

Zoom Tips To Secure Meetings

After the zoom bombing incident we need to make certain to be aware of methods to prevent and secure our meetings to the best of our ability.

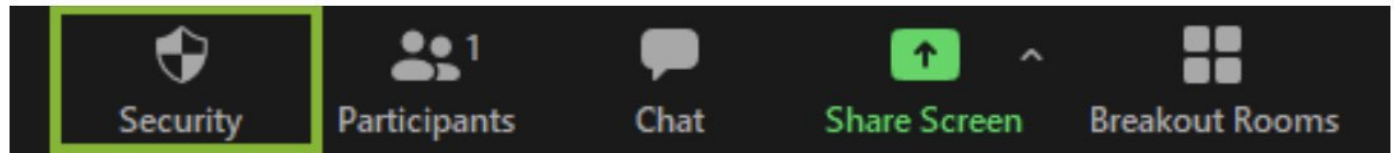
Although there are other measure we could take, as a public meeting we must provide the meeting ID and Password; limiting our In an effort to inform please read the tips below. I hope this helps everyone. Don't hesitate to reach out if you have any questions. - Kimberly

Use the Waiting Room Feature

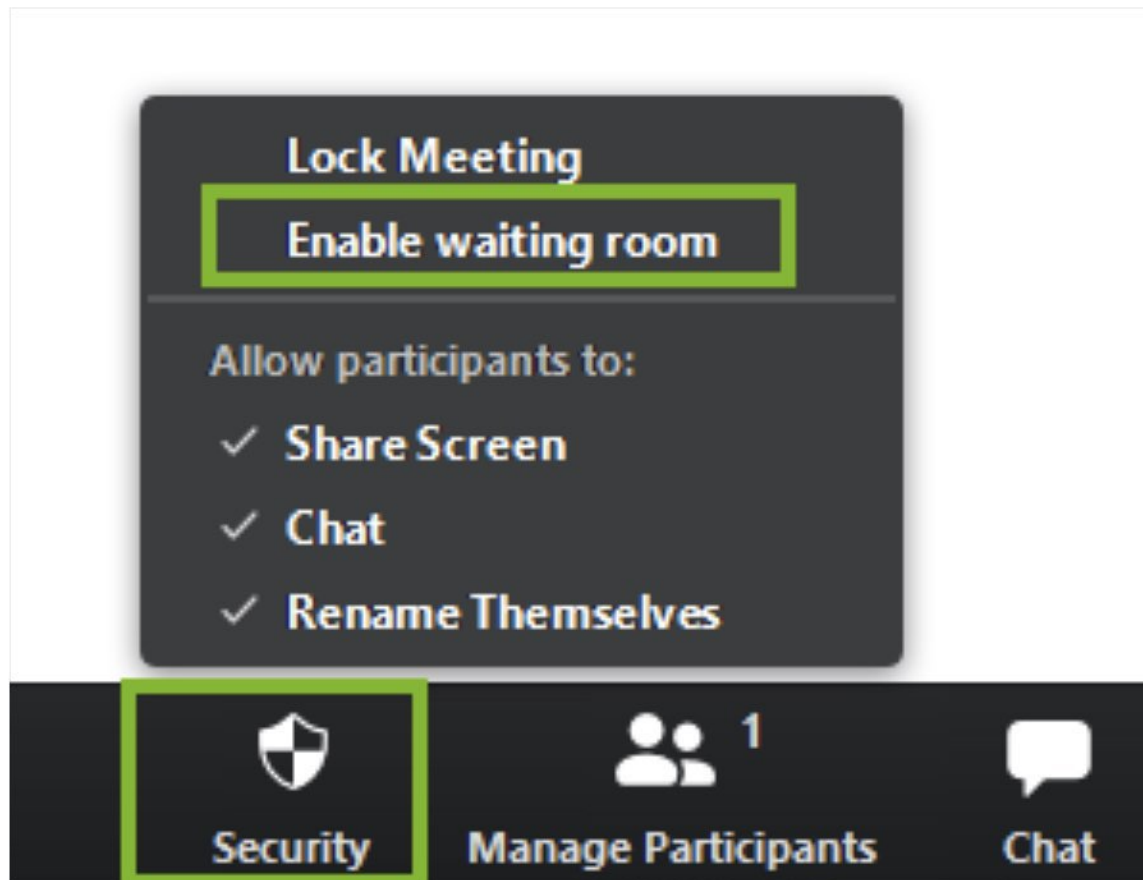
A Zoom call can start in one of two ways: the moment the first user logs onto the meeting, or once the host authorizes it to begin. With the waiting room feature enabled, every user that logs on to a call is added to a queue and must be manually approved by the host. Enabling the waiting room feature is a smart security measure because it allows the host to vet anyone attempting to enter the meeting, providing more control over who can and can't join.

Alternatively, the waiting room setting can be turned on or off while in a meeting

1. Select the new Security button.

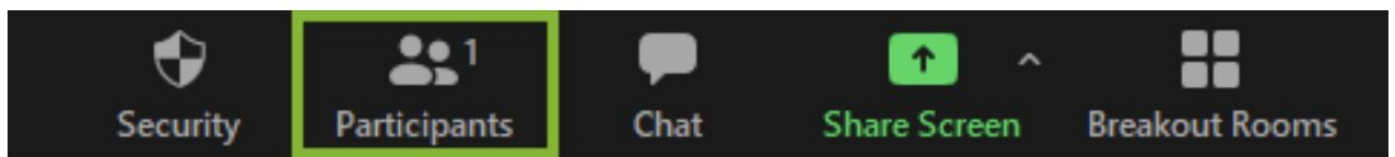


2. A menu will appear allowing you to toggle the Waiting Room setting. Clicking the Enable waiting room option will toggle it on or off, as denoted by the check mark.

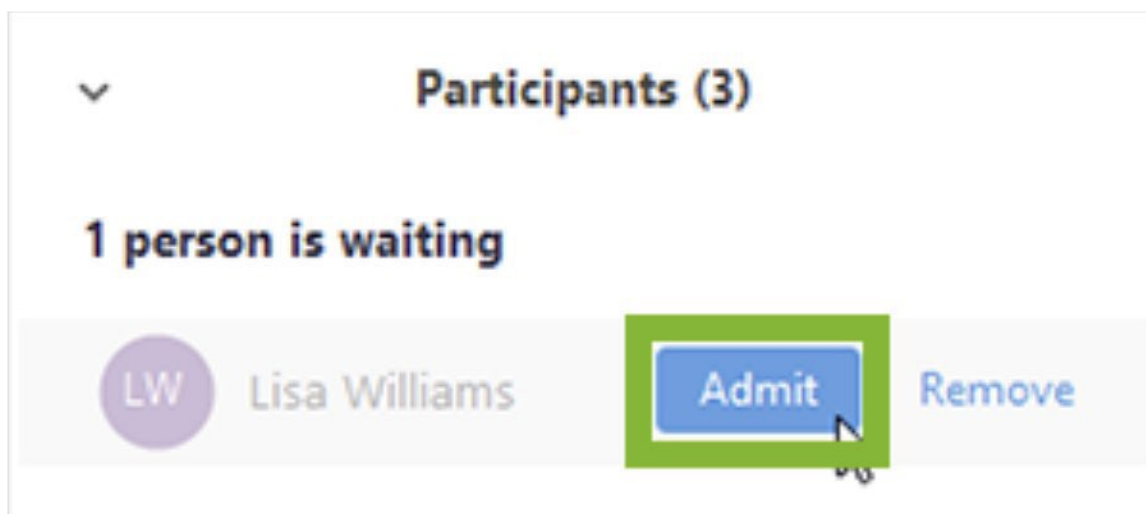


Admit participants into your meeting

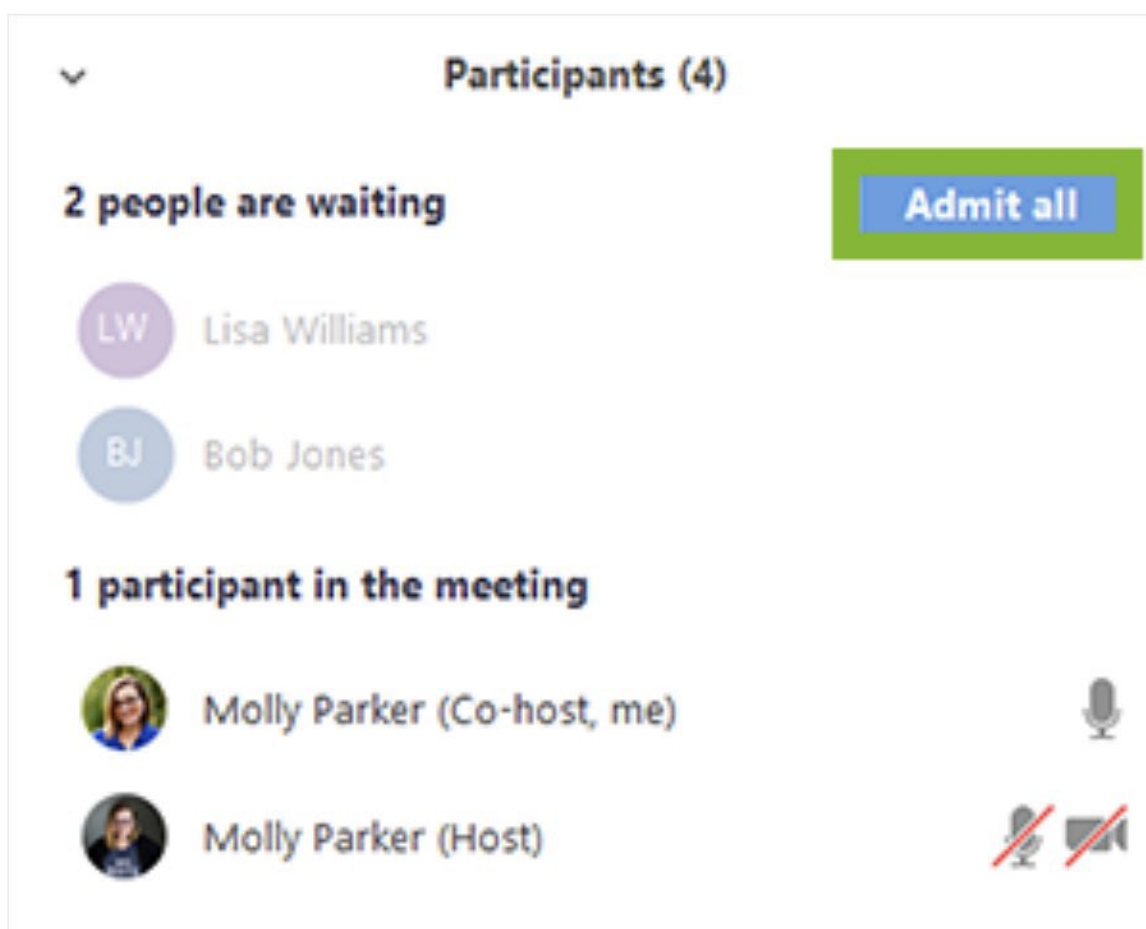
1. Select Participants.



2. In the participants list, you can choose to allow one person at a time by clicking Admit.

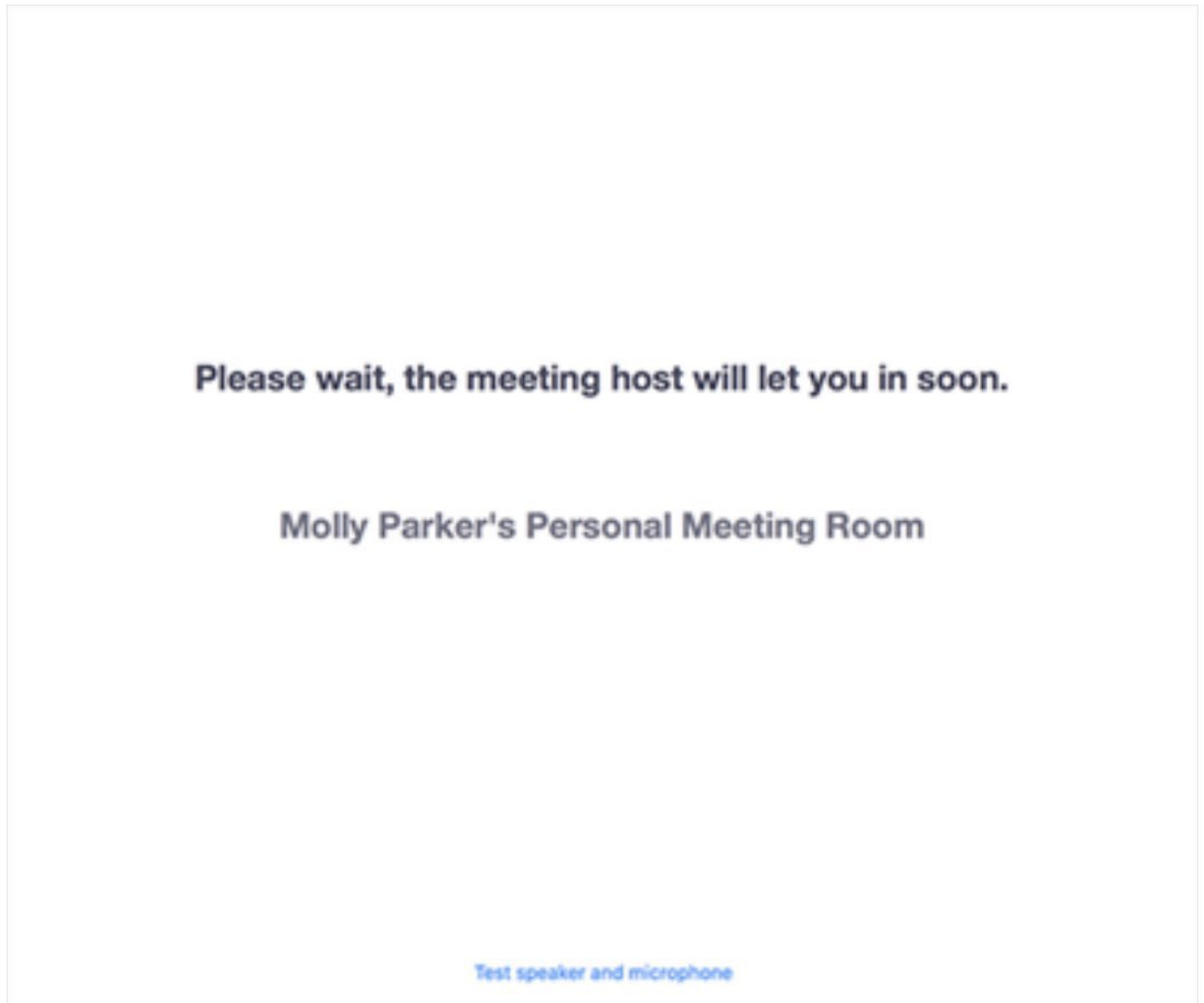


3. Or, if you recognize all of the waiting participants, you can admit them all at once by clicking Admit all.



What a meeting attendee will see

1. If a meeting attendee joins a meeting where a waiting room has been enabled, they will receive the following message. They will see the following screen until the host admits them into the meeting.



Set Screen Sharing Controls

Zoom bombers are notorious for hijacking the screen after they've made their way into a Zoom call. You can prevent this by adjusting your screen sharing settings, either before or during the call.

To set screen sharing controls before the meeting:

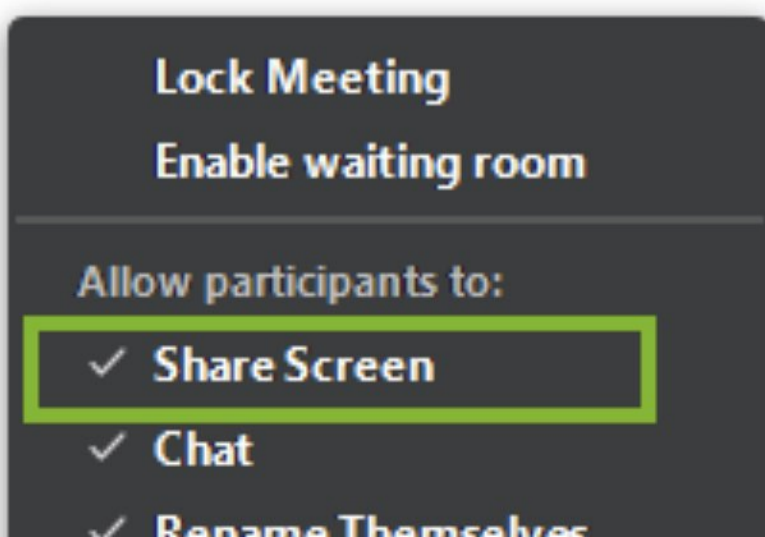
1. Go to the Zoom web portal (not the desktop app) and navigate to Personal > Settings > In Meeting (Basic) and look for "Screen sharing."
2. Select the option "Only Host."

To set screen sharing controls during the meeting:

1. Navigate to the host controls (these will be viewable from your screen if you're the host) and click the arrow next to Screen Share.
2. Select "Advanced Sharing Options."
3. Under "Who can share?" select the option "Only Host."

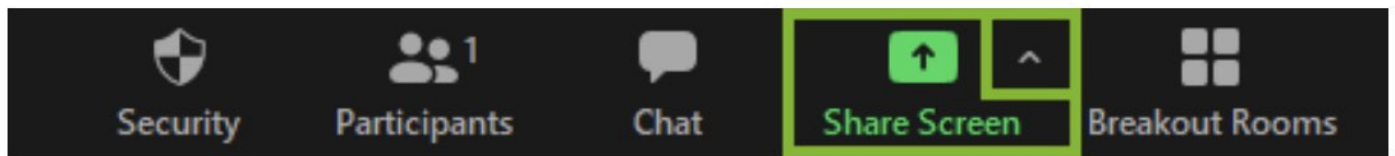
Using the Security button

1. The latest addition to Zoom is the Security button. Clicking it will open a small menu. Under the Allow participants to: header, you can choose whether or not you'd like to allow meeting attendees to be able to share their screens, or change their names within the participants list. This can prevent users from sharing inappropriate things to the entire group, or changing their name to something equally inappropriate.

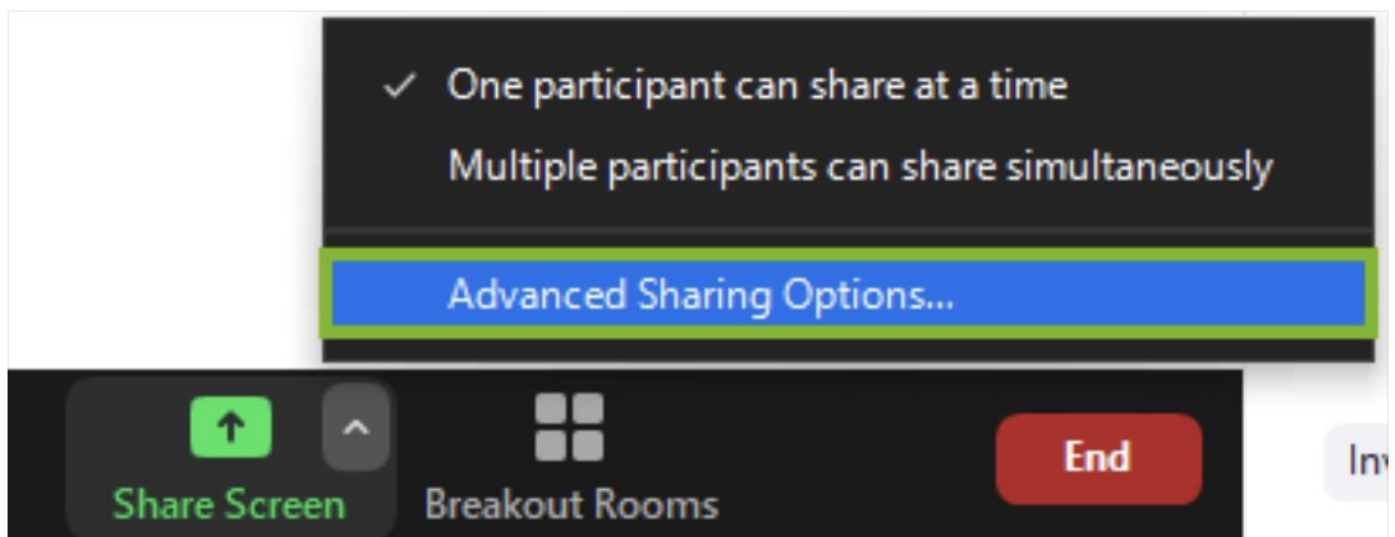


Using the Share Screen button

1. While you're in a meeting, click the Arrow to the right of the Share Screen button.



2. A small menu will appear. Click Advanced Sharing Options and a window will appear.



3. Under the Who can share? heading, select the Only Host option. This ensures that only the meeting host can share their screen.



Lock Your Meeting

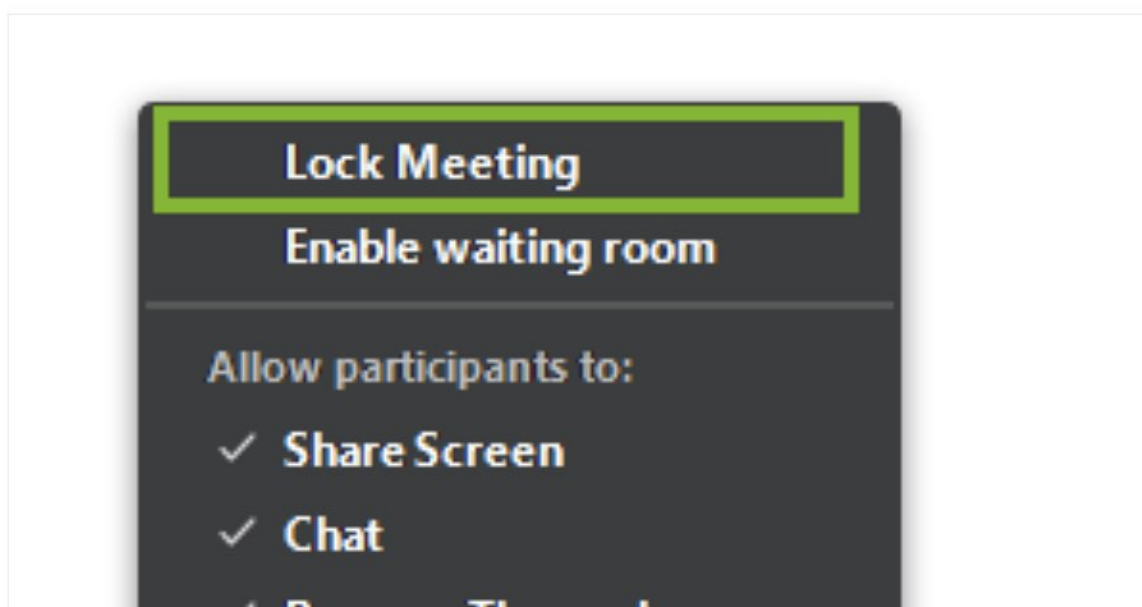
Hosts have the ability to lock their Zoom meetings once all members have joined. Locking the meeting prevents anyone else from entering—even users who have the correct meeting ID and password. Here's how to do it:

1. Once the meeting is running, navigate to the host controls and select "Participants."
3. In the pop-up menu that appears, select More > Lock Meeting.

Lock meetings once all participants have joined

A good practice is also to lock your meeting once all the necessary participants have joined. This ensures that no additional users can join the meeting at all, even if they have the meeting password. Locking meetings is something that only the host can do once the meeting has begun.

1. With the addition of the Security button, the Lock Meeting feature can be found and toggled on and off easily by clicking the Security shield.



Remove Users from Meetings

If an unwanted guest ends up in your meeting, the host has the power to remove them or put them on hold. All you need to do is select "Participants" from the host controls at the bottom of the Zoom screen, then hover over the name of the person you want to remove and select "Remove."

Try the link below for instructions provided by Zoom Support:

[Managing participants in a meeting – Zoom Support](#)

References

<https://www.pandasecurity.com/en/mediacenter/panda-security/zoom-bombing/>

[How to Secure Zoom and Stop Zoom-bombing - Support.com TechSolutions](#)