Zoom

Securing Meetings

To set up a secure Zoom meeting, you should: enable a waiting room, require a meeting password, mute participants upon entry, restrict screen sharing, lock the meeting once everyone is present, and consider using the "only authenticated users can join" setting in your Zoom settings; for the highest level of security, check if your organization allows for end-to-end encryption on your Zoom account.

Key steps to secure a Zoom meeting:

• Set a meeting password: When scheduling a meeting, require a password to join.

To add a password to an existing meeting:

- 1. Open the Zoom program by double-clicking its icon or using the Windows **Start** menu.
- 2. Click **Meetings** at the top of the application.
- 3. In the listing of meetings on the left half of the Zoom screen, find the meeting you want to edit and click its **Topic (name).** A summary of the meeting will show on the right side of the screen.
- 4. Click Edit.
- 5. On the Edit Meeting screen under Password, select the checkbox **Require meeting password**.



- 6. Zoom will provide a password. You can use that one or type a different password into the field.
- 7. At the bottom of the page, click **Save**.
- 8. If you have the Outlook Zoom plugin installed, an updated appointment for the meeting may open in Outlook. You can send this appointment to update your invited participants with the new meeting link.

• Enable the waiting room: This allows you to control who enters the meeting and admit participants individually.

To enable or disable Waiting Room for a meeting:

- 1. In the edit meeting menu, scroll down to Meeting Security
- 2. Make sure the Waiting Room option has a check mark next to it as shown below.

Me	eeting Security
~	Passcode 317397 🕐
	Only users who have the invite link or passcode can join the meeting
 	Waiting Room
	Only users admitted by the host can join the meeting
\Box	Only authenticated users can join: Sign in to Zoom

• Mute participants upon entry: Set the default setting to mute all participants when they join the meeting.

To enable or disable **Mute all participants when they join a meeting** for all users in the account:

- 1. Sign in to the Zoom and select the meeting you are wanting to secure.
- 2. In the navigation menu, click **Edit Meeting** then **Advanced**.
- 3. Within the Advanced Settings, check 'Mute participants upon entry'

oom Meeting			
Outlook ~	J	Attendees	
Meeting options Meeting ID		Name or email address	
		Enable Continuous Meeting Chat Added attendees will have access to the Mosting Group Chat helpes and after the	
O Generated ID 845 2726 2323	Personal Meeting ID 936 014 7642	meeting.	
Meeting Security			
Passcode 317397 Only users who have the invite link of) 🕐		
 Waiting Room 			
Only users admitted by the host can	join the meeting		
 Only authenticated users can jo 	bin: Sign in to Zoom		
Video			
Host: Off	Participant: Off		
Audio			
Telephone	Computer Audio		
O Telephone and Computer Audi	0		
Dial in from United States Edit			

✓ Advanced
 Allow participants to join anytime
Q&A
Mute participants upon entry
 Automatically record meeting on the local computer
Approve or block entry for users from specific countries/regions
Only allow users from: Edit

• **Control screen sharing:** Decide who can share their screen and limit it to only authorized individuals.

To enable screen sharing for participants in Zoom meetings:

- 1. Open the Zoom desktop app.
- 2. Start or join a Zoom meeting as the host.
- 3. On the controls toolbar, click the upward arrow icon next to Share Screen.



4. Click Advanced Sharing Options. A pop-up window will appear.



5. Under Who can share, select the participants you would like to have screen sharing access.



• Lock the meeting: Once all expected participants are present, lock the meeting to prevent new people from joining.

To Lock your meeting once the meeting has started to prevent additional participants from joining:

- 1. Once in your Zoom meeting, click on the **Host** tools icon.
- 2. From the Host tools menu, click on Lock Meeting.

Helpful Links for Zoom:

- <u>Getting Started with Zoom</u>
- Audio, Video, and Sharing

Lock meeting

Enable waiting room
 Hide profile pictures

Allow all participants to:

Share screen

- 🗸 Chat
- Rename themselves
- Unmute themselves
- ✓ Start video
- Share whiteboards
- ✓ Share notes
- Collaborate with Zoom Apps
- Set meeting timers

Record to computer

Request to record to computer

Suspend participant activities

