

Online Course Delivery Assistance

Security Tips for Your Zoom Online Meetings

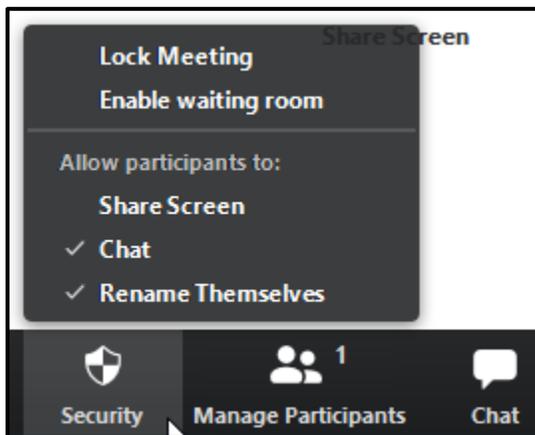
As Zoom suddenly became a tool so many turned to when social distancing became necessary, you may have seen news stories of unwelcome “Zoom bombers” entering and disrupting Zoom meetings – or you may have seen stories that raised other concerns about security or privacy issues. In response, Zoom has adjusted their software to address the privacy and security concerns and have made it easier to find the settings for keeping control over what happens in your Zoom meetings.

Keep Zoom Updated

If you see a prompt that says a newer version of the Zoom application is available, allow Zoom to update so you have access to the newest security features.

Zoom Security Button

A security button has been added to the Zoom control bar for the meeting host.



From the Security button, the meeting host can:

- **Lock Meeting** – prevent any additional participants from joining the meeting
- **Enable waiting room** – when enabled, participants must pass through a waiting room, where the host controls who is allowed into the meeting and when
- **Allow participants to Screenshare, Chat, or Rename Themselves** – toggle these features on or off for all participants

Be Careful Where You Share Links

Zoom meeting links shared prominently on social media and other public sites were being targeted by “zoom bombers” intent on disrupting the meeting.

- Post your Zoom meeting connection information within Blackboard, where your students can access it, but others cannot
- Email the Zoom meeting connection information directly to your students

Required Password, Embedded in Link

While the option to require a password was already available, it is now the default setting for Zoom accounts. **Leave the password options turned on in your account, including the option to embed the (encrypted) password in the meeting link for one-click access.**

- Participants joining via the meeting link on their computers do not need to enter the password – an encrypted version of the password is included in the meeting link
- Participants joining from a phone or app with the meeting ID would need the password in order to join, which is included with the meeting join information that you copy from Zoom and provide to those you invite to your meeting

Some Zoom bombers were using more advanced methods to try to discover active zoom sessions to disrupt. Leaving the password options turned on for your Zoom sessions will prevent such unwanted guests from randomly targeting your meeting.

Adjust Your Default Settings

Each time you set up a Zoom meeting, you are presented with a short list of settings that can be adjusted for that session (for example, enabling “join before host” allows participants to enter the meeting before you get there.). The Settings area of your Zoom account allows you to adjust many more settings for all your future Zoom meetings. These settings give you control over exactly which features your participants have access to by default when they enter your Zoom session.

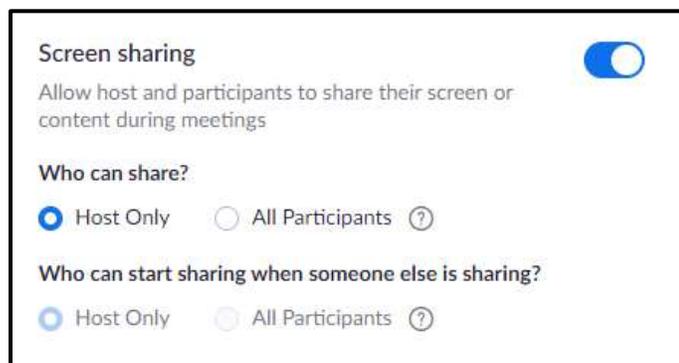
To access the Settings for your Zoom account:

1. Sign into Zoom at zoom.us
2. Click on My Account in the upper-right corner
3. Click on Settings on the menu on the left

You will find a long list of 60+ settings that can be adjusted for your account.

Screen Sharing Set to Host Only

Stay in control of who can present during your session by setting Screen Sharing to Host Only for your account.



- During a session, if you want to turn on Screen Sharing for All Participants, you can do that from the Security menu
- You also have the option of promoting a participant to co-host by clicking on more options next to their name in the Participants pane, which gives just one participant access to features like screen sharing, without opening it to everyone

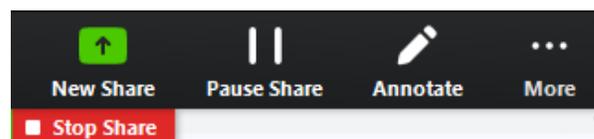
Turn off the Virtual Background Feature

Zoom’s **Virtual Backgrounds** feature can be used to make it appear that you are joining from a location like a tropical beach or outer space, allowing both instructors and students can choose from a list of preloaded backgrounds or upload a background image of choice.

- Switch this feature to off in your account settings area if you don’t intend to use it (Zoom bombers have used this to display inappropriate images)

Annotations

When screen sharing mode is being used, an annotations tool is available that allows you or the participants to draw and comment on the screen.



- If you don’t intend to ask students to annotate the screen during your sessions, you can turn this feature off for participants in your account’s settings area
- As Host, if you click on the Security button during a screen share, you will find an option for toggling the annotation tools on or off for the participants

Mute Participant Audio

As the meeting’s Host, the Participants panel allows you to **mute** the audio from individual participants by clicking on the microphone icon next to their name. At the bottom of the pane you will find a link that allows you to **mute all** participants at once. The more options icon in the bottom-right corner of the pane has a setting you can use to **prevent participants from unmuting** themselves.

Remove a Participant

Click on the Manage Participants button to display the Participants pane. If you click the More button next to a participant’s name, you will find an option to remove them from the session or send them to a waiting room.