

Zoom Security & Safety

CES Guidelines

1. Be careful who you share the link to your public calls with, try to avoid putting it on social media so that it stays away from trolls. *Email or direct text is best. Contact Bro Olson if mass text desired.*

2. Avoid using your Personal Meeting ID (PMI) to host public events. *As we discussed previously, this PMI can be real nice as the URL stays the same as long as you keep your account; however, the Church suggests that any scheduled meeting use the randomly generated ID (not Personal) along with a password (auto-generated) via email or direct text as suggested above (more secure long-term).*

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

04/02/2020



7:00

PM

Duration

1

hr

0

min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

Recurring meeting



Meeting ID

Generate Automatically


Personal Meeting ID 467-459-0015

3. Using the Waiting Room feature to help control who comes and who goes, don't let unexpected guests in. *See below for a visual on how to do this when scheduling a meeting. The software will notify the host when a participant is seeking entry into the Zoom session; allow or disallow as needed (see next page for how this is done in a Zoom session).*

My Meetings > Schedule a Meeting

Meeting Options

Enable join before host

Mute participants upon entry 




Enable waiting room

Record the meeting automatically on the local computer

This can also be done persistently under **Settings > In Meeting (Advanced)**

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



4. Manage your screen sharing — set the app so that only the host of the Zoom call can screen share. *See below on how to set this up... **Settings > In Meeting (Basic)**.*

Screen sharing

Allow host and participants to share their screen or content during meetings

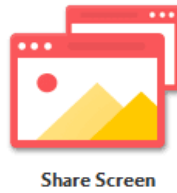
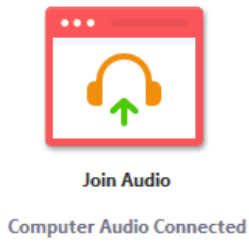


Who can share?

Host Only All Participants 

Who can start sharing when someone else is sharing?

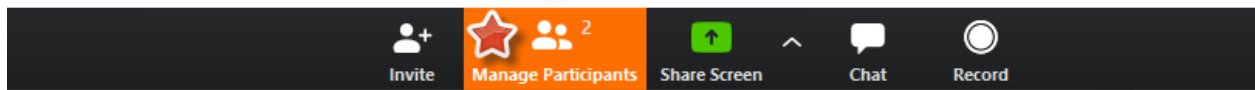
Host Only All Participants 



dan olson has entered the waiting room for this meeting


Admit See waiting room


This dialog will popup when you have attendees waiting to enter the Zoom session. Click 'Admit' to allow immediately, or 'See waiting room' to see them in the Participants window under the waiting section. There you can admit, remove, or message them.







00:01:35

Participants (2)

1 person is waiting  Message

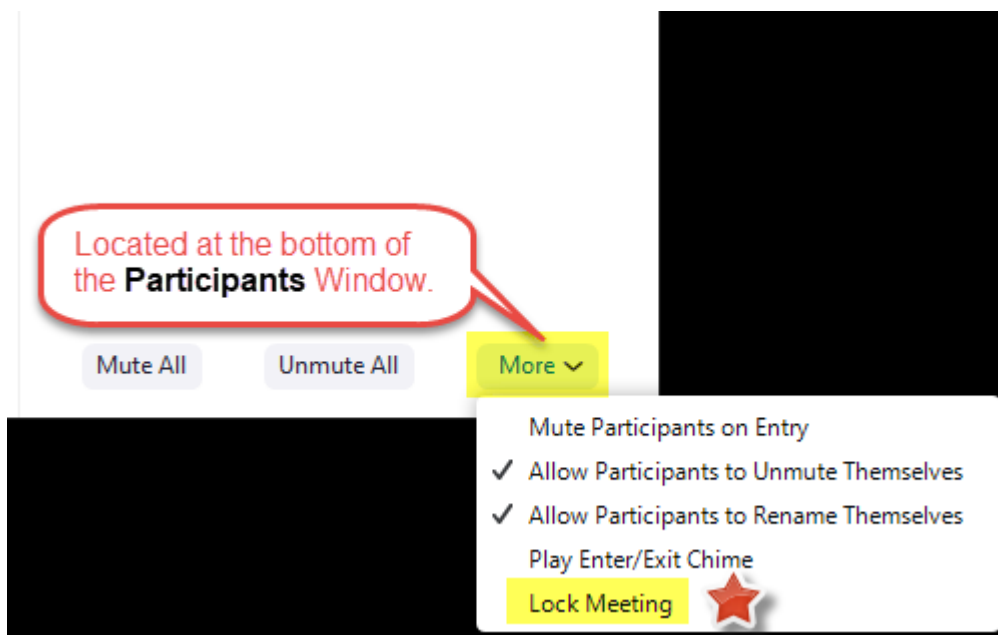
dan olson  Admit Remove

1 participant in the meeting  

Daniel Olson (Host, me)  

5. Manage your participants — change the settings so that only people who are signed-in to their account with the email they were invited to the call through can join the call. *This appears to be for paid (Pro) versions only. If you have the Pro version, it is under **Settings**; the name of the setting is, “**Only authenticated users can join meetings**” – you’ll want to turn this on... when you schedule a meeting you can choose which authentication method is used. If desired, Bro Olson can assist here.*

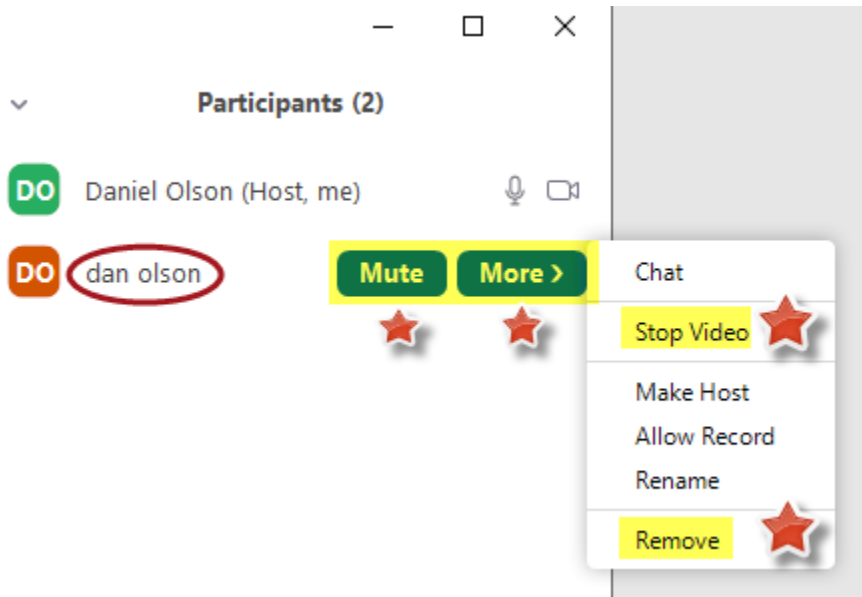
6. Lock the meeting after everyone you want there is there, that way no new people can join. *This is a nice feature – just make sure everyone is **in** before locking! Click on **Manage Participants** (bottom middle of main zoom window – mouse movement inside window can activate display) to toggle on-off the display of window (usually to right when displayed). Once you see this window, click on **More** at the bottom right of the window – a context menu will appear that will allow you to lock and unlock the meeting at any time. See below for visual hint on how to do this.*



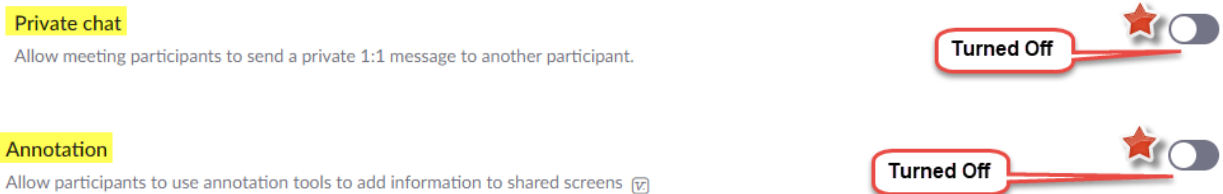
7. Set up two-factor authentication, then share the Meeting ID and password only with people you trust. *Very common and secure method for securing your video conference session; however, this option appears to only be available in the paid (Pro) version. **Google Authenticator** is also utilized; if you have the Pro version and need assistance with this, please contact Bro Olson.*

*It appears that Zoom has now locked the ‘**Require a password...**’ functionality for all users so that an additional level of security is added automatically; you should see the password embedded in the link when scheduling a meeting.*

8. Remember that as the host you can disable the camera and mute certain participants, permanently or temporarily if needed, you can also remove them. *See below on how to do this during a session.*



9. Turn off file transfers, private chat and annotations. *It doesn't appear that file transfer is allowed in the free version of Zoom (under Account Management when subscription in place). However, turning off Private chat and Annotation is shown below (Settings > In Meeting (Basic)).*



10. Consider asking a second teacher or a student in the class who helps to moderate the participants so the teacher can focus on the lesson / discussion. *Excellent opportunity for the companion teacher. In this scenario, the teacher not leading the discussion should be the Zoom host for that session. This way she/he can host the meeting and monitor the other participants, as well as lock the session once all are present. In practicality, locking the Zoom session is not really necessary if you use the waiting room feature (highly recommended - see above) and only allow participants you recognize and approve into the meeting. This way late-comers can join as soon as they are able without being locked out.*