

# Zoom Meeting Security Guidelines

Updated 4/8/2020

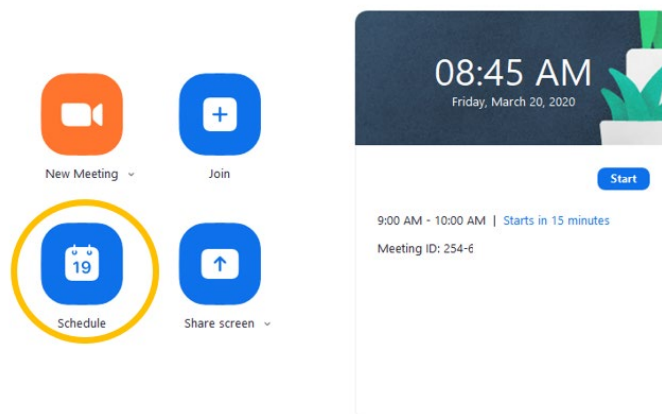
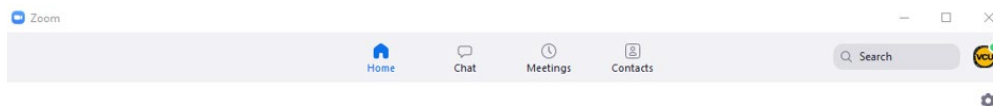
## Introduction

Zoom is a feature-rich teleconferencing tool that can enable our employees and faculty to remotely collaborate with each other and educate our students. However, when using Zoom, especially when a public Zoom link is made available, it is very important for us to properly secure our Zoom sessions to prevent any disruption to our sessions. The following guide provides some tips and tricks in scheduling a Zoom meeting.

## Starting Zoom

To start Zoom, simply double click on the Zoom icon in your start menu (Windows) or your launcher bar (Mac).

You can start a meeting now, join a meeting, or schedule a meeting. This document will show you how to securely schedule a session with the **schedule** button.

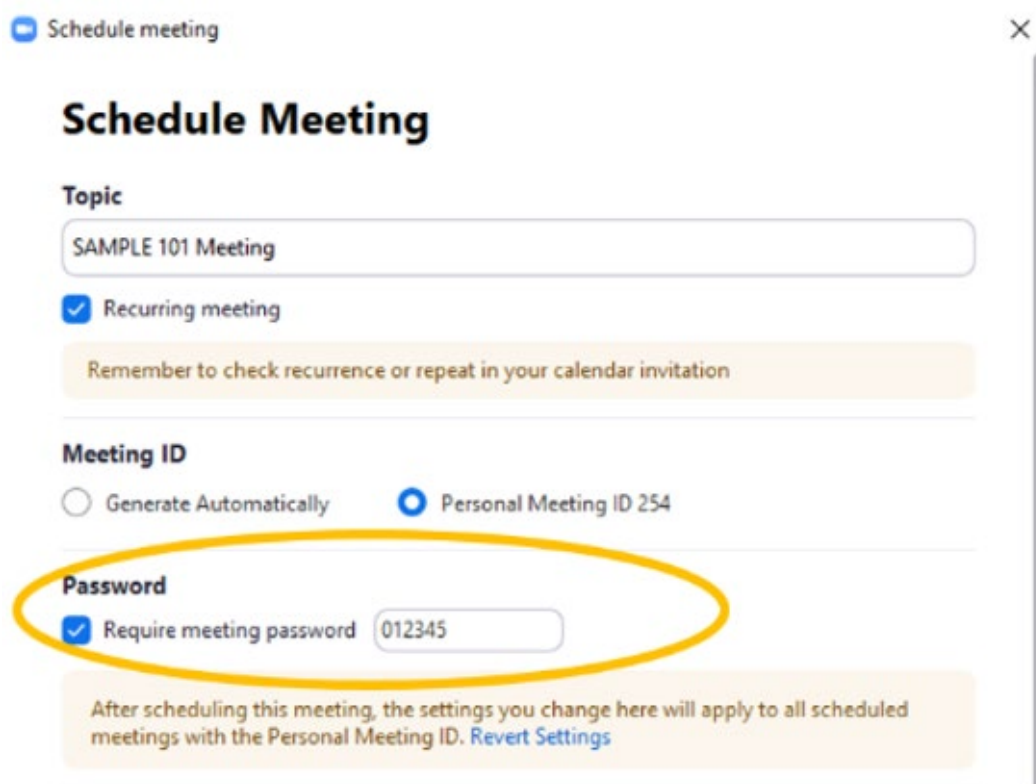


# Scheduling a Meeting

Once you have pushed the **Schedule** button, a **Schedule Meeting** options screen will be displayed. On this screen, you can choose to give the meeting a name and choose whether the meeting is a recurring meeting, among other options. This document will highlight some of the security options that can help prevent disruptions to your meeting.

## Password Protection for meeting

You can consider placing a password on your meeting and contact your participants with the password. This will help to prevent unauthorized individuals from accessing your meeting without a password.



Screenshot of the "Schedule Meeting" dialog box. The "Password" section is highlighted with a yellow oval. The "Require meeting password" checkbox is checked, and the password "012345" is entered in the adjacent text field. The "Meeting ID" section shows "Personal Meeting ID 254" selected. A note at the bottom states: "After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)".

## Video options

For meetings where you may not want the participants to show themselves on their webcams, or where you don't want to show yourself on your webcam, you can choose to disable video sharing with the video options.

**Password**

Require meeting password

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

**Video**

Host:  On  Off      Participants:  On  Off

**Audio**

Telephone       Computer Audio       Telephone and Computer Audio

Dial in from United States [Edit](#)

## Advanced Options

Under the advanced options section for scheduling a meeting, there are also some settings that can be adjusted to better secure your session.

1. You can choose to disable the **Join before host** option to prevent participants from entering the session before you start the meeting
2. You can choose **Mute participants on entry** to prevent audio disruptions from participants when lecturing. Please note, participants can still use the chat option to ask questions.
3. You can choose the **Only authenticated users can join: Sign in to Zoom** option to require login to Zoom (using VCU credentials) for the meeting to prevent unauthorized individuals from attending the session.
4. You can also choose to assign an **Alternative Host** to your meeting, so this person can also help to share content, manage participants, and start/stop meetings.

**Advanced Options** ^

Enable waiting room

Enable join before host

Mute participants on entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

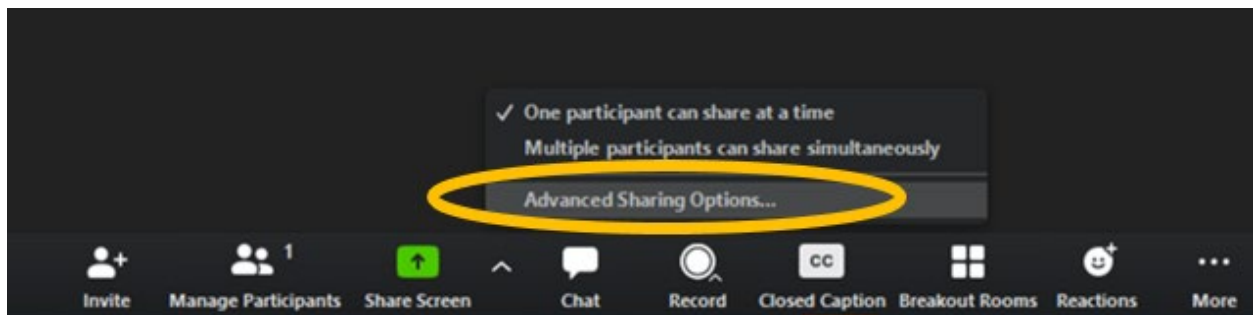
Alternative hosts:

## In a Meeting

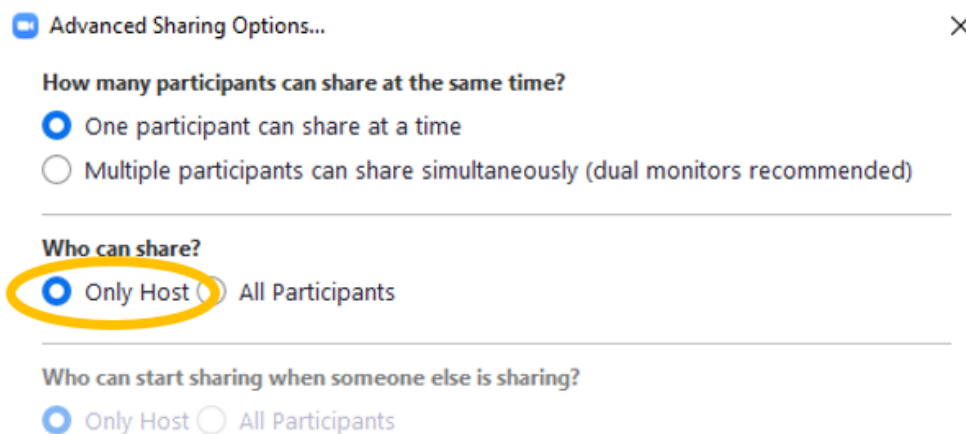
When you are the host of a meeting, there are some options you should consider adjusting to prevent any disruptions.

### Advanced Sharing Options

For meetings that are instructional lectures, to prevent participants from sharing their screen, you can click on the arrow next to the **Share Screen** button, and choose **Advanced Sharing Options...** menu.

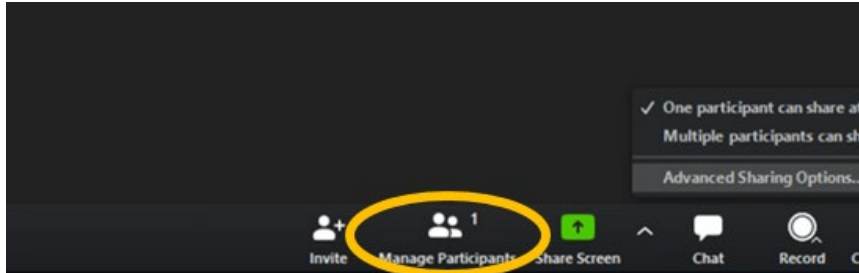


Under **Advanced Sharing Options**, you should consider choosing **Only Host** under the who can share option if the participants do not need to share content on their screens (e.g. in a lecture setting). Please note this setting can be adjusted by the meeting host at any time during the meeting when needed.



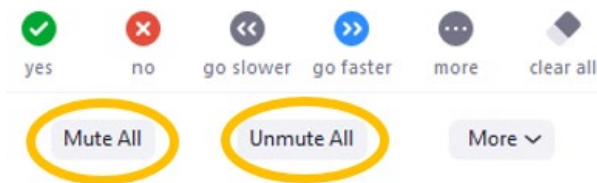
## Participant Management Options

Although you may start a meeting with specific settings for participants, each participant may be able to change some of these settings. As the host of the meeting, you can choose the **Manage Participants** option while in a meeting.



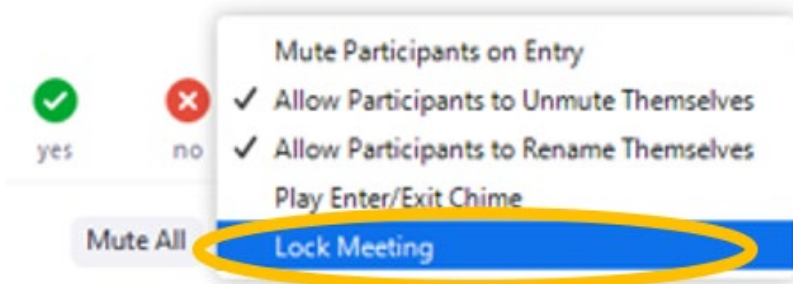
### Mute/Unmute All Option

This option appears in the participant management panel and allows the meeting host to mute or unmute all of the participants all at once.



### Lock Meeting Option

The **lock meeting** option can be found by clicking on the **More** button in the Participant management panel. This option will allow the meeting host to lock the meeting, so no additional attendees can join. This option is useful when you have all of the attendees in the meeting and don't want anyone else to join the meeting.



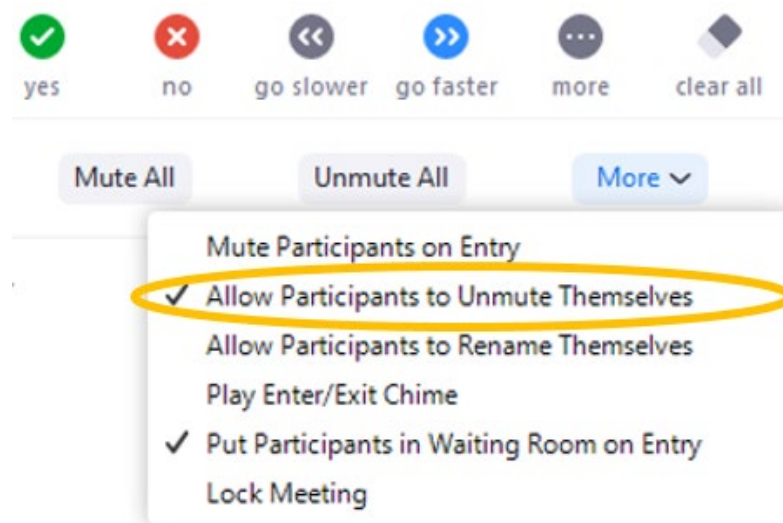
## Mute Participants on Entry Option

This option mutes all participants as soon as they join the meeting. This option is useful in a lecture setting, where you wish to reduce unwanted distractions during the session.



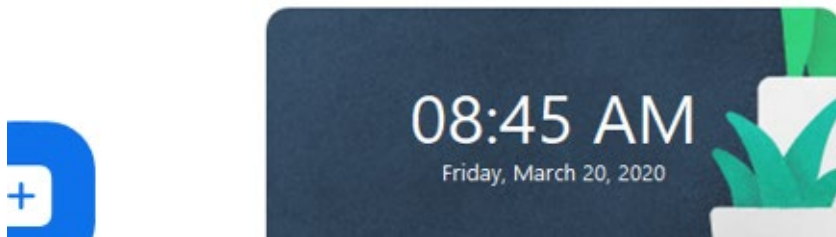
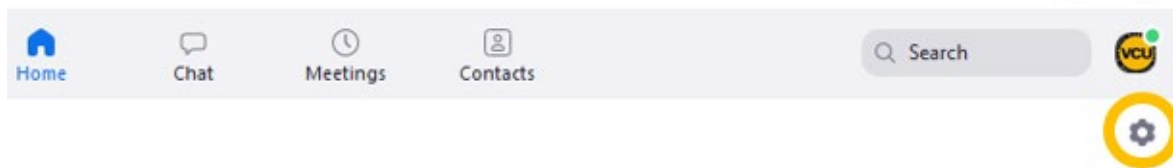
## Allow Participant to Unmute Themselves Option

This option allows a participant to unmute themselves after they are muted. This option **should be disabled in a lecture setting** to prevent disruptions. In this case, the host must unmute the participant in order for the participant to be able to speak during the meeting.

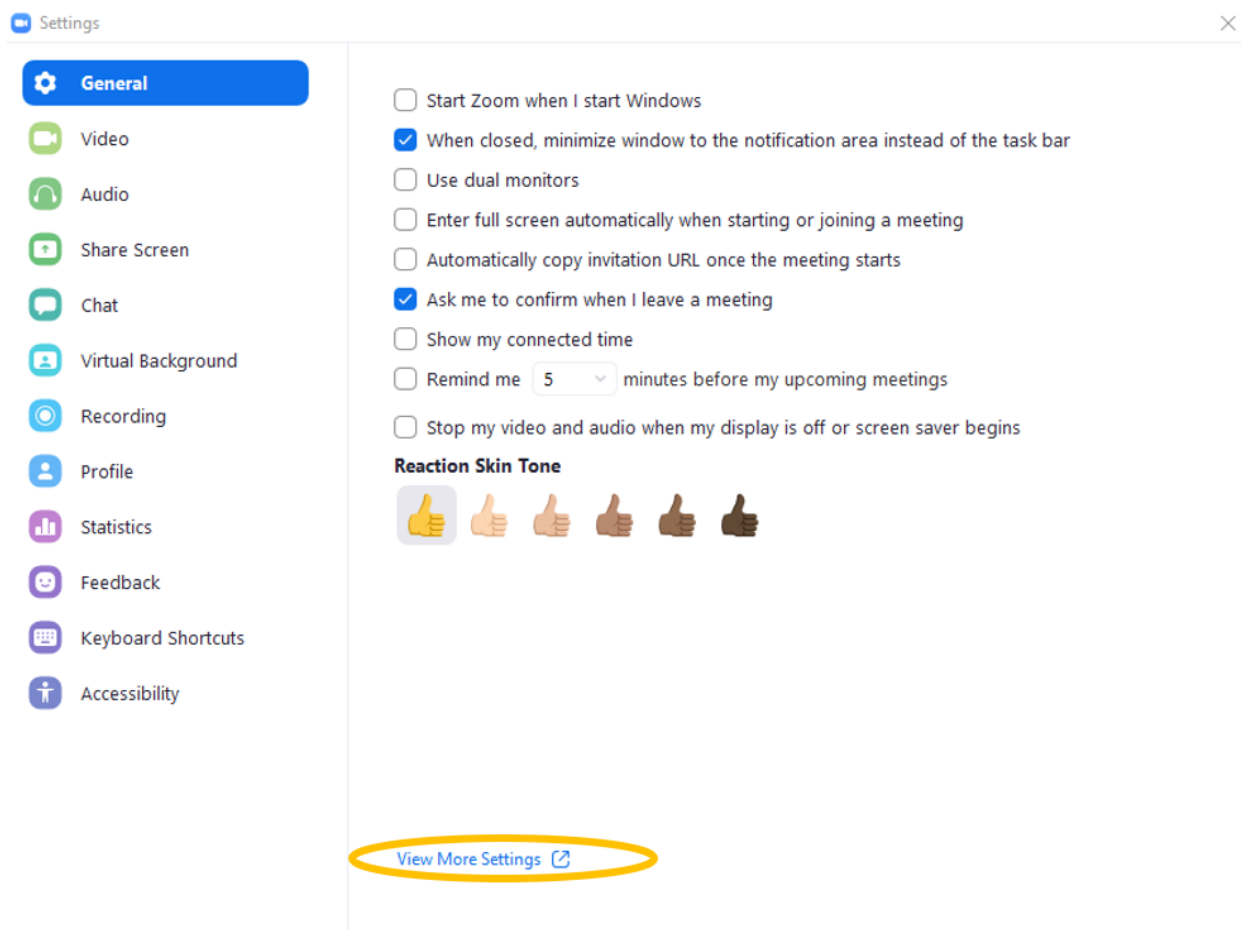


## More Zoom Options

Aside from adjusting the settings when scheduling a Zoom meeting, there are a plethora of Zoom options that can be adjusted in the Zoom settings to better protect your session from disruptions. To access Zoom advanced settings, simply click on the **Gear** icon in Zoom to open the settings screen.



Under the **General** section of the settings screen, click on **View More Settings** to see the advanced settings for Zoom.



You may be asked to sign-in to Zoom, if so, choose Single Sign-On (**SSO**) as the option, enter VCU, and login with your VCU account. Once logged in, You will see a web page with a variety of settings available. Many of the settings have been discussed before, and this web page will allow you to set the default settings for your meetings.

## In Meeting

Under the In Meeting section, aside from adjusting the screen share settings, there are also some other options you can consider for your meetings.

### Disable Desktop/Screen Share for Users

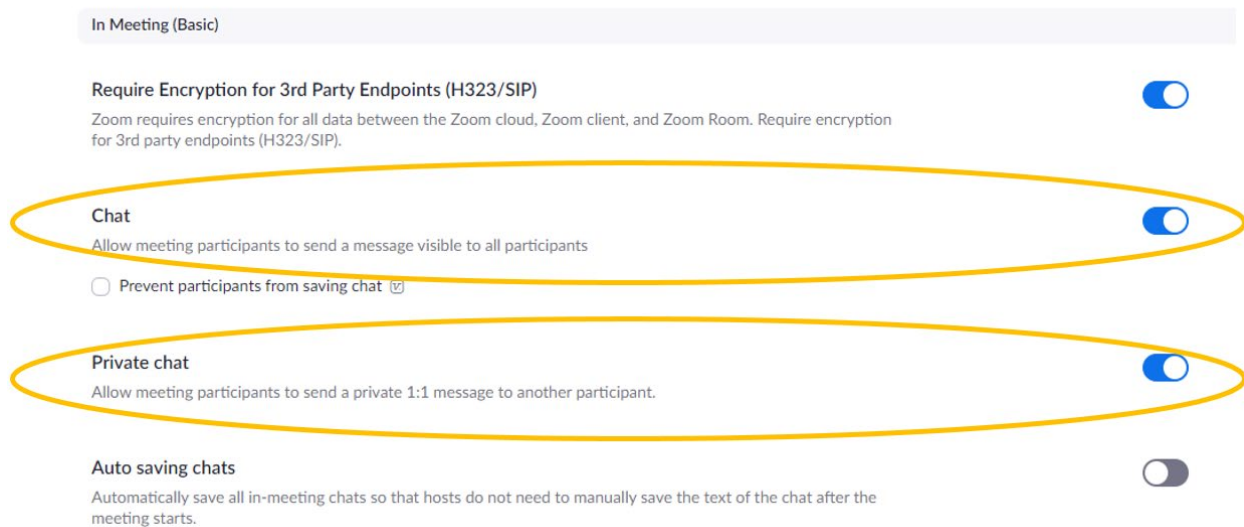
you can **Disable Desktop/screen share for users**, so they can only share the window of specific applications. This will prevent the potential display of unwanted information on an individual's desktop.

The image shows a screenshot of the Zoom meeting settings interface. On the left, there is a navigation menu with the following items: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'In Meeting (Basic)' section is currently selected. The main content area displays several settings, each with a toggle switch on the right. The settings are: 'Allow host to put attendee on hold' (toggle on), 'Always show meeting control toolbar' (toggle off), 'Show Zoom windows during screen share' (toggle on), 'Screen sharing' (toggle on), and 'Who can share?' (radio buttons for 'Host Only' and 'All Participants', with 'All Participants' selected). Below these, there is another 'Who can start sharing when someone else is sharing?' section with radio buttons for 'Host Only' (selected) and 'All Participants'. At the bottom, the setting 'Disable desktop/screen share for users' is highlighted with a yellow oval; its toggle switch is currently off. The description for this setting reads: 'Disable desktop or screen share in a meeting and only allow sharing of selected applications.'

## Chat Controls

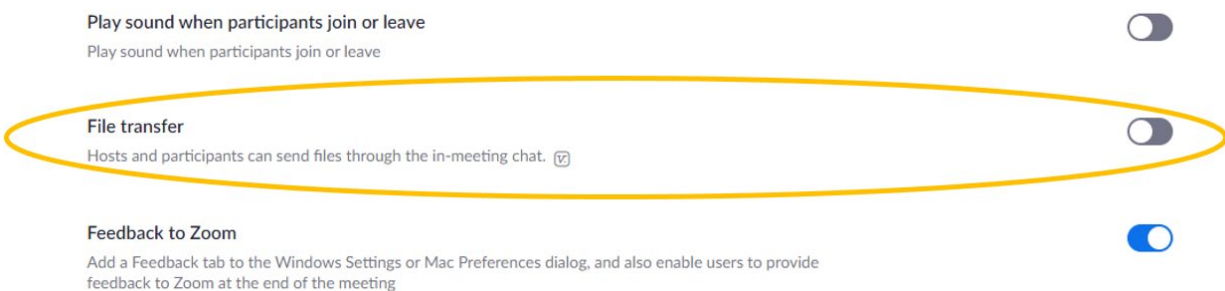
You can prevent participants from sending private chats to each other, or turn off the chat room overall in a meeting by selecting the following options, further, you can also auto-save chat logs, or prevent participants from saving chat room info. For public meetings or lecture-style meetings, these controls can be effective to guard against potential disruptions through the chat room.





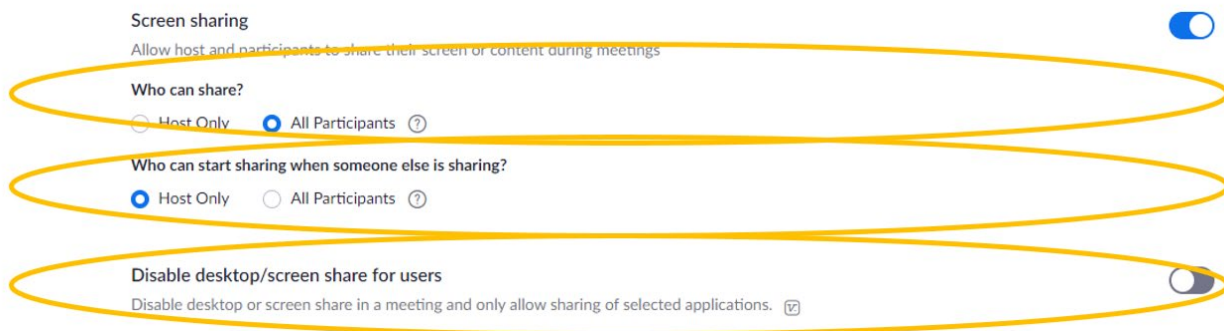
## File Transfer

This feature allows participants to transfer files back and forth with the host or each other through the chat room. This feature should be turned off unless it is absolutely needed and we can trust the content transferred during the meeting.



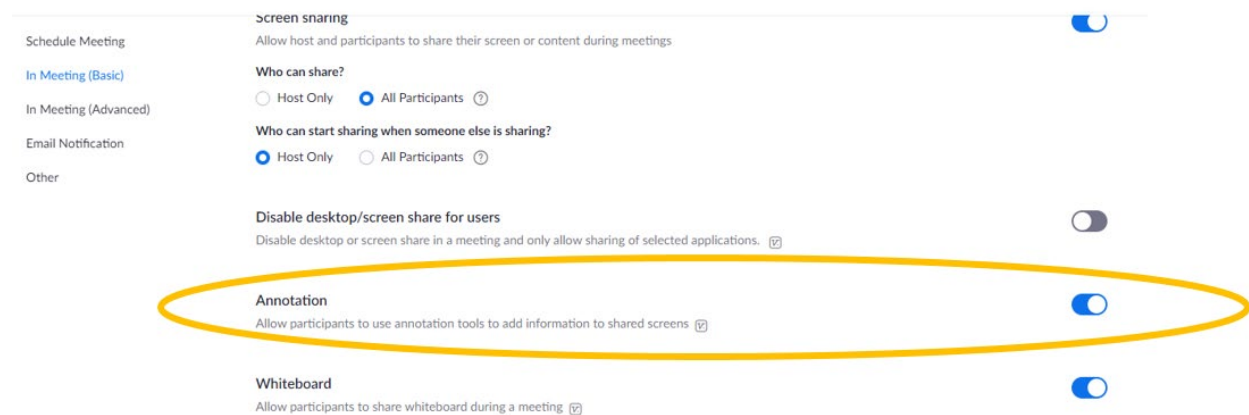
## Screen Sharing

While Screen Sharing options can be altered while you are in a meeting. The settings in Advanced settings will allow you to adjust the default behavior of screen sharing. You can specify who is allowed to share a screen, who can take over the sharing of a screen, and whether participants can show their entire desktop or only an application window. For lecture-style meetings, screen sharing should be configured so that only host can share the screen. For other meetings that require participants to share screens, **the host should always retain exclusive rights to start sharing when someone else is sharing**, and when not needed, the sharing of desktop should be disabled for users.



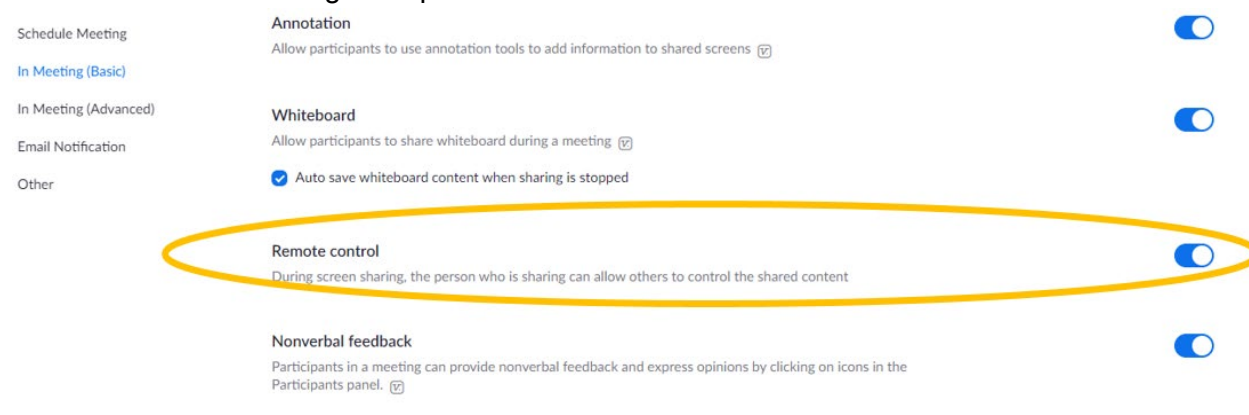
## Annotation

If you don't want participants to be able to draw or annotate on the screens that are being shared, you should consider disabling this option.



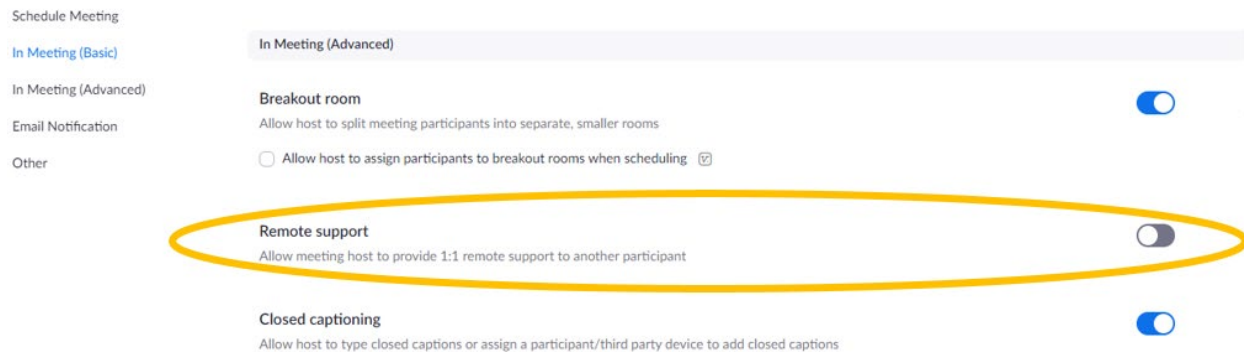
## Remote control

If you don't want a participant to have the ability to remotely control the shared content, then you should consider disabling this option.



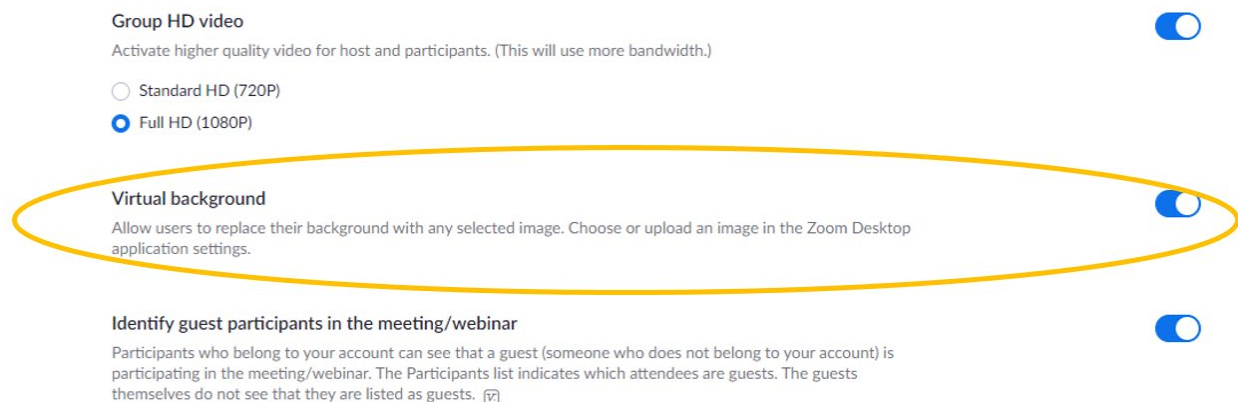
## Remote Support

If you don't need to remotely support individual participants, then you should consider disabling this option.



## Virtual Background

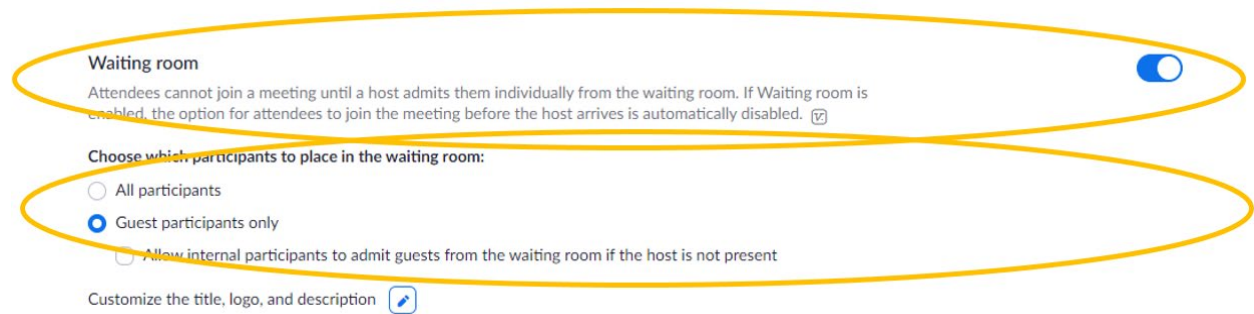
This setting lets the host choose whether the virtual background is allowed for meetings where participant video is enabled. If left on, the participant can replace their background with a wallpaper or a looping video. If left off, the participant will not be able to choose a wallpaper or video for his or her background. The host may consider leaving this setting off if participants may use inappropriate pictures or videos as their background.



## Waiting Room

The waiting room option is good for smaller meetings. This option allows the host to individually admit participants into the meeting, thus helps to prevent unauthorized attendees from attending a meeting. **You should always enable this option to prevent disruption in your meeting.** Further, you can choose whether to **admit only guests or all participants**. If you only admit guests, this will prevent unauthenticated or uninvited users from joining the meeting automatically. If the meeting will be discussing information that is deemed confidential or sensitive or if you are hosting virtual office hours, then you should consider choosing the waiting

room and admitting all participants.



## Other

Under the **Other** section, some additional settings are available

### Schedule Privilege

The **Schedule Privilege** settings will allow you to designate another person to schedule meetings on your behalf. This is useful when you need assistance in scheduling meetings, but you should make sure that anyone designated to schedule meetings on your behalf is authorized to do so. To add a designee, simply click on the **+** icon and add the person's email.

