# ZOOM TIP SHEET

# SECURITY SETTINGS

January 28, 2021 Based on Zoom Version 5.4.9.

## BEFORE THE MEETING

**Install the latest version of Zoom and review settings**. Check that the host and cohosts have the latest version of Zoom installed. Check for updates in your profile. Turn off features you don't plan on using, like annotation (allows participants to write on the screen) in the account meeting settings.

**Protect the meeting link**. Share the link to the meeting only by email with attendees as they register. Do not post it on a website or Facebook directly. Require people to contact you for the link.

**Rehearse**. Practice with host and cohosts and review your options in the case of a meeting intruder or a disruptive participant. Prepare someone to take a screenshot of any disruption in case you choose to report an intrusion.

**Become familiar with the Security Toolbar.** This feature provides hosts and cohosts in meeting options to:

- Lock a meeting so nobody else can join
- Enable the waiting room which provides a place to temporarily move a participant
- Hide Profile pictures
- Allow or disable participants from screen sharing, chat, or renaming themselves
- Remove participant from the meeting
- Suspend Participant activities ends all video, audio, in-meeting chat, annotation, screen sharing; stops recording; ends Breakout Rooms.
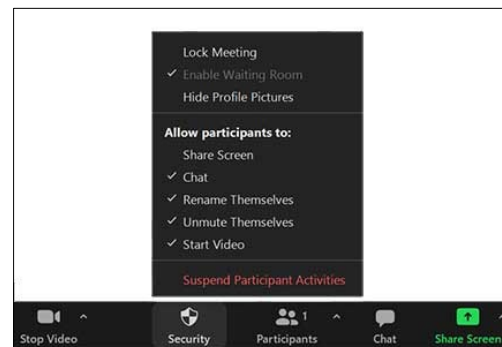


**Become Familiar with the Participants Panel.** On the Participants Panel hosts and cohosts can stop someone's video, move them to the waiting room, or remove them from the meeting.

## DURING THE MEETING

**Screen Participants.** Best case scenario is that someone familiar is admitting people from the waiting room.  This person joins the meeting when it opens and reviews the list as people gather. They can cross check with the list of registered attendees, or the expected list of participants, and invite any unexpected arrivals to introduce themselves. If the list is pre-screened then everyone in the waiting room can be admitted at once to facilitate a quicker opening.  If screening before the meeting is not possible a cohost can review the names of people upon arrival and follow up with people who are not recognized. Identify and rename callers who are on the phone.


## LINKS

Zoom Security Toolbar

Three New Ways We Are Combatting Meeting Disruptions, Zoom Blog, Nov.2020