

Zoom

Securing Meetings

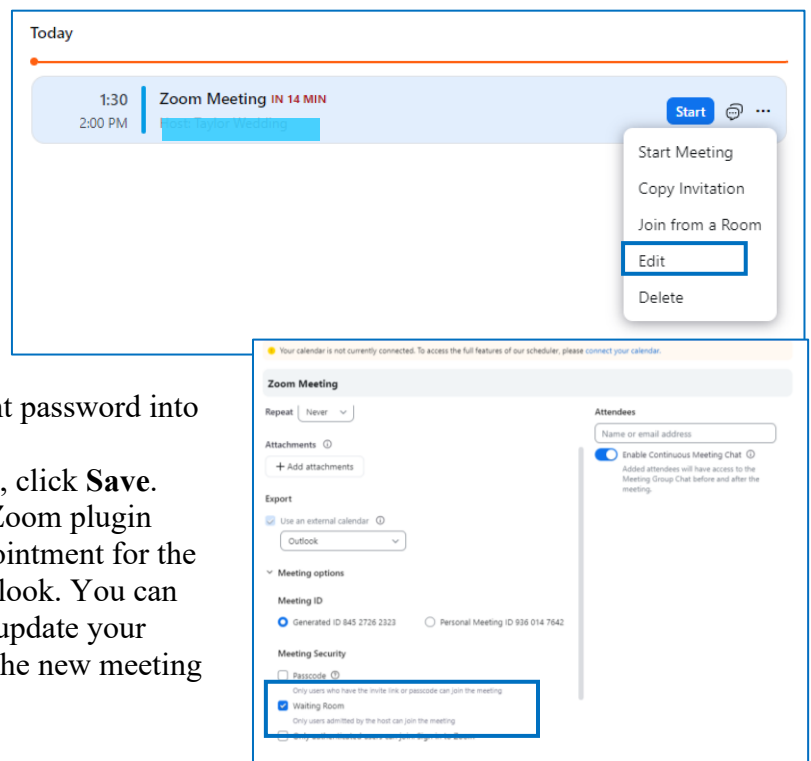
To set up a secure Zoom meeting, you should: enable a waiting room, require a meeting password, mute participants upon entry, restrict screen sharing, lock the meeting once everyone is present, and consider using the "only authenticated users can join" setting in your Zoom settings; for the highest level 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:

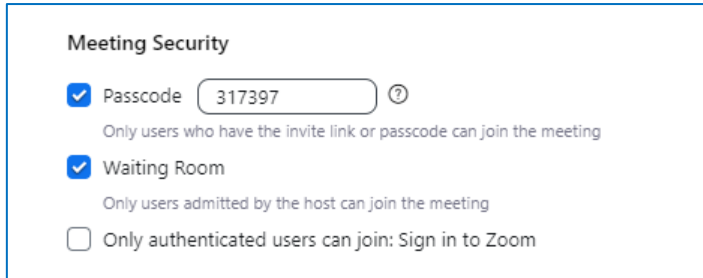
1. Open the Zoom program by double-clicking its icon or using the Windows **Start** menu.
2. Click **Meetings** at the top of the application.
3. In the listing of meetings on the left half of the Zoom screen, find the meeting you want to edit and click its **Topic (name)**. A summary of the meeting 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:

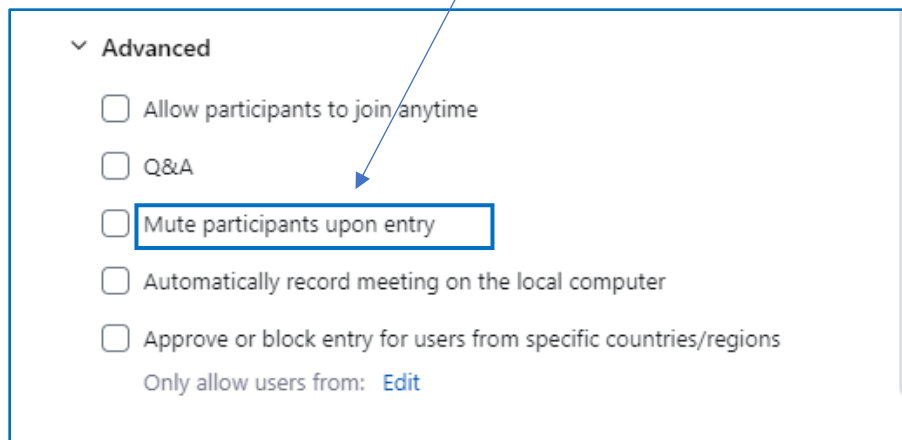
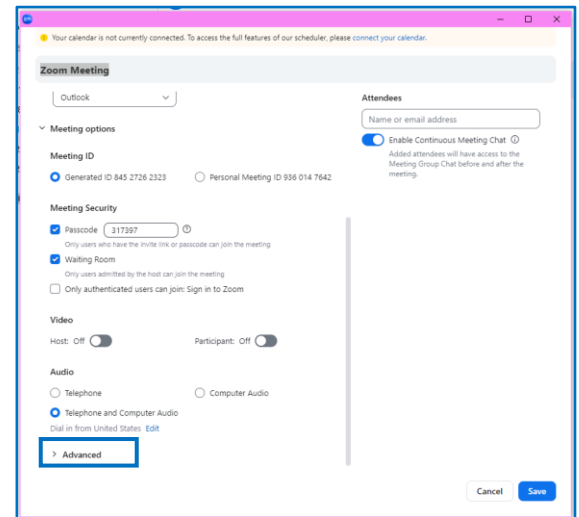
1. In the edit meeting menu, scroll down to **Meeting Security**
2. Make sure the Waiting Room option has a check mark next to it as shown below.



- **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:

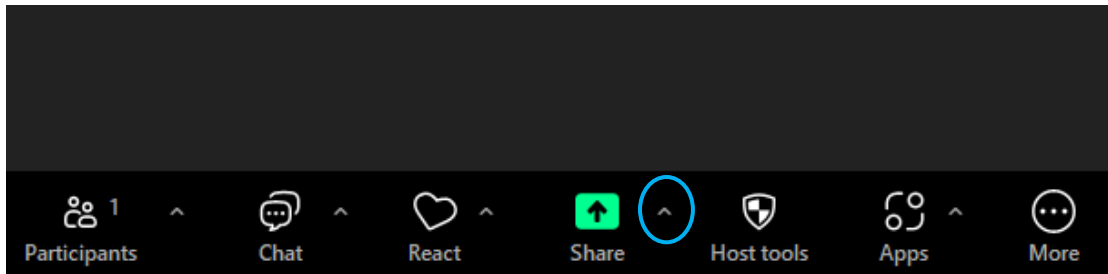
1. Sign in to the Zoom and select the meeting you are wanting to secure.
2. In the navigation menu, click **Edit Meeting** then **Advanced**.
3. Within the **Advanced Settings**, check ‘**Mute participants upon entry**’



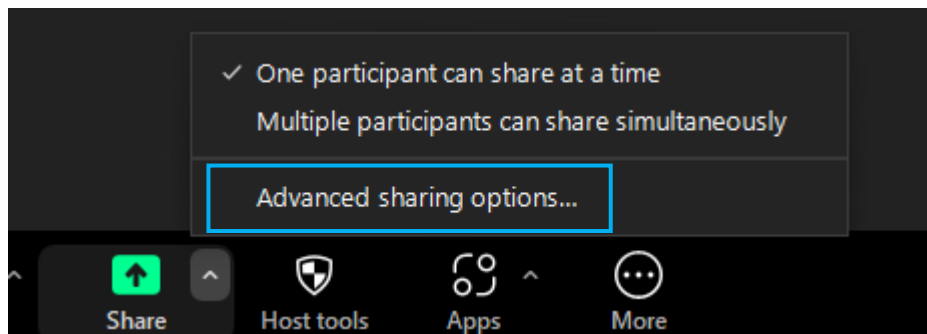
- **Control screen sharing:** Decide who can share their screen and limit it to only authorized individuals.

To enable screen sharing for participants in Zoom meetings:

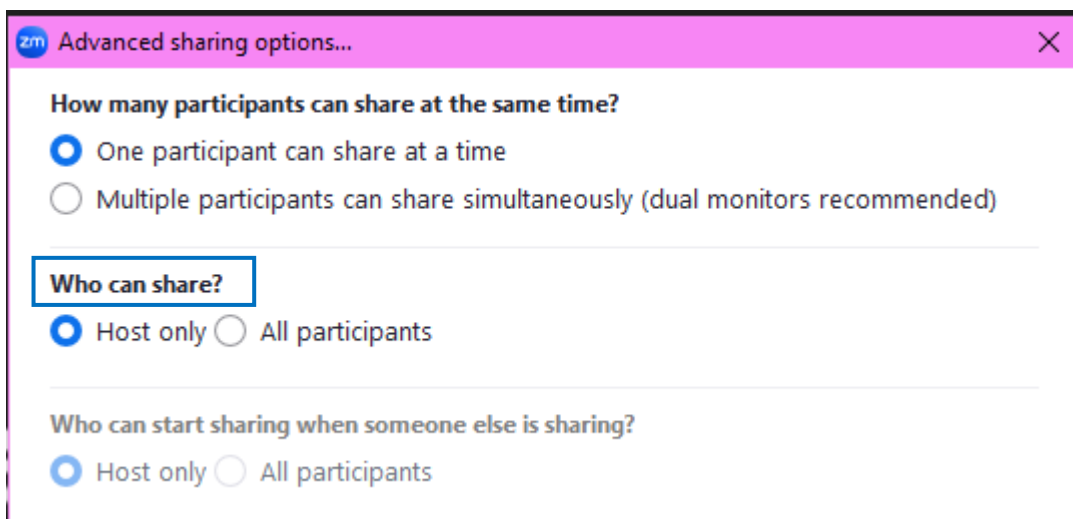
1. Open the Zoom desktop app.
2. Start or join a Zoom meeting as the host.
3. On the controls toolbar, click the upward arrow icon next to **Share Screen**.



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:

- [Getting Started with Zoom](#)
- [Audio, Video, and Sharing](#)

