TIPS FOR SECURING YOUR ZOOM MEETING

If you are working from home, leading a virtual book club, or trying to stay in touch with family and friends while sheltering in place, you may be using Zoom. If you are hosting a Zoom meeting, here are some tips to help make sure your meeting is secure and safe from uninvited meeting guests.

1. **SCHEDULING THE MEETING:**

    *   **Use a random meeting ID:** Click "Generate Automatically" to choose a random meeting ID for each meeting. Even though your Personal Meeting ID might seem easier to remember or share, it is easier for a bad actor to guess than a random meeting ID.

    *   **Require a password:** Protect your Zoom meeting by adding a password that participants need to enter your meeting.

    *   NEVER PUBLICLY POST A ZOOM MEETING LINK, MEETING ID, OR MEETING PASSWORD.

2. **BEFORE THE MEETING:**

    *   **Use the "Waiting Room":** Under your Advanced options, click "Enable waiting room." The "waiting room" sends you an alert when anyone tries to join your meeting, and you have to click "admit" to let the person join. This makes it easier to keep strangers out of your meeting.

    *   **Require registration / Allow only signed-in participants to join:** Require participants to register with Zoom before they can join your meeting. You can also prohibit participants from joining your meeting unless they log in using the email address to which you sent the meeting invite.

    *   **Turn default video off and mute participants when they join:** Set your default meeting options so that participants will have their video turned off and their audio muted when they join. This can prevent an uncomfortable situation if a participant was not fully ready for the meeting.

3. **DURING THE MEETING:**

    *   **Verify participants:** Look at the meeting participants list to make sure that you know who all the meeting participants are. If you see someone who you do not know on the list, you can remove the participant.

    *   **Lock the meeting:** Once everyone you are expecting has joined your meeting, "lock" the meeting to keep anyone else from joining.

    *   **Manage screen sharing:** Set your default meeting options to prevent participants from sharing their screen, including any inappropriate content, during your meeting.

    *   **Disable video:** Turn off a participant's video stream to block unwanted, distracting, or inappropriate gestures.

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- **Mute participants during the meeting:** Mute participants (individually or all together) to block unwanted, distracting, or inappropriate noise.

- **Turn off file transfer:** Turn off in-meeting file transfers to prevent meeting participants from sharing pictures, GIFs, memes, and other content.

4. **ADDITIONAL RESOURCES:**

- For more tips on how to use Zoom safely, including webinars and tutorials, visit Support during the COVID-19 pandemic.

- You can see all of Zoom's Recorded Training Sessions and Live Training Webinars at any time for more help.

- If you are an educator, be sure to review Zoom Meetings for Education (Students & Educators) Live Training and An Educator's Guide to Teaching over Zoom.

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