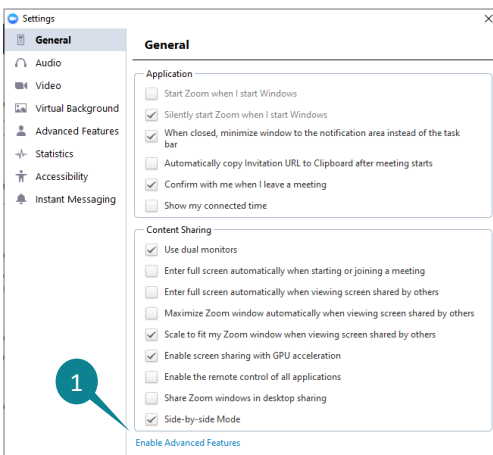



Zoom has many security features that can be used to restrict access to individuals that are not intended members of the meeting. The first action should be to determine what is the appropriate security level for your meeting.



INFORMAL TEAM MEETING

As the most common meeting use and ones that may have shared hosting responsibilities these meeting may need to favor ease of access due to the informal nature of information discussed. In these cases using a password is recommended and is added to the meeting invitation when scheduled. To add the ability to issue a password follow these steps on the Zoom client.



Find  **Settings** on the Zoom Client. Once selected find the **Enable Advanced Features** (1) at the bottom. These setting will open in a browser. Scroll down to the **Require a password when scheduling new meetings** and toggle on (2). Also, toggle **Require password for participants joining by phone** on(3).

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

For informal meetings where you may want participants to start before the host, or where there may be no formal host these settings should suffice. Be sure to send the invitations through a secure method and do not post link or password on a web page or other public facing distribution form.

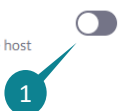
Community Meeting

These meetings generally encourage a broader range of participation and passwords are not effective ways to secure them as they hamper the communities ability to attend. In these cases be sure the password features above are toggled to off. For these cases the meeting facilitators (Hosts) will need to manage the participants. Use the above steps to open the **Advanced Features** in your browser. Toggle the following settings:

Toggle **Join before host** off (1)


Join before host

Allow participants to join the meeting before the host arrives



Toggle **Mute participants upon entry** on (2)

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Toggle **Private Chat** to ff (3)

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Community Meeting (Cont.)

Toggle **Play sound when participants join or leave** to on host only (1)

Play sound when participants join or leave
Play sound when participants join or leave

- Heard by host and all attendees
 Heard by host only



Toggle **File transfer** to off (2)

File transfer

Hosts and participants can send files through the in-meeting chat. [?](#)



Toggle **Always show meeting control toolbar** & **Show Zoom windows during screen share** to on (3 & 4)

Always show meeting control toolbar
Always show meeting controls during a meeting [?](#)



Show Zoom windows during screen share [?](#)



Toggle **Screen sharing** to on (5) Host only (6)

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

- Host Only All Participants [?](#)



Toggle **Disable desktop/screen share for users** to off (7)

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [?](#)



Toggle **Annotation** to off (8) & **Whiteboard** off (9)

Annotation

Allow participants to use annotation tools to add information to shared screens [?](#)



Whiteboard

Allow participants to share whiteboard during a meeting



Toggle **Waiting Room** to on (10) for **All participants** (11)

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. [?](#)



Choose which participants to place in the waiting room:

- All participants Guest participants only [?](#)



It is highly recommended to have 1-3 co-hosts to facilitate large meetings. These settings will require participants to be approved to enter, unmute, or share their screen. Hosts must insure they can see the Participants List & Chat at all times.

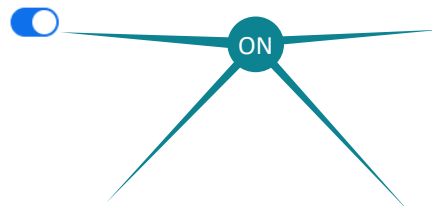


Secure Student Meeting

To protect student information these meeting should have the highest security. For these meetings follow all settings listed in the Community Meeting guidance with the following changes:

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [?](#)



Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

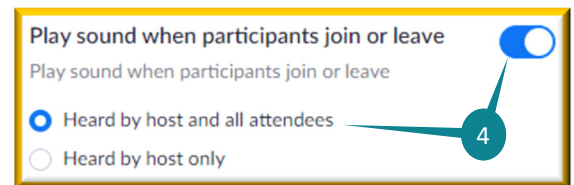
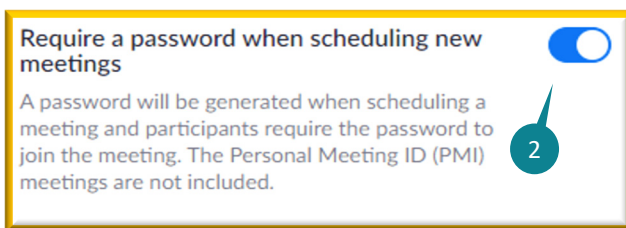
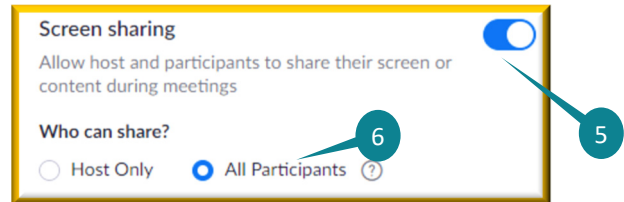
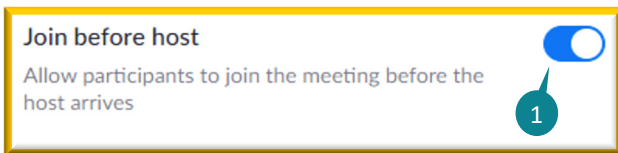


These meeting will require the host to manage a high degree of participant interaction as permissions will need to be given to individuals in the meeting. Make sure that and staff are given right to permissions, or made co-hosts.

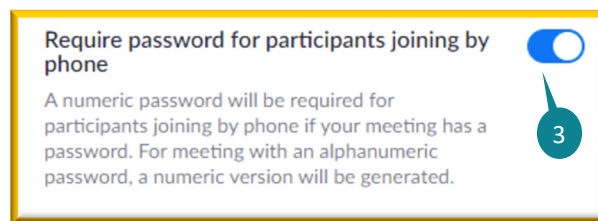
Secure Educator Meeting

When teams need to secure their meetings Settings would follow a more structured format, but need to allow teams to access the space efficiently. Use these settings in **Advanced Features**.

- Toggle **Join before host** to on (1),
- Toggle **Require a password when scheduling new meetings** to on (2)
- Toggle **Require password for participants joining by phone** to on (3)
- Toggle **Play sound when participants join or leave** to on **All Participants** (4)
- Toggle **Screen sharing** (5) to on **All Participants** (6)



zoom



Secure Community Meeting

If community meetings must be secured hosts must consider a mechanism to distribute to community partners invitations with passwords as well as meeting links. This may be conducted through a registration tool such as PD Networks, or other secured system. Use these settings in **Advanced Features**.

- Toggle **Require a password when scheduling new meetings** to on (1)
- Toggle **Require password for participants joining by phone** to on (2)
- Toggle **Play sound when participants join or leave** to on **Hosts only** (3)
- Toggle **Waiting room**(4) to on **All participants** (5)

