1. **Enable the Waiting Room**
   When participants log into the call, they see a *Waiting Room* screen. The host has to let them join one at a time.

2. **Disable Screen Sharing**
   Only the host should share the screen. During your meeting, you can adjust guest settings. Click on the security icon at the bottom of the screen to disable participants’ ability to share their screen.

3. **Mute Participants**
   This setting can be enabled/disabled either when you are scheduling the meeting or once the meeting has started.

4. **Private Chat**
   Set chat setting to private messages so only you (host) can see messages from participants. Once you are ready to receive questions from participants, only you will be able to read them.

5. **Remove Participant**
   If a participant is showing unacceptable behavior, you can remove the participant from the *Participants* menu. Click on the participant’s name, then on the “Remove” option. Once you confirm the participant’s removal, he/she will not be allowed back in.