Securing Zoom Meetings

The information provided below can be used to help ensure a more secure Zoom session for you as well as your attendees. We recommend applying as many of these tips as possible while still meeting the requirements for your Zoom meeting.

Add a password to <u>all</u> meetings

When creating a new Zoom meeting, Zoom will automatically enable the "Require meeting password" setting and assign a random 6-digit password.

Schedule meeting

Schedule Meeting

Topic

Sample Zoom Meeting

Start: Wed April 1, 2020   11:00 AM

Duration: 1 hour   0 minute

☐ Recurring meeting   Time Zone: Eastern Time (US and Canad... ∨

Meeting ID

⦿ Generate Automatically   ○ Personal Meeting ID   xxx-xxx-xxxx
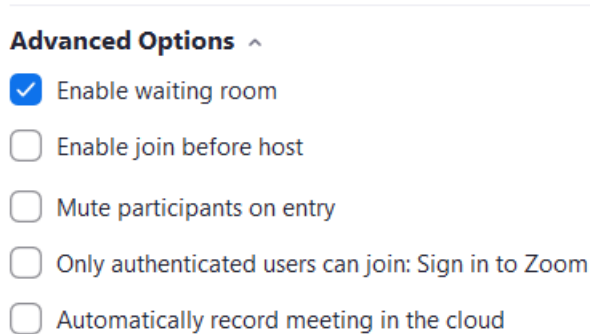
Password

☑ Require meeting password   020796

You should **not** uncheck this option as doing so will allow anyone to gain access to your meeting without your permission.

Use waiting rooms

Zoom allows the host (the one who created the meeting) to enable a waiting room feature that prevents users from entering the meeting without first being admitted by the host.

This feature can be enabled during the meeting creation by opening the advanced settings, checking the 'Enable waiting room' setting, and then clicking on the 'Save' button.
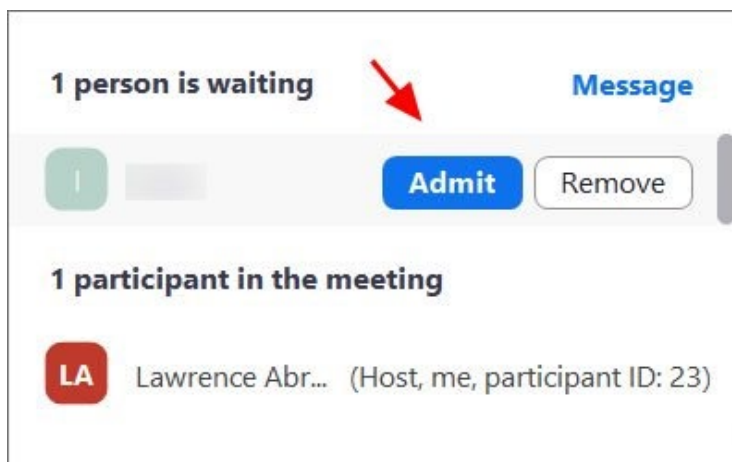
Advanced Options ^

☑ Enable waiting room

☐ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting in the cloud

Enable waiting room setting

When enabled, anyone who joins the meeting will be placed into a waiting room where they will be shown a message stating "Please wait, the meeting host will let you in soon."

The meeting host will then be alerted when anyone joins the meeting and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar.

| Join Audio | ^ | Start Video | Invite | Manage Participants 2 | Share Screen | ^ | Chat | Record | End Meeting |
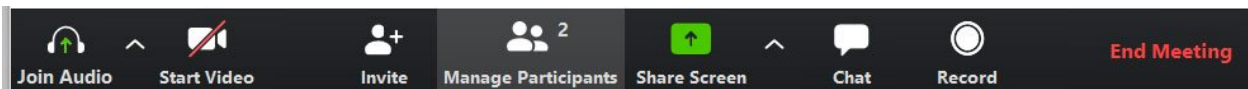
You can then hover your mouse over each waiting user and 'Admit' them if they belong in the meeting.

1 person is waiting   Message

| Admit   Remove

1 participant in the meeting

LA   Lawrence Abr... (Host, me, participant ID: 23)

Admit a person into the meeting

Do not share your meeting ID

Each Zoom user is given a permanent 'Personal Meeting ID' (PMI) that is associated with their account.

If you give your PMI to someone else, they will always be able to check if there is a meeting in progress and potentially join it if a password is not configured.

Instead of sharing your PMI, create new meetings each time that you will share with participants as necessary.

Disable participant screen sharing

To prevent your meeting from being hijacked by others, you should prevent participants other than the Host from sharing their screen.

As a host, this can be done in a meeting by clicking on the up arrow next to 'Share Screen' in the Zoom toolbar and then clicking on 'Advanced Sharing Options' as shown below.
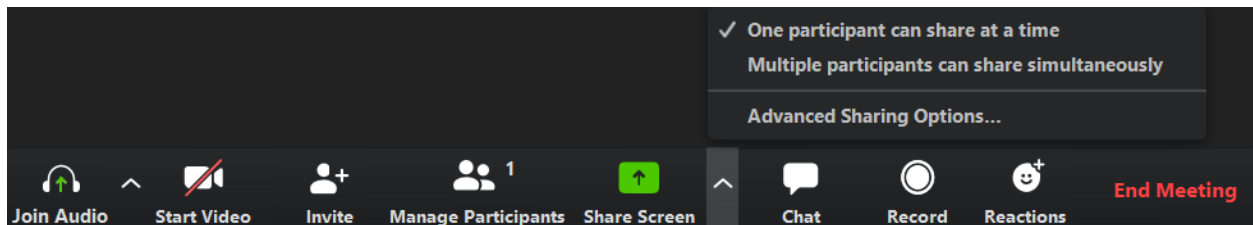
When the Advanced Sharing Options screen opens, change the 'Who Can Share?' setting to 'Only Host'.
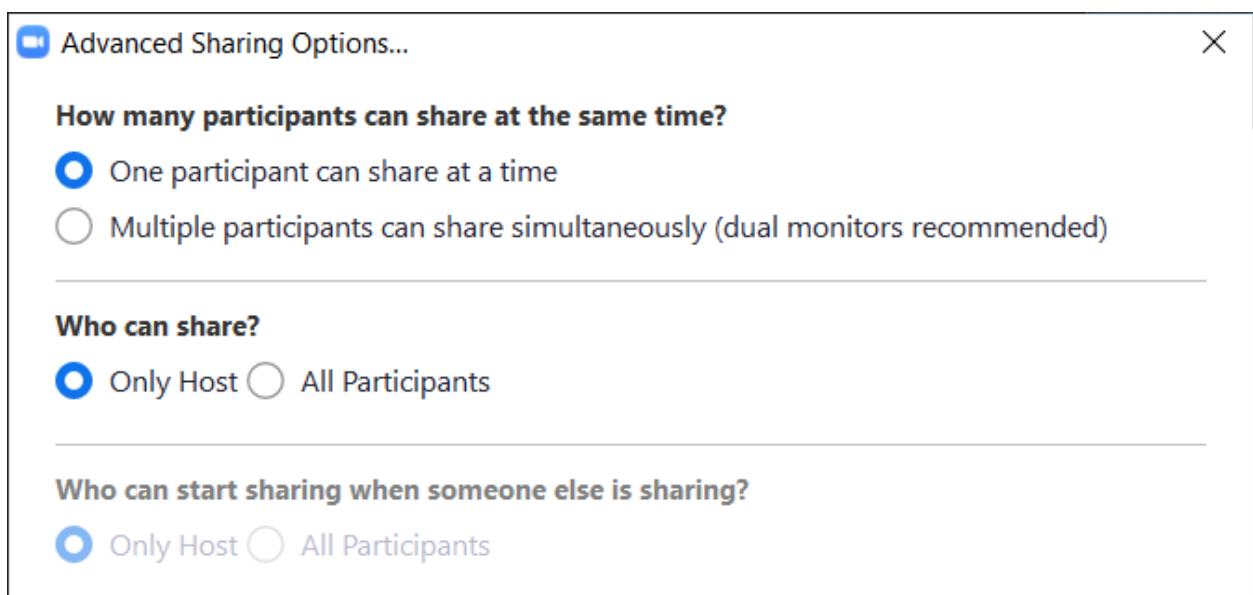

You can then close the settings screen by clicking on the X.

Lock meetings when everyone has joined

If everyone has joined your meeting and you are not inviting anyone else, you should Lock the meeting so that nobody else can join.

To do this, click on the 'Manage Participants' button on the Zoom toolbar and select 'More' at the bottom of the Participants pane. Then select the 'Lock Meeting' option as shown below.
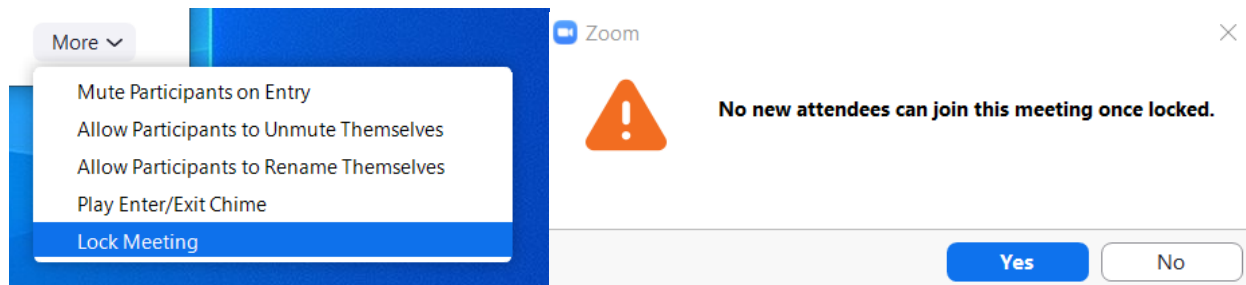
Do not post pictures of your Zoom meetings

If you take a picture of your Zoom meeting than anyone who sees this picture will be able to see its associated meeting ID. This can then be used by uninvited people to try and access the meeting.