a participant and prevent them from being able to rejoin.

Remember, even though you're working remotely, you're not alone.

If you need help, contact the Harvard T.H. Chan School of Public Health Service desk at 617-432-HELP.

SPH Service Desk
617-432-HELP

Monday - Friday:
7:30 AM - 6 PM

Tools and resources for teaching, working, and learning remotely:
hsph.me/remote-readiness

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