

ZOOM: Privacy and Security Tips

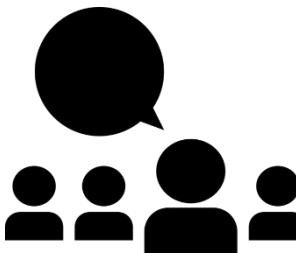
CSPS – Surge Team
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SCHEDULING A MEETING

Ask yourself: **is Zoom the appropriate platform for this meeting?** Zoom meetings should be treated as **fully public**

Set a meeting password to avoid 'zoom-bombers' and other unwanted intruders



DURING A MEETING

Once all participants have joined, **lock the meeting** to prevent unwanted guests

Limit who can share their screen in the Advanced Sharing Options menu (next to the share screen button)



ACCOUNT SETTINGS

Enabling the **Waiting Room** feature and disabling '**Join Before Host**' grants the host controls over meeting attendees

Other privacy settings can be **globally controlled** through the Zoom web portal's **account settings** page

Whenever possible, **the host should use the zoom desktop application** to maximize options

MANAGE PARTICIPANTS

In case of an unwanted intrusion, remove the participant via the 'manage participant' menu

Other options in this menu include:

- Mute participants on entry
- Allow participants to unmute themselves
- Play an Enter/Exit chime
- Allow participants to rename themselves
- Lock Meeting