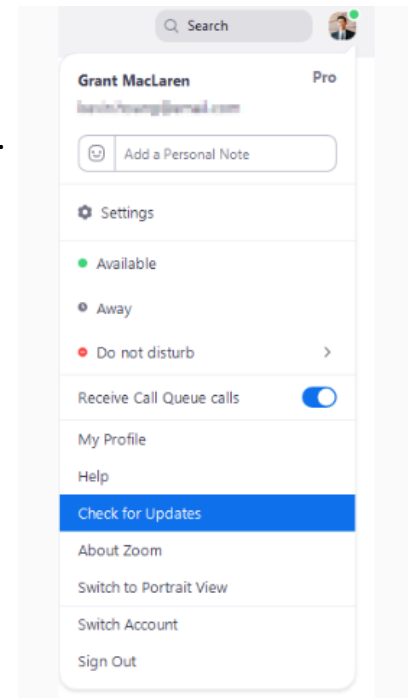


Updating Your Zoom App

Once signed into your Zoom app you will go to the right hand corner and click on your profile picture, if you set one, or your initials if you did not set a picture.

Looking down the drop down menu, you will find Check for Updates.

If you are up to date, a box will appear letting you know. If there is a newer version, one will be downloaded and installed.

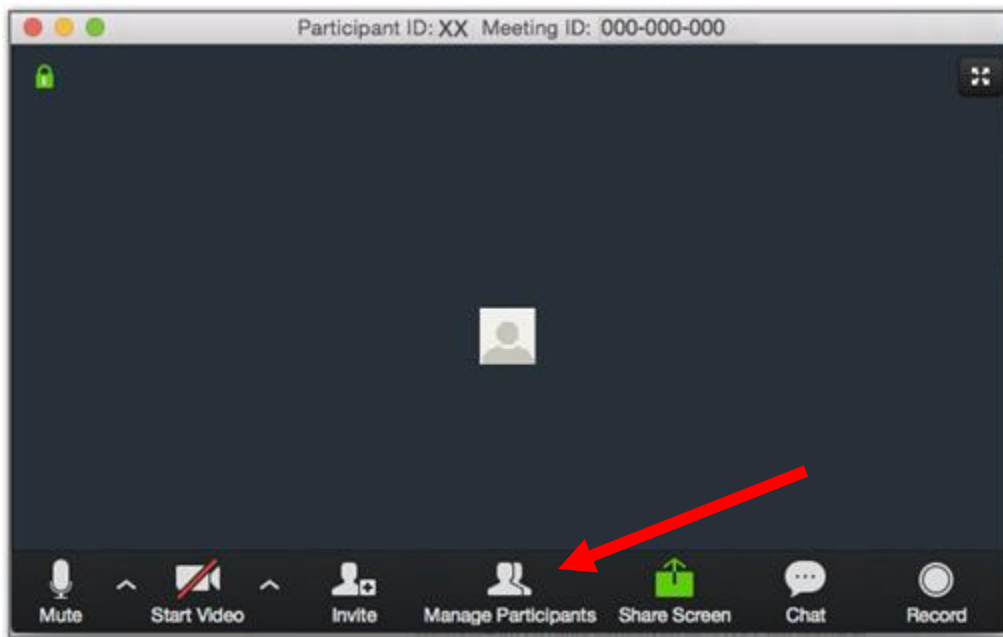


Safe & Secure Zoom Meetings

There is a new way to make sure that Zoombombing does not happen during your Zoom meetings. Here you will learn how to LOCK your meeting once it has started. There are two ways that you can do this.

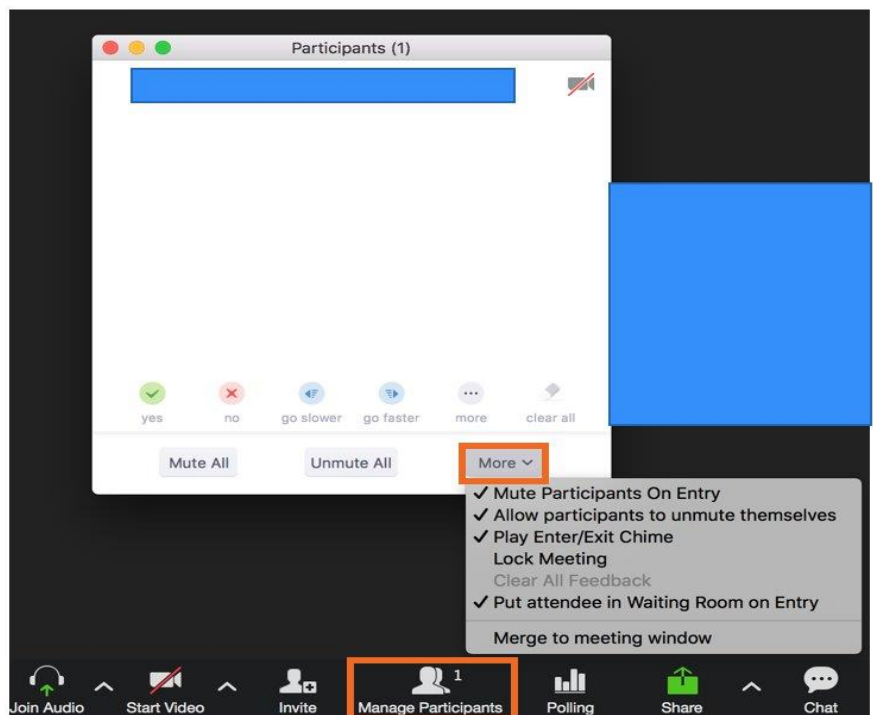
FIRST WAY

1. Once in your meeting you will look at the bottom of your Zoom meeting screen to find all of your controls and click on Manage Participants.



2. You will then click MORE
3. Then click LOCK MEETING

If these directions are not helpful to you, [here is a link](#) to a video that shows you the steps as well!



SECOND WAY

If you have updated your Zoom, you will now find a new SECURITY icon.



It is at the bottom of your Zoom meeting screen next to MANAGE PARTICIPANTS.

Here you will find the LOCK MEETING feature.

