Zoom Security Best Practices & Recommendations

Do's and Don'ts at a Glance

Scheduling: The Do's

- DO keep meeting passwords on
- DO use automatically-generated meeting IDs
- DO keep meeting links private for private meetings
- DO control who you distribute classroom meeting links to
- DO verify your Google Calendar sharing settings
- DO set your meeting to mute people on entry
- DO enable registration for a public meeting or event
- DO enable the waiting room for a public event or a large class

General Security: The Don'ts

- DO NOT share meeting URLs with anyone who is not a part of the meeting
- DO NOT share meeting URLs on social media
- DO NOT post meeting URLs on public calendars

Hosting: The Do's

- DO use your waiting room to welcome attendees if you have enabled it
- DO disable annotation in your meeting
- DO consider locking your meeting or class after everyone has joined
- DO become familiar with the security options on the toolbar
- DO use the “On hold” and “Remove” features when necessary
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Hosting: The Don’ts

- DON'T use your Zoom Personal Meeting ID (PMI)
- DON’T host alone if you’re running a large meeting or class
- DON’T enable Screen Sharing unless necessary

Keep Zoom Up-to-Date

- **Windows:** Open the zoom app > sign in > click your initials in the top-right corner > click "Check for Updates"
- **macOS:** Open the zoom app > click the zoom.us menu > click "Check for Updates..."

Security Recommendations

General Security:

- **DO NOT** share meeting URLs with anyone who is not a part of the meeting
  - DO NOT share meeting URLs on social media
  - DO NOT post meeting URLs on public calendars
- **Keep meeting passwords on** and set a simple password
- Add waiting room so you can review what participants are trying to join
- Once all attendees have joined, **lock your session** (How-To Guide here)
- Use "Only authenticated users can join" setting for meetings attended by people only from MLML/SJSU
- For more information, visit SJSU's Securing Zoom Meetings page.

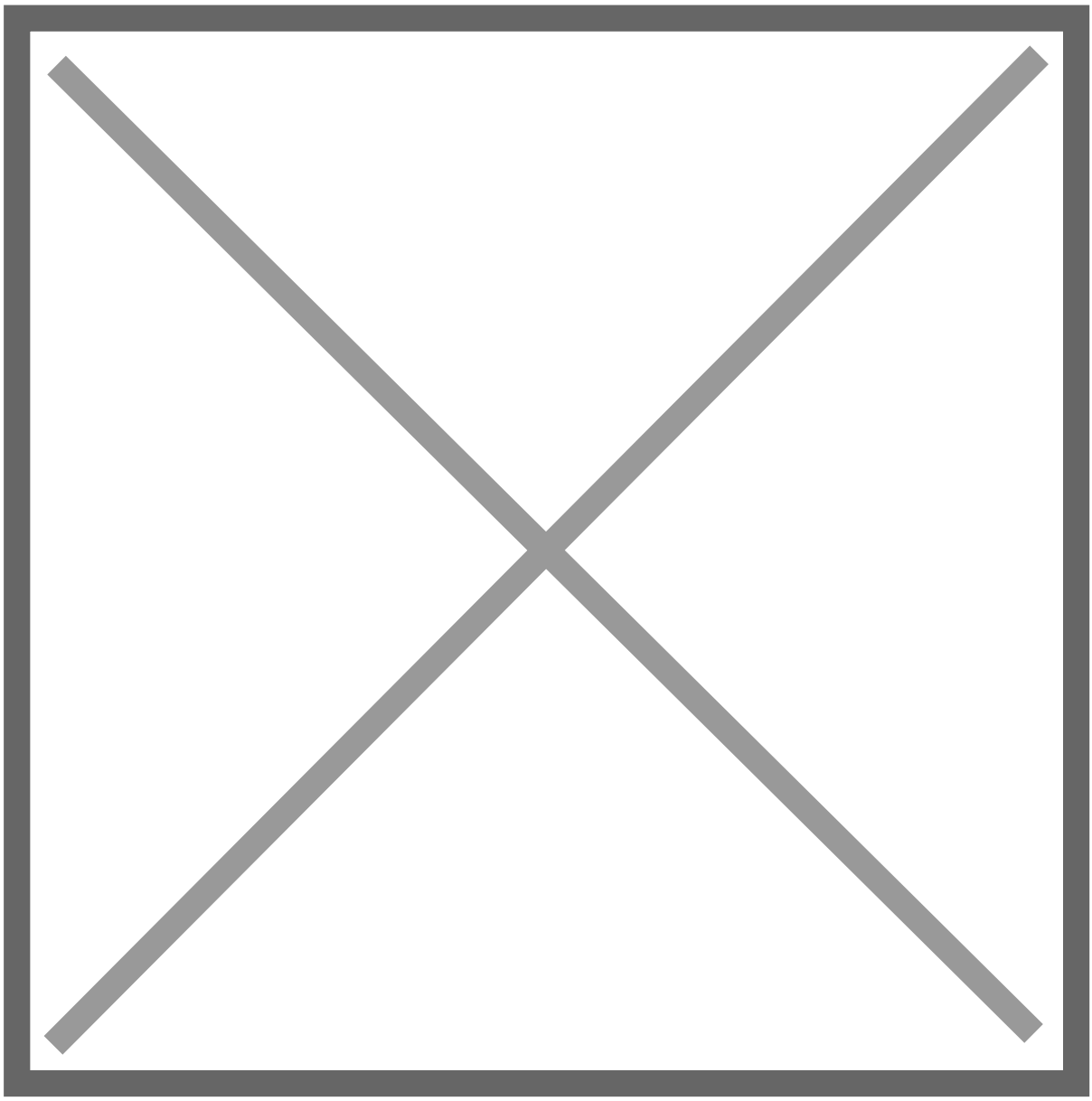
Account Security Settings:

- Sign-in to Zoom > Settings (left-side menu panel)
  - Enable Personal Meeting ID - **OFF**
  - Require a password when scheduling new meetings - **ON**
  - Require a password for instant messages - **ON**
  - Embed password in invite link for one-click join - **OFF**
  - Require password for participants joining by phone - **ON**
  - Mute participants upon entry - **ON**
  - Screen sharing- **ON**
  - Who can share - **Host Only**

Best Practices & Tips

- Select “**Participants**” at bottom of Zoom browser to view & manage participants
- Select “**Chat**” at bottom of Zoom browser to open chat window
- Click a participants name in the Chat window or the 3 dots in the video/profile pic to chat with them
- Tips for Hosts & Co-Hosts: Keep Participants & Chat windows open during entire meeting
- Set your name in your Zoom portal and/or app
- Let your class know that the meeting is being recorded
- Plug your phone into power when using it to record video on Camtasia or Zoom

- When you share your screen, you can select to just share a web browser or app instead of your entire desktop
    - You can select Whiteboard under Share Screen to illustrate points
- **Hide non-video participants**
    - Hover over participants thumbnail at top of Zoom Browser
    - Select the three dots
    - Select “Hide non-video participants”
- If using a conference phone for audio, be sure to mute the other computers/TVs in room that are in the meeting
- **Large Meeting Tips**:
    - Wait to admit participants until the meeting starts
    - Participants with raised hands will rise to the top of the recipient list
    - Assign multiple Co-Hosts to help moderate a large meeting
    - Pause the recording until all participants are in the meeting and the meeting starts
- **When sharing your screen, you can view the Participants and Chat windows** by scrolling to the top of your Zoom app and clicking the Participants on the Options Bar or the Chat button in the More section:



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