Securing Your Zoom Meetings

In this session, we will focus on:

- Security Settings:
  - Passcode
  - Embedded passcode
  - Waiting room
  - Require authentication to join

- In Meeting Settings & Controls:
  - Chat
  - Private chat
  - File transfer
  - Mute participants upon entry
  - Screen sharing
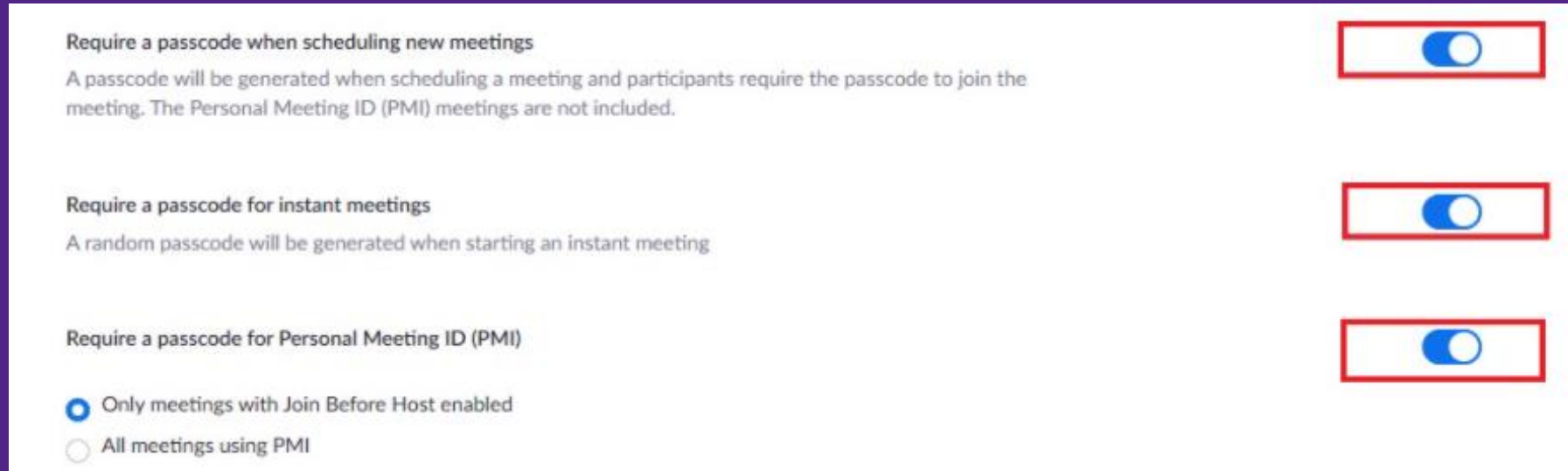 - Security icon options

- **Default settings changes - October 18th**

  - Previously scheduled meetings were not affected by the Security section changes

  - 'Require authentication to join' option is now checked by default for NEW meetings

  - All the settings are optional and can be changed by a host. Some settings e.g. chat require you to sign into Zoom web portal to be adjusted.

  - If you had your Zoom Account settings already modified (changed from defaults i.e. Waiting room or Chat) prior Oct 18, they were kept as is

  - To adjust your Zoom Account settings, sign into Zoom portal: **https://zoom.uwo.ca → Settings**

Western

Passcode Settings

- **Require a passcode when scheduling new meetings**
This setting is now turned **ON** by default, so that a passcode is generated when scheduling meetings, and participants are required to enter it in order to join a session.

Require a passcode when scheduling new meetings
A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings
A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI

Embedding passcode

- **Embed passcode in invite link for one-click join**
  This setting is now turned **<u>OFF</u>** by default. The passcode should be sent separately from communications with the link to the meeting.

Embed passcode in invite link for one-click join
Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Waiting Room

- This setting is now turned **ON** by default, so that participants will be unable to join the meeting until admitted by the host.

Require authentication to join

- **Only authenticated users can join meetings**
  This option is turned ON by default, and "Western Accounts Only" is selected so that participants will require to use a legitimate @uwo.ca or @ivey.ca account to access. There is another option called "Sign in to Zoom" - This option allows any users to join the meeting, as long as they are signed into their Zoom account.

  When joining a meeting participants will need to select 'Sign In with SSO' option which will prompt for the Western UserID and Password.

  Some meetings will require guest speakers or need to be configured in such a way that this setting cannot be used. You can turn off 'Only authenticated users can join' meetings option by adjusting your Zoom account settings, or unchecking the option while scheduling a meeting.

Western

Zoom Security

Require authentication to join

Chat & Private Chat
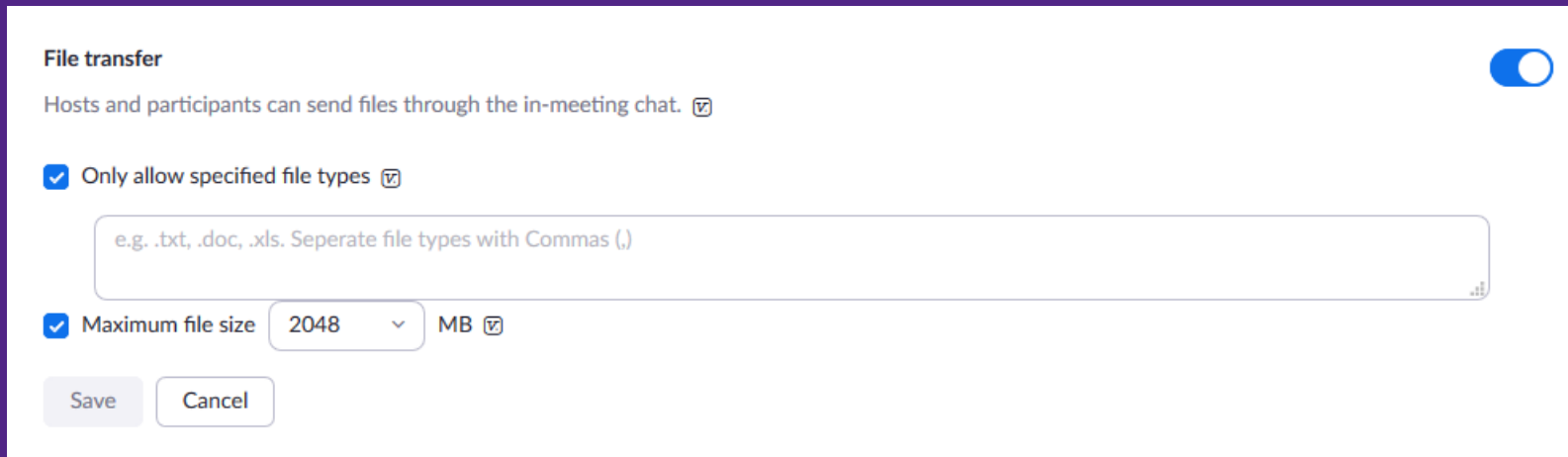
- Disabled by default (as of Oct. 18th)
- Cannot be enabled mid-meeting
- Enabled in: **https://zoom.uwo.ca → Settings → In Meeting (Basic)**
- If enabled, Host can define who Participants can chat with mid-meeting
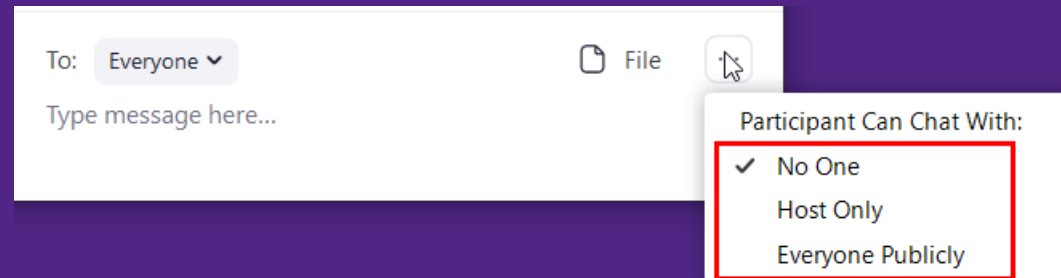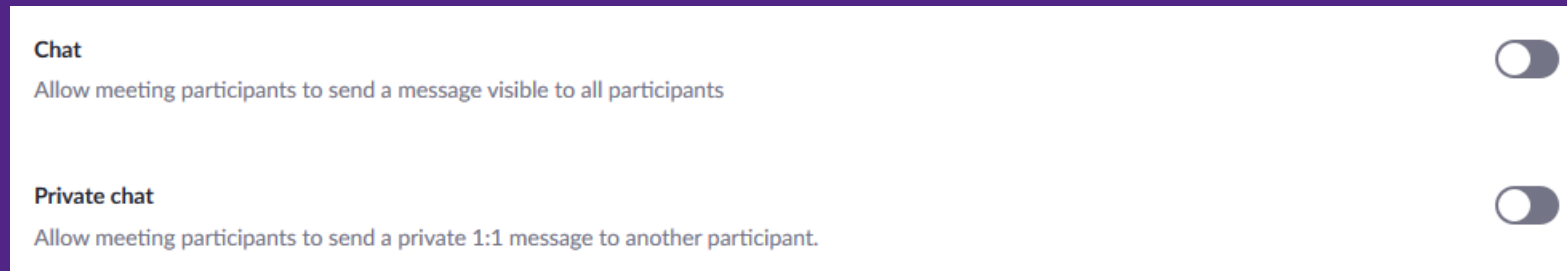
File Transfer

- Disabled by default (as of Oct. 18th)
- Cannot be enabled mid-meeting
- Enabled in: **https://zoom.uwo.ca → Settings → In Meeting (Basic)**
- Dependent on Chat being enabled

Mute Participants upon entry

- Enabled by default (as of Oct. 18th)
- Can be enabled / disabled mid-meeting
- Enabled in: **https://zoom.uwo.ca → Settings → Schedule Meeting**
- Recommended in larger meetings
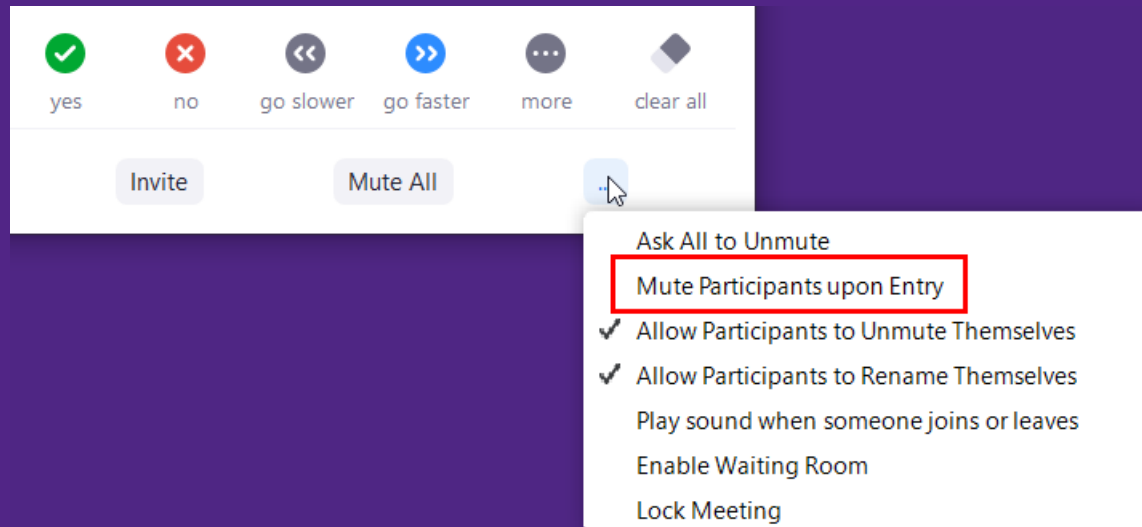
Screen Sharing

- Enabled for Host Only / Alternate Hosts by default
- Can be enabled / disabled for All Participants mid-meeting
- Enabled in: **https://zoom.uwo.ca → Settings → In Meeting (Basic)**
- By default, only one person can screen share at a time
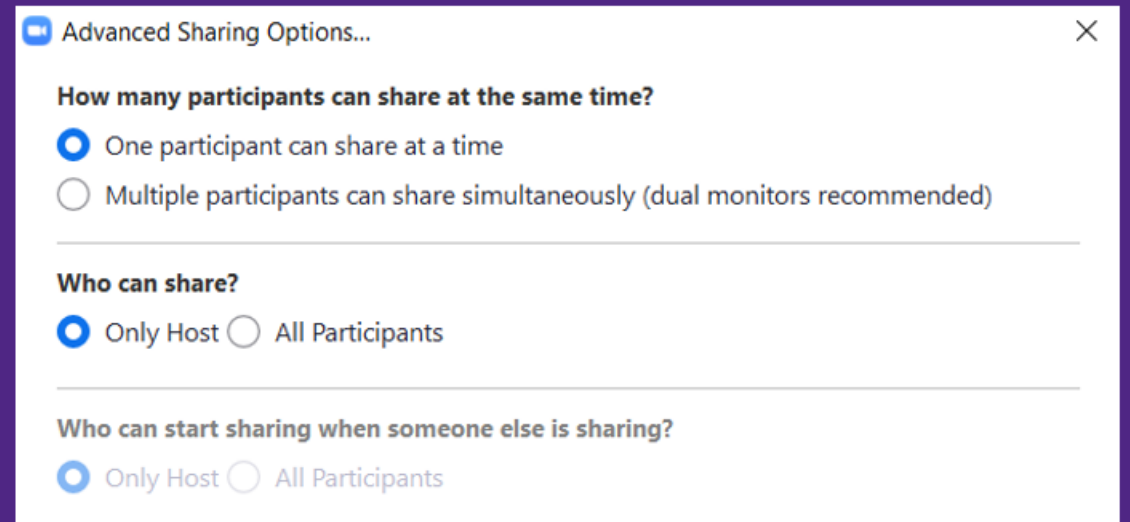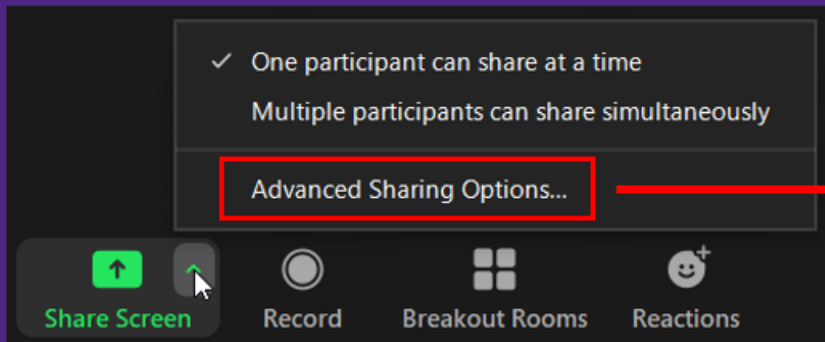
Allow Participants to… Rename / Unmute

- Can be changed any time mid-meeting
- **Rename** is commonly used by Zoom bombers
- If **Unmute Themselves** is disabled, Host must **Ask to Unmute** participants
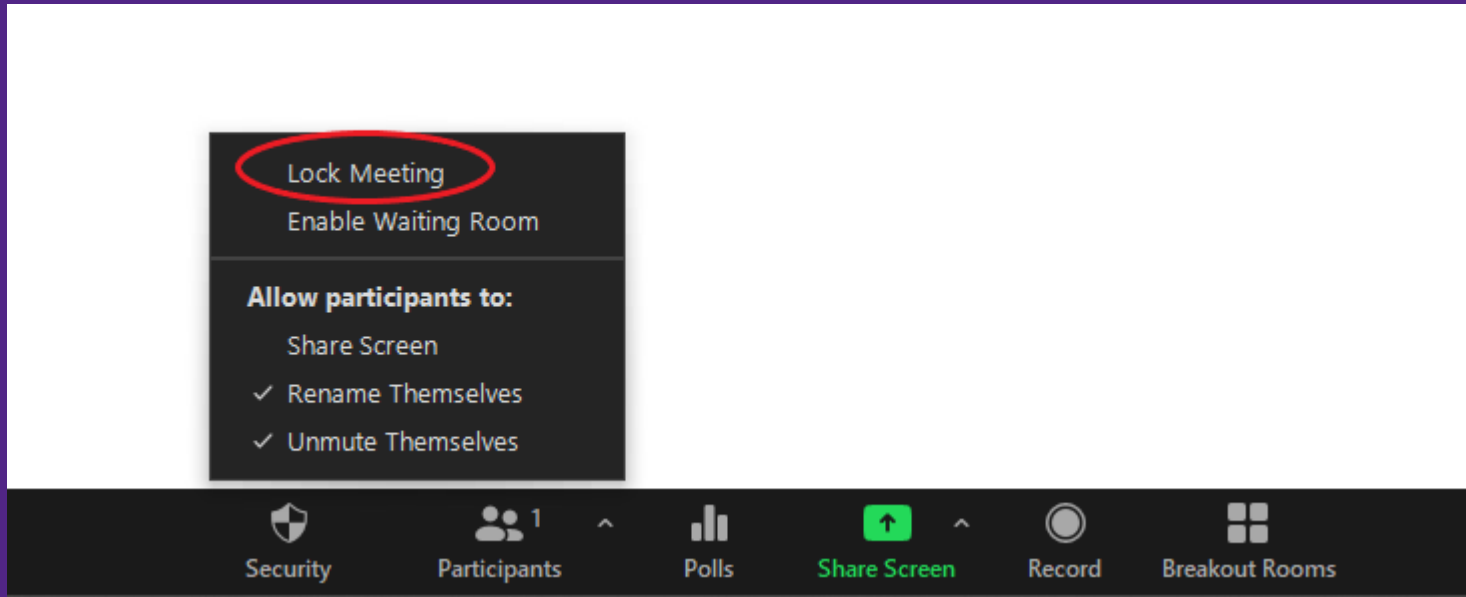- Recommended in public meetings, or meetings with few speakers
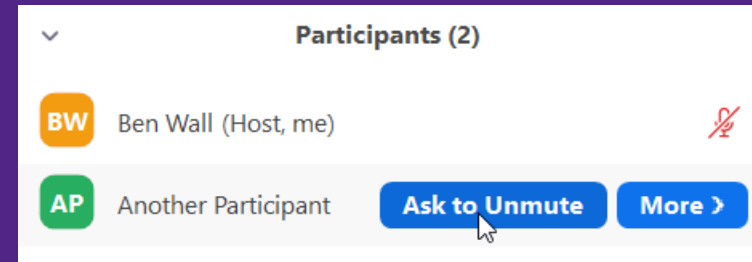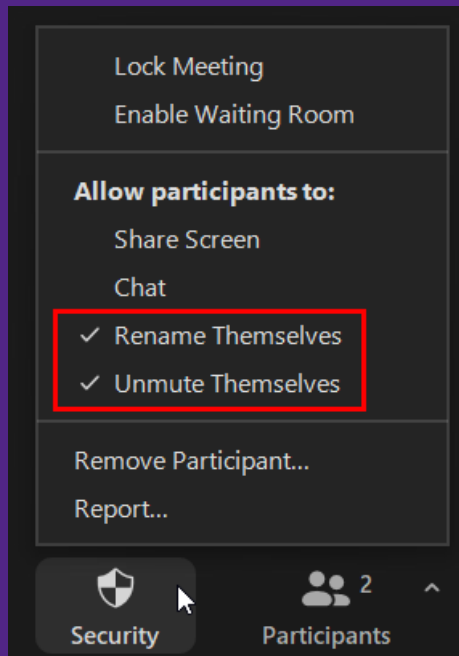
Allow Participants… Share Screen / Chat

- Can be enabled / disabled for Participants mid-meeting
- **Only appears if Screen Share / Chat are enabled in Settings**
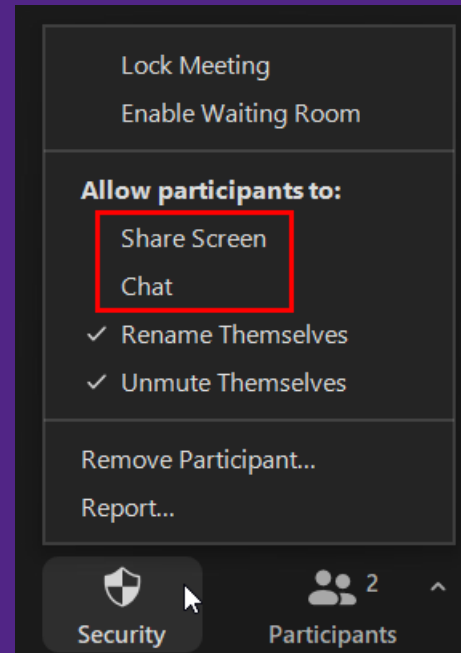
Locking Meeting

- **Once meeting has started, lock the meeting**
  - **Prevents new participants (registered or not) from joining the meeting**

- **If a participant is being inappropriate**
  - **Open Participants List, select participant and click "More"**
    - **Remove from Meeting – Permanent removal (participant cannot rejoin meeting*)**
    - **Put in Waiting Room – Participant can't participate in meeting, host can send messages**
    - **Report – Sends a report to Zoom Trust and Security (trust@zoom.us)**
    - **Contact security@uwo.ca with a meeting number, Zoom link, your contact information and brief description of incident**
  - **You can adjust meeting preferences to allow removed participants to rejoin**
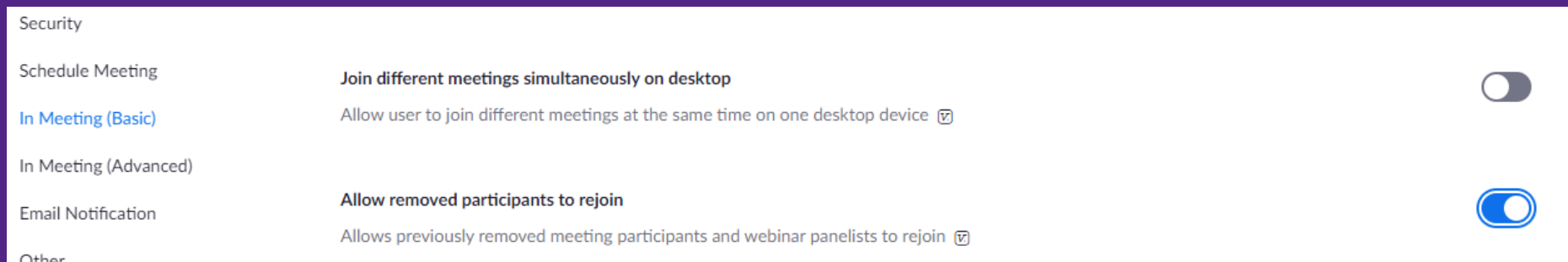
Changing Hosts

- **Make Participants Hosts or Co-Hosts (For Host only)**
  - Open Participants List, select participant and click "More"
    - Make Host - Makes selected Participant Host and strips original host of all privileges
      - Original Host can leave meeting and rejoin to regain Co-Host privileges
    - Make Co-Host – Original host maintains privileges
      - Gives some moderating abilities to a trusted participant

Questions?