

Zoom – How to run a secure meeting

There are known security weaknesses in Zoom, mostly relating to using link to join a meeting. Whilst Zoom are working on the security aspect, the following is best practice for running a Zoom meeting.

General

1. Do not share your meeting link on social media or other public forums, that makes your event extremely public. ANYONE with the link can join your meeting.
2. Do not publicise your meeting on social media, if people know it is happening they will try to find it and hack it
3. Do Not your Personal Meeting ID (PMI) to host public events.
4. Ask delegates to access the meeting using the meeting id and password. Good practice is to send meeting id and password on separate emails
5. Do not send the link to your meeting – this is the way most hackers gain access.

Waiting Rooms

The Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them. In theory when you create a meeting it should default to use a Waiting Room, but just check to ensure it has!

Advanced Options ^

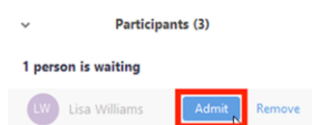
- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Alternative hosts:

To admit participants into a meeting, you will have to click on the Manage Participants icon to view the full list of people waiting to join.



From there, you will have the option to admit participants individually or all at once by using the Admit All option on the top right-hand of the client.

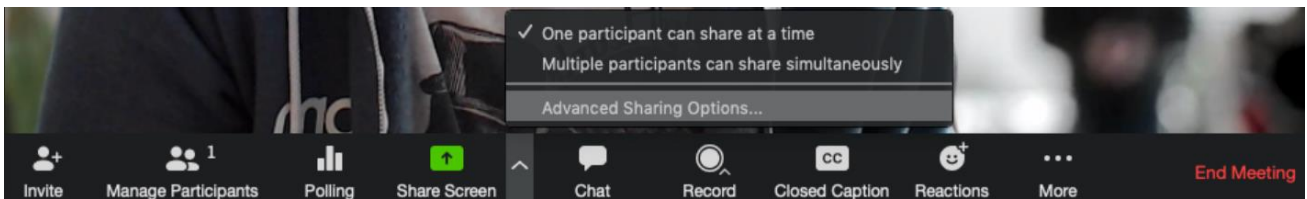


Manage screen sharing

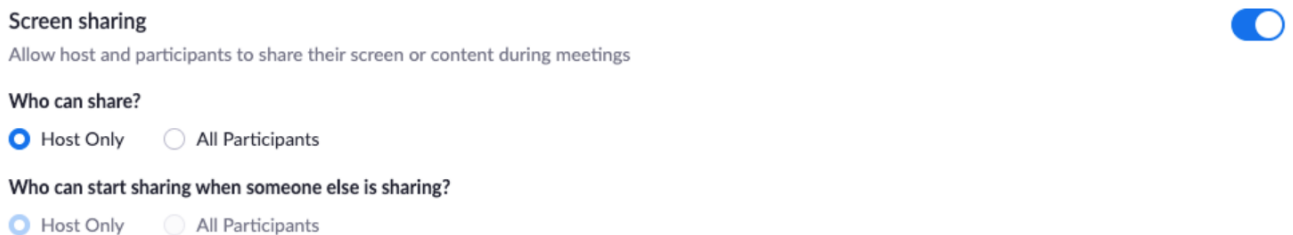
Don't give up control of your screen.

You do not want random people in your public event taking control of the screen and sharing unwanted content with the group. You can restrict this — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen-share.

To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.

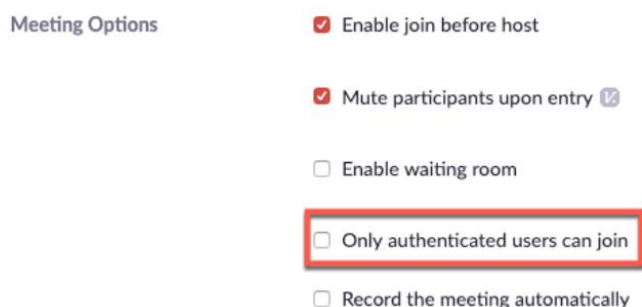


Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.

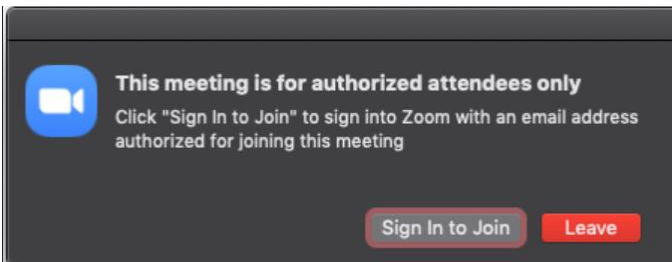


Manage your participants

Allow only signed-in users to join. To do this, when setting up the meeting, go to advanced settings and select 'Only authenticated users can join'. This means that only individuals that have registered their email address with zoom will be allowed to join.



If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive this message:



Remove unwanted or disruptive participants

From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.

