Zoom Security

Quick notes:
- Keep Zoom updated by applying updates as they are made available. Aside from fixing bugs, they also keep the Zoom application secure.
- Do not share meeting links through social media or on other public venues.
- Reserve your personal ID for trusted individuals. Your personal ID is one long meeting. Although passwords are now required for personal IDs but they do not change.   People with your personal ID and its unchangeable password can stalk and join any in-progress meetings.

Default setting choices for all meetings:
1. Visit https://zoom.us/ and click **Sign in.**
2. Click **Settings** on the left..
3. **Suggested meeting settings.** (Review the entire list to note all available options.)
    a. Toggle **Mute participants upon entry** on unless this is an interactive meeting.
    b. Toggle **Private chat** off to stop meeting participants from sending a private 1:1 message to another participant.
    c. Toggle **Annotation** off to disable annotation tools for shared screens.
    d. Toggle **Waiting room** on to ensure attendees cannot join a meeting until a host admits them individually. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Things you can due to secure a specific meeting

Manage people in Waiting Room.
    a. Select **Manage Participants** on the Host Controls bar at the bottom of the screen
    b. Admit attendees individually by clicking each **Admit** button
       or all at once with **the Admit All** option on the top right-hand side of your screen.

Turn off screen sharing for guests:
1. Click the **∧** next to Screen Sharing on the Host Controls bar at the bottom of the screen.
2. Choose **Advanced Sharing Options.**
3. Choose **Only Host** for **Who can share**.

Lock the room – late attendees will be denied access.
1. Click **Manage Participants** on the **Host Controls bar.**
2. Click **More** at the bottom of the Participants panel.
3. Click **Lock Meeting** and then click **Yes** to block new attendees from joining.

Disable private chat to prevent unwanted messages during the meeting.
1. Click **Chat** on the **Host Controls bar.**
2. At the bottom of the **Group Chat** window click the **…** button and choose **None**.

Mute participants:
1. Click **Manage Participants** on the **Host Controls** bar .
2. Click the **Mute All** button at the bottom of the panel.
3. Uncheck **Allow Participants to Unmute themselves**.
4. Clicking **Continue** or **Yes** will mute all current and new participants.

Dealing with unwanted or disruptive participants:
1. Click **Manage Participants** on the **Host Controls bar.**
2. Mouse over a participant's name.
        Disable video: Click **More** and then **Stop Video.**
        Mute participants: Click **Mute.**
        Removing participants: Click **Remove**.