Zoom and Security Best Practices

Hosting Meetings on Zoom Safely

This document was created to help you use Zoom safely and securely and to avoid "ZoomBombing."

You should not share your meeting link on social media or another public location (such as our public-facing website), because anyone with the link can join your meeting. You may, however, occasionally need to create a meeting link (for office hours, for instance) that is open to a broader community of students than just one class roster. Here are some tips you can use to help maintain security when a public meeting space is necessary:

- Avoid using your Personal Meeting ID (PMI) to host widely-shared events. Your PMI is essentially one continuous meeting, and people can pop in and out all the time. Use an automatically generated Meeting ID rather than your Personal Meeting ID when scheduling meetings. Learn about meeting IDs and how to generate a random meeting ID. Full video tutorial

- Add a passcode to your meeting, then share that passcode with your students via email or Moodle. This will require participants to enter the passcode to enter the meeting.

- Uncheck **Join Before Host** when you create the meeting link, so participants cannot interact with one another before you join the meeting.

- Familiarize yourself with Zoom's settings and features. Enable the Waiting Room for your meeting so you can review who is attempting to join before allowing them to enter.

The best way to keep your meeting private is to control who has the access credentials. Do not post Zoom meeting links on a publicly-accessible website or on social media, and ask your students to keep connection information private to help protect all participants.

Once your meeting has started, consider the following options:

Manage Screen Sharing

The simplest way to retain control of screen sharing in a Zoom meeting is never to give it up in the first place. To prevent random people in your public event from taking control of the screen, restrict sharing to yourself.

You can do this before or during the meeting by using the host controls at the bottom of the interface. Click the arrow next to **Share Screen**, and then select **Advanced Sharing Options**. Under **Who can share?** choose **Host Only** and close the window. N.B.: the **Host Only** setting is now the default setting for new meetings in your Zoom account meeting settings unless you previously changed to allow others to share.

Manage Participants

Below are some suggested methods that enable hosts to limit meeting attendance and control how attendees participate.

- "Lock" the meeting: When you lock a Zoom Meeting that has already started, no new participants can join, even with an approved meeting ID and password. Once your meeting has begun, click on the **Participants** button in the main toolbar so that the participant panel appears. Click the **More** button in the bottom right corner beneath the participant list and select **Lock Meeting**.

- Set up a password: A password adds an additional layer of security, one that may be useful for meetings outside of regular class hours. You may wish to share the password in your syllabus or in direct emails to your students.

- Remove unwanted or disruptive participants: You can quickly remove anyone who is disrupting your meeting. Click the **Participants** button to display the participants and hover your mouse over the disruptive participant's name. Several options will appear, including **Remove**. By default, removed participants will not be able to rejoin the meeting.

- Put attendees on hold: When a host places everyone else on hold, attendees' video and audio connections are disabled momentarily. A host can also put individual participants on hold. To do so, click on someone's video thumbnail and select **Start Attendee On Hold** to activate this feature. Click **Take Off Hold** in the Participants list when you are ready to have them back.

- Disable attendees' video: Hosts can turn anyone's video off. This allows them to block unwanted, distracting, or inappropriate gestures on video. Click on the **Participants** button in the main toolbar so that the participant panel appears. Click on the **Mute** button to silence the unwanted participant. Click on the **More>** button to the right of the Mute button and select **Stop Video**.

- Mute participants on Entry: Hosts can mute/unmute individual participants, or all participants at once, to block unwanted, distracting, or inappropriate noise. You can also enable Mute Upon Entry in your settings to reduce confusion in large meetings.

  - Click on the **Participants** button in the main toolbar so that the participant panel appears. Click the **More** button in the bottom right corner beneath the participant list, and then select **Mute Participants on Entry**. If you wish to keep them muted during a lecture section of a meeting, you can uncheck the box next to **Allow Participants to Unmute Themselves**.

- Turn on/off Entrance Chime – You can be alerted anytime someone joins a meeting with an entrance chime so you are aware of late comers.

  - Click on the **Participants** button in the main toolbar so that the participant panel appears. Click the **More** button in the bottom right corner beneath the participant list and select **Mute Participants on Entry**. If you wish to keep them muted during a lecture section of a meeting, you can uncheck the box next to **Allow Participants to Unmute Themselves**.

- [Turn off annotation](): You and your attendees can annotate a screen share to edit or mark-up content. You can disable the annotation feature in your Zoom settings to prevent disruptive misuses of this feature.

    o While you are sharing your screen, click on the **More** button in the main meeting toolbar, and then choose **Disable participants annotation**.

- [Disable private chat](): Zoom has in-meeting chat for everyone, but participants can also message each other directly. Restrict participants' ability to chat privately while your event is going on to limit distractions that may reduce engagement by participants. Private chat is disabled by default unless you have changed it in your Zoom account settings.

What to do if:

- You have an unwanted Zoom guest:

    o Click on the **Participants** button in the main toolbar so that the participant panel appears. Click on the **Mute** button to silence the unwanted participant. Click on the **More>** button to the right of the Mute button and select **Remove**.
    o Report the intrusion to ithelp@lakeforest.edu.

- You are ZoomBombed, (i.e., someone known or unknown begins sharing offensive materials):

    o Remove participant immediately (see above).
    o Report the issue to ithelp@lakeforest.edu.
    o Follow-up with your class to address their concerns.