

# Zoom Meeting Security Guidelines

Updated 11/11/2024

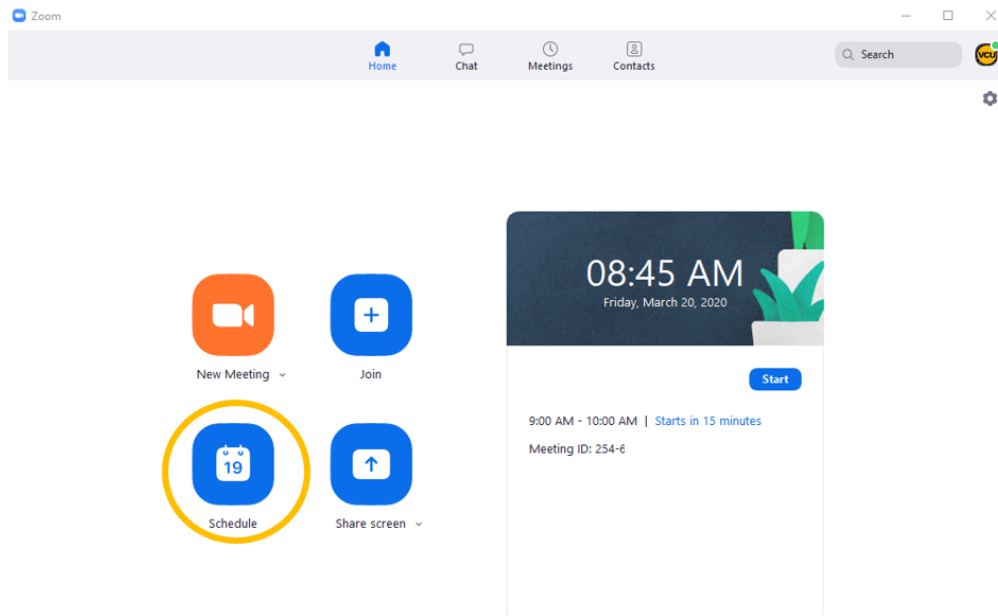
## Introduction

Zoom is a feature-rich teleconferencing tool that enables remote collaboration and instruction throughout the university and beyond. However, when using Zoom, especially when a Join link is publicly advertised, it is very important for us to properly secure our meetings to prevent any disruptions or intrusions. The following guide provides some tips and tricks to use when scheduling your Zoom meetings.

## Starting Zoom

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

From here, you can start an instant meeting, join someone else's meeting, or schedule a future meeting. This document will show you how to securely schedule a session with the **schedule** button.

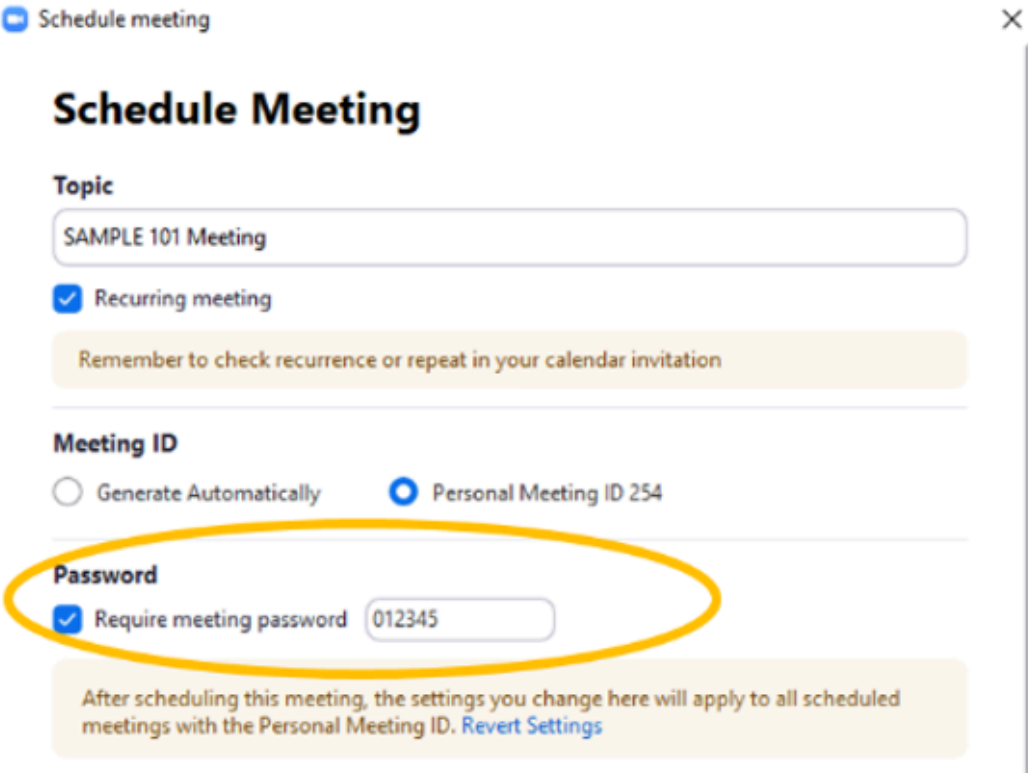


## Scheduling a Meeting

Once you've selected the **Schedule** button, the **Schedule Meeting** options screen will be displayed. Here, you can assign the meeting a name and choose whether it will be 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 should consider applying a password to your meeting and sharing the password with your invited guests. This will help to prevent unauthorized individuals from accessing your meeting without a password.



The screenshot shows a 'Schedule Meeting' dialog box with the following elements:

- Topic:** A text input field containing 'SAMPLE 101 Meeting'.
- Recurring meeting:** A checked checkbox.
- Meeting ID:** Two radio button options: 'Generate Automatically' (unchecked) and 'Personal Meeting ID 254' (checked).
- Password:** A checked checkbox labeled 'Require meeting password' next to a text input field containing '012345'. This section is circled in yellow.
- Footer:** A note stating 'After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)'.

### Video options

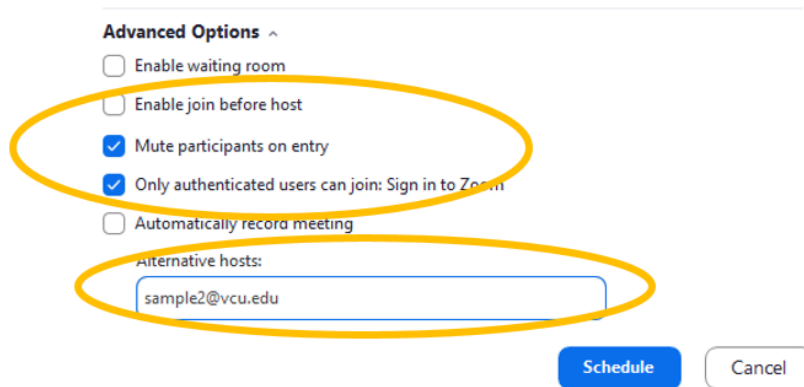
For meetings where you may not want the participants to show themselves on their webcams, or where you don't want to show yourself on your webcam, you can choose to disable video sharing with the video options.

The image shows a portion of the Zoom meeting settings interface. It is divided into three sections: Password, Video, and Audio. The Password section has a checked box for 'Require meeting password' and a text input field containing '012345'. Below this is a yellow informational box stating: 'After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)'. The Video section is circled in yellow and contains two radio button options: 'Host:  On  Off' and 'Participants:  On  Off'. The Audio section has three radio button options: 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (which is selected). At the bottom of the Audio section, it says 'Dial in from United States' with an 'Edit' link.

## 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 until you've arrived to officially start it.
2. You can choose **Mute participants on entry** to prevent audio disruptions from participants when lecturing. Please note, participants will still be able to unmute themselves unless you disable that ability in the course of the meeting. Even with their mics muted, your participants can still submit questions and comments via the "Chat" feature unless you've opted to disable it.
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. Please note that an Alternative Host needs to be another licensed member of the VCU Zoom account, as they'll have the power to start your meeting without you. However, you can name any participant as "**Co-Host**" *once the meeting is underway*, even if they're not from VCU, and they will share all hosting powers *except* the ability to start the meeting. (To do this, open the Participants list, find the person you want and choose "Make Co-Host").

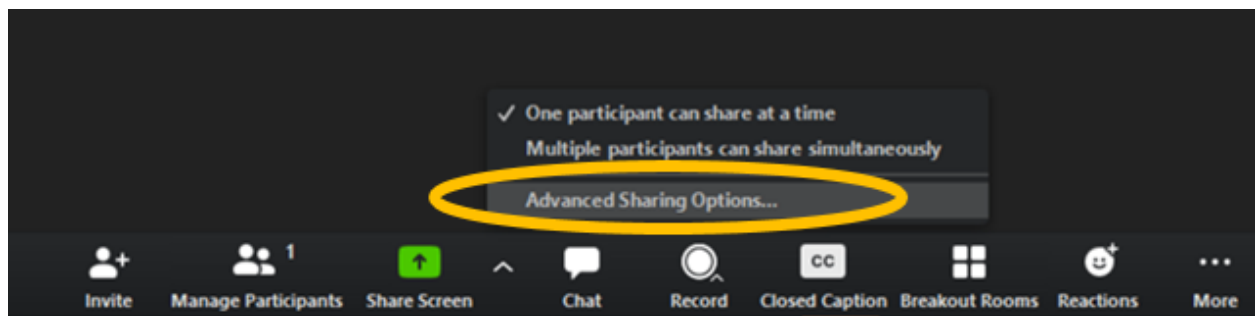


## In a Meeting

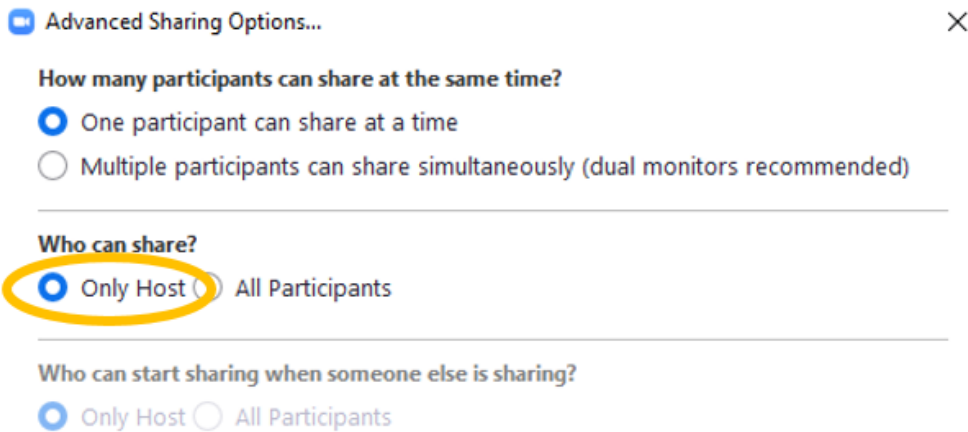
When you are the host of a meeting, there are some options you should consider leveraging to prevent any disruptions.

### Advanced Sharing Options

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

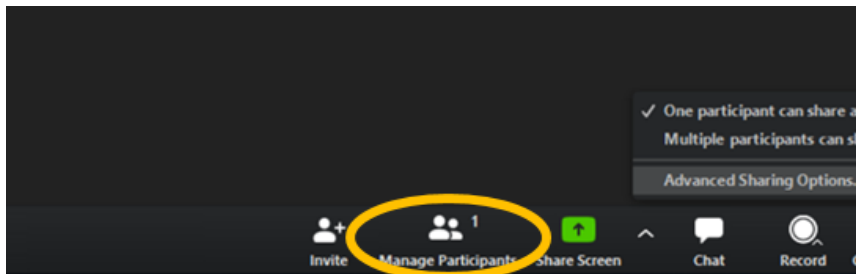


From this menu, you should consider choosing **Only Host** under the **who can share** option if your participants will not need to share content on their screens. Please note this setting can be adjusted by the meeting host at any time during the meeting if the need arises for participants to share their screens.



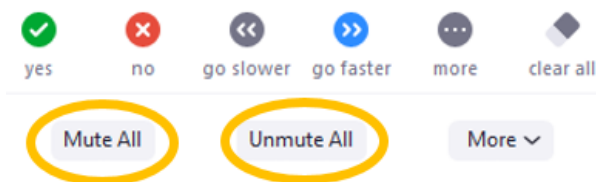
## Participant Management Options

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.



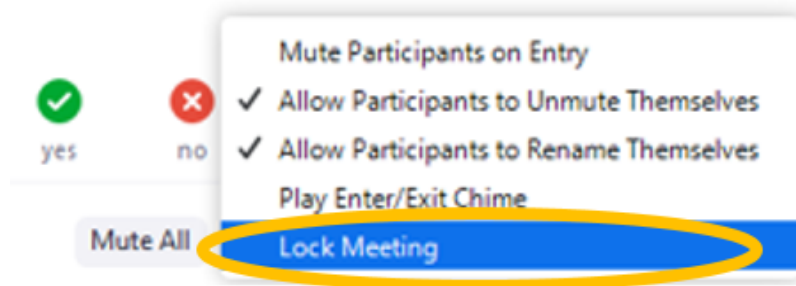
## Mute/Unmute All Option

This option appears in the participant management panel and allows the meeting host to mute or unmute all of the participants at once (as host, you and any named co-hosts will remain un-muted).



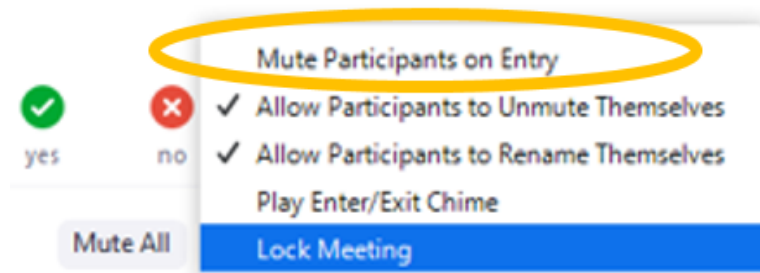
## Lock Meeting Option

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 know everyone who should attend the meeting has already arrived, and you want to bar to door to any surprise visitors.



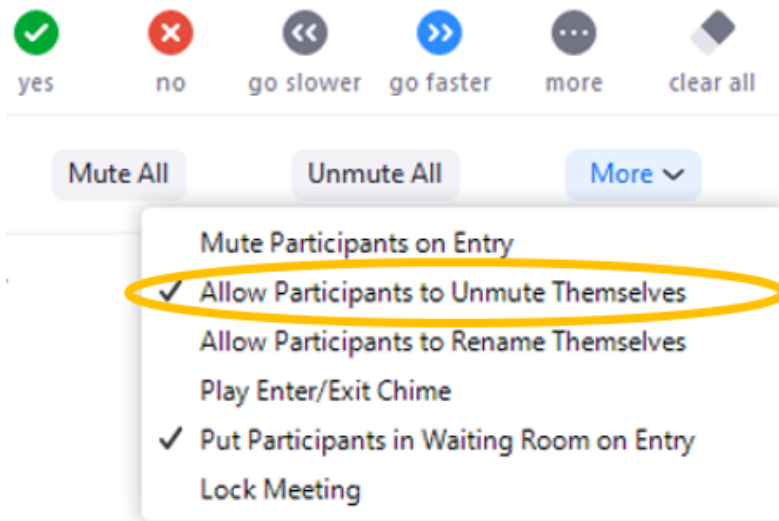
## Mute Participants on Entry Option

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, whether a new arrival has neglected to mute their own microphone or is actively seeking to disrupt the meeting.



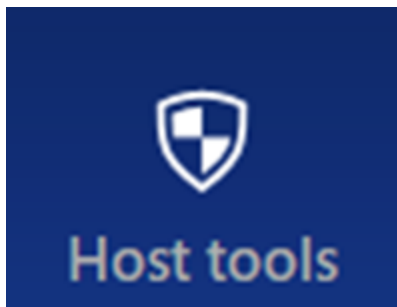
## Allow Participant to Unmute Themselves Option

Even with “mute participants on entry” enabled, your guests are still able to unmute themselves manually. This option **should be disabled in a lecture setting** to prevent disruptions, at least until you’re ready to take questions. With this precaution in place, it’s up to the host to selectively unmute individuals to allow them to speak.



## Host Tools Icon

Since meeting disruptions usually require a quick response, Zoom has organized a large list of helpful controls under the “Host Tools” icon, rather than make the host search around for the needed controls in multiple locations.



Here, you’ll find another access point for the “Lock Meeting” control. You can also opt to immediately turn on a Waiting Room and send all participants into it so you can decide who to let back in and who to bar. You can also opt to hide profile pictures if someone is displaying an offensive image in place of their camera video.

If other abilities are being abused, you enable your participants’ power to:

- Share screen
- Chat
- Rename themselves
- Unmute themselves
- Start (camera) video

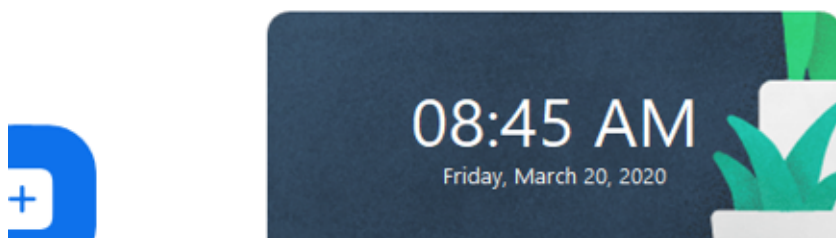
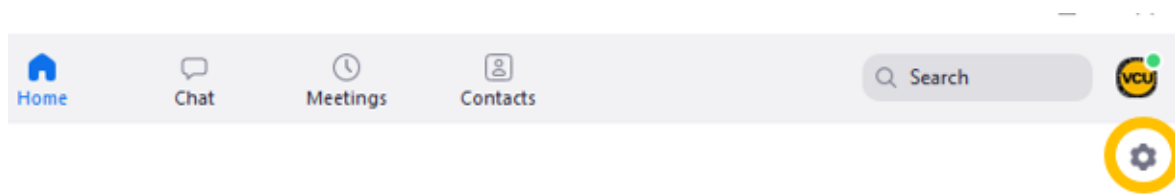
- Share whiteboards
- Share notes
- Collaborate with Zoom apps

There's even an all-encompassing red text option to “**suspend all participant activities**” if you want to shut down all of these functions at once. Bear in mind that you can't selectively apply these settings: the features will be turned off for everyone in the meeting. The idea is to buy you some time to identify and deal with the offending participant during a period where no further disruptions can occur.

Once the offender is identified, you can use the “Participants” controls to send the individual to a waiting room or **remove them from the meeting entirely**. By default, anyone you eject from a meeting will be unable to return for the duration of the meeting, unless you've changed that setting for your account.

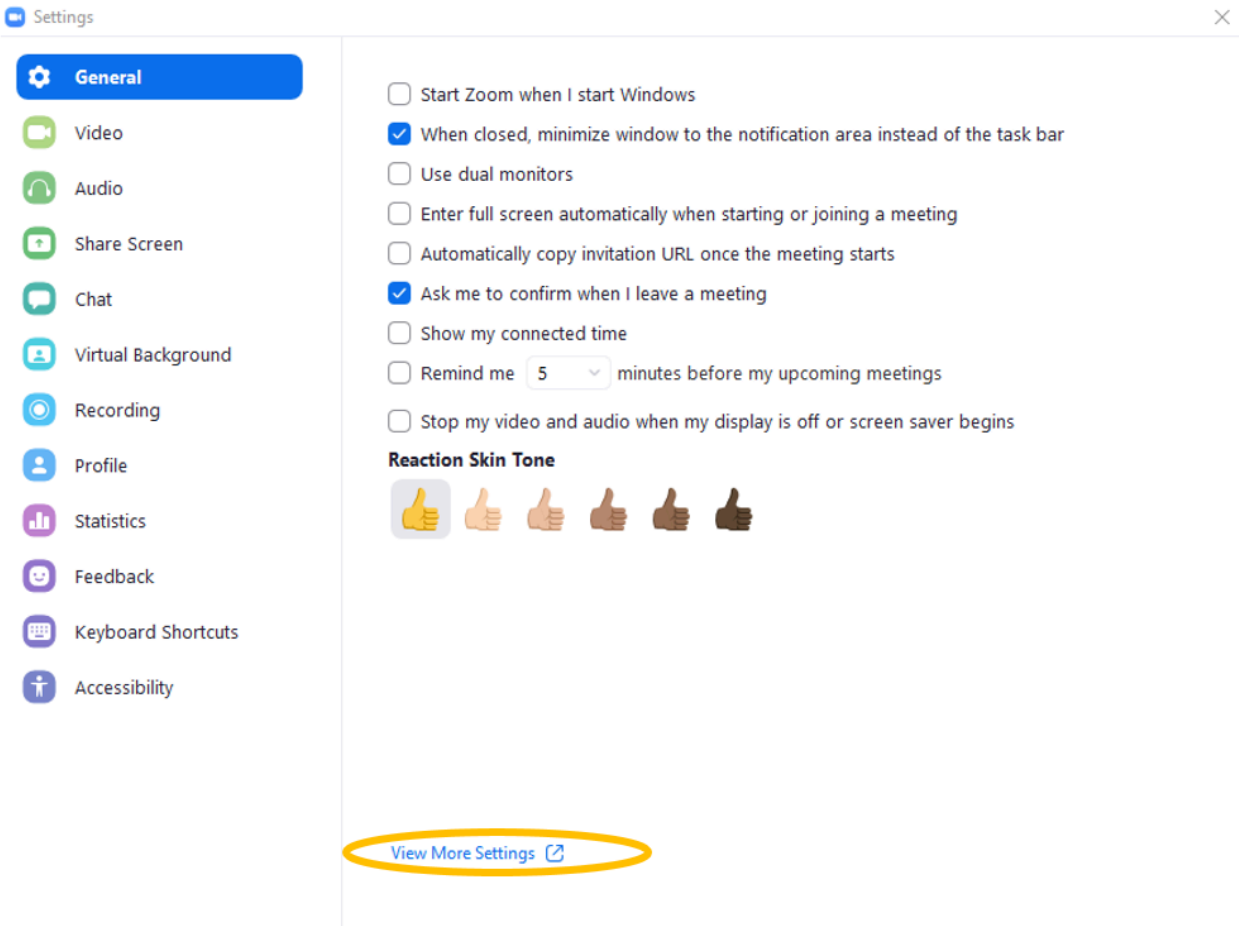
## More Zoom Options

Aside from adjusting the settings when scheduling a Zoom meeting, there are a plethora of Zoom options that can be adjusted in your account settings to better protect your sessions from disruptions. To access Zoom advanced settings, simply click on the **Gear** icon on the Zoom desktop application 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” in the domain field and login with your VCU eID and password. 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 such as wallpapers, images, personal correspondence, etc.

Schedule Meeting

**In Meeting (Basic)**

In Meeting (Advanced)

Email Notification

Other

**Allow host to put attendee on hold**  
Allow hosts to temporarily remove an attendee from the meeting.

**Always show meeting control toolbar**  
Always show meeting controls during a meeting

**Show Zoom windows during screen share**

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

**Who can share?**  
 Host Only  All Participants [?](#)

**Who can start sharing when someone else is sharing?**  
 Host Only  All Participants [?](#)

**Disable desktop/screen share for users**  
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.

**In Meeting (Basic)**

**Require Encryption for 3rd Party Endpoints (H323/SIP)**  
Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

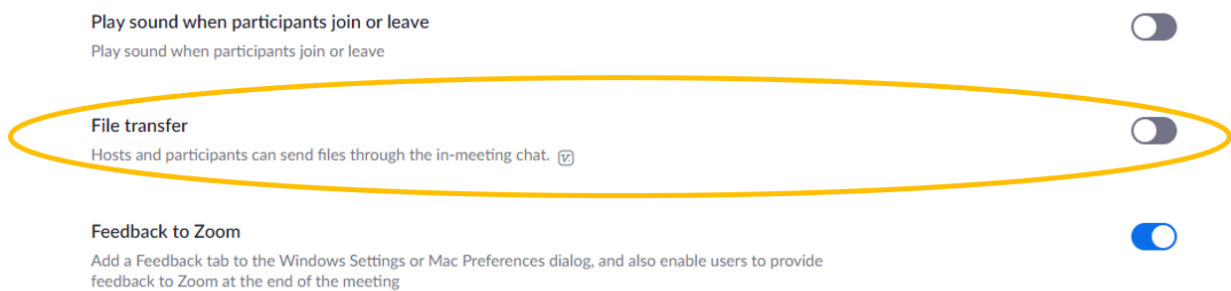
**Chat**  
Allow meeting participants to send a message visible to all participants   
 Prevent participants from saving chat

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

**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.

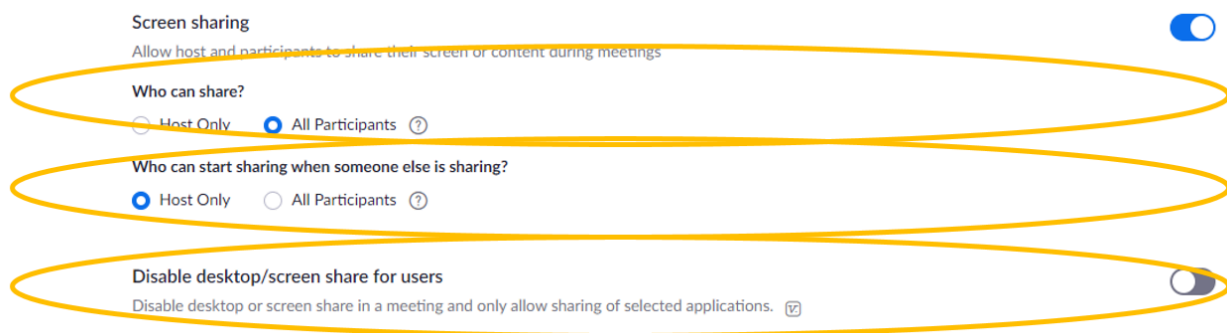
## File Transfer

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 modified during a meeting, the options under Advanced Settings allow you to determine the default behaviors for 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 the host can share the screen. For 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.

Schedule Meeting

**In Meeting (Basic)**

In Meeting (Advanced)

Email Notification

Other

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

**Who can share?**  
 Host Only  All Participants ?

**Who can start sharing when someone else is sharing?**  
 Host Only  All Participants ?

**Disable desktop/screen share for users**  
Disable desktop or screen share in a meeting and only allow sharing of selected applications. ⓘ

**Annotation**  
Allow participants to use annotation tools to add information to shared screens ⓘ

**Whiteboard**  
Allow participants to share whiteboard during a meeting ⓘ

## 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.

Schedule Meeting

**In Meeting (Basic)**

In Meeting (Advanced)

Email Notification

Other

**Annotation**  
Allow participants to use annotation tools to add information to shared screens ⓘ

**Whiteboard**  
Allow participants to share whiteboard during a meeting ⓘ

Auto save whiteboard content when sharing is stopped

**Remote control**  
During screen sharing, the person who is sharing can allow others to control the shared content

**Nonverbal feedback**  
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ⓘ

## Remote Support

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

Schedule Meeting

**In Meeting (Basic)**

In Meeting (Advanced)

Email Notification

Other

**In Meeting (Advanced)**

**Breakout room**  
Allow host to split meeting participants into separate, smaller rooms

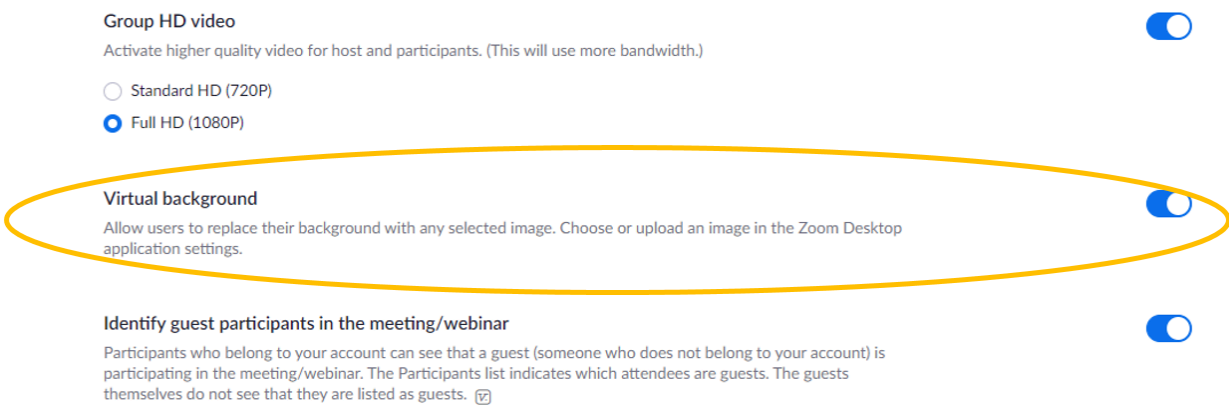
Allow host to assign participants to breakout rooms when scheduling ⓘ

**Remote support**  
Allow meeting host to provide 1:1 remote support to another participant

**Closed captioning**  
Allow host to type closed captions or assign a participant/third party device to add closed captions

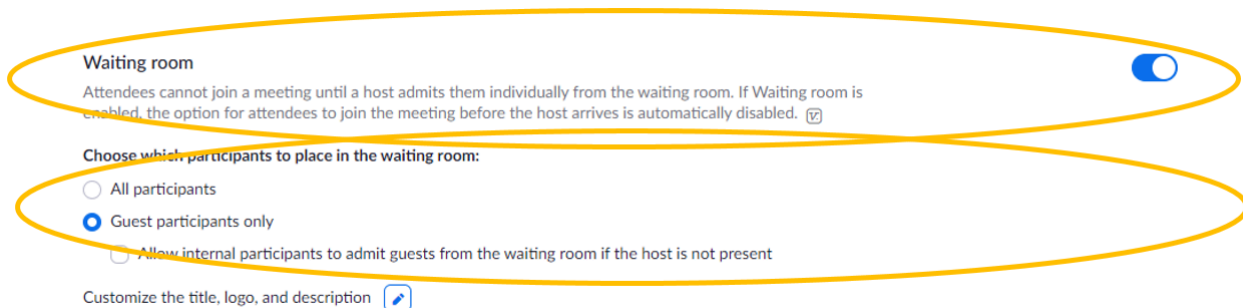
## Virtual Background

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. Generally speaking, virtual backgrounds can be a helpful aid to privacy, but the host may consider leaving this setting off to prevent participants from using 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, helping to prevent attendance by unauthorized persons. **You should always enable this option to prevent disruption in your meeting.** Further, you can choose whether to place into the waiting room **only guests** or **all participants**. Zoom considers anyone from outside of the VCU account to be a “guest.” If you reserve the waiting room for guests only, this will prevent unauthenticated or uninvited users from joining the meeting automatically, while still allowing VCU persons to bypass the waiting room and enter the meeting directly. 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 placing all new arrivals in the waiting room regardless of where they’re from.



## 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.

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

#### Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one