

Zoom Security Measures - April 2020

Instructional Media and Technology Services (IMATS)

Install Updates

Zoom is continually pushing out new security measures, so it is key that your software is up-to-date.

To check that you have the latest version of Zoom installed:

1. Open the Zoom desktop client
2. Click on **your profile icon** in the top right corner
3. From the menu click **check for updates**. You will be prompted to update if necessary.

For more details: [Where Do I Download The Latest Version?](#)

Password Protection

To adjust already-scheduled meetings using the Zoom Web Interface and CourseWorks LTI:

1. Click on the **Meeting Title** you want to edit
2. Click **Edit** this meeting at the bottom of the page
3. Check the **Require Meeting** Password box
4. Click **Save**

Newly scheduled meetings will automatically have a password generated for them.

Waiting Rooms


The host must admit participants into the main meeting when waiting rooms are enabled. This helps prevent intruders from entering meetings, and works well for small courses or office hours.

To enable waiting rooms in an ongoing Zoom Meeting select the **Security** button at the bottom of your screen, and then **Enable Waiting Room**.

To enable a waiting room in an already scheduled course or meeting:

1. Click on the **Meeting Title** you want to edit
2. Click **Edit** this meeting at the bottom of the page
3. Check off **Enable Waiting Room** in the meetings option section
4. Click **Save**

When creating a new meeting you can utilize this feature by enabling **Enable Waiting Room**.

Meeting Options	<input type="checkbox"/> Require meeting password
	<input checked="" type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input checked="" type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Only authenticated users can join
	<input checked="" type="checkbox"/> Record the meeting automatically <input type="radio"/> On the local computer <input checked="" type="radio"/> In the cloud

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When in a meeting with a waiting room, the host can admit attendees through the **Manage Participants** panel. For more information, see the Zoom tutorial:

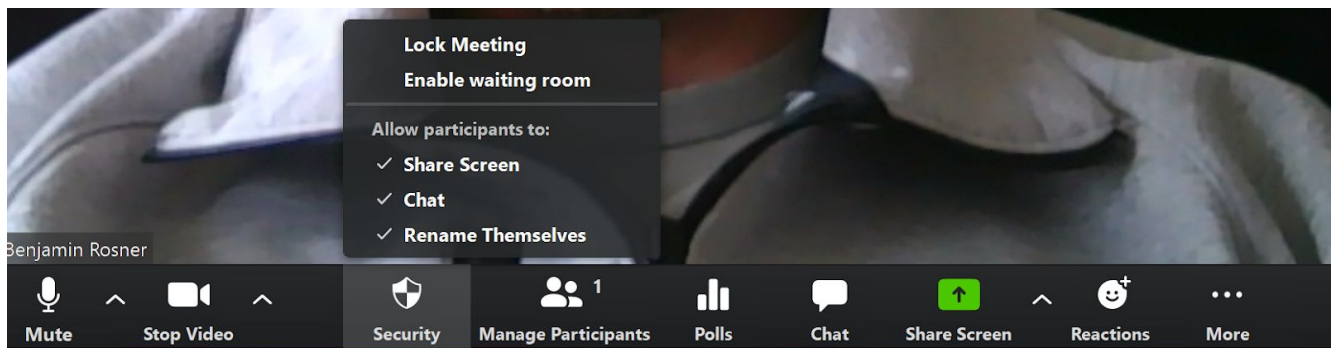
<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

Stop Screen Sharing

In order to make sure participants do not take control of the screen and share unwanted content, you can restrict who can screen share during a meeting.

To prevent participants from screen sharing during a call:

1. In your host controls at the bottom of your Zoom window, click **Security**
2. Deselect **Share Screen** under **Allow participants to:**

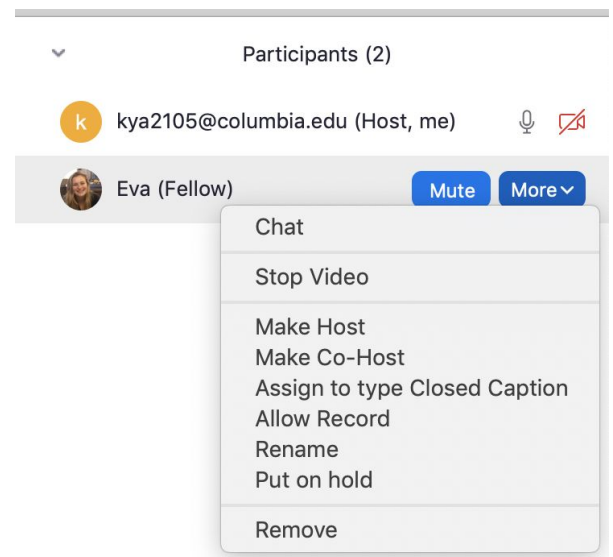


Remove Participant

Removing a participant from a Zoom meeting will prevent them from rejoining the session later. Therefore it is important to only use this feature for intruders.

To remove an unwanted participant from a meeting:

1. In the meeting, click **Participants** at the bottom of your Zoom window.
2. In the Participants pop-up, click a participant's name and click **Remove**.

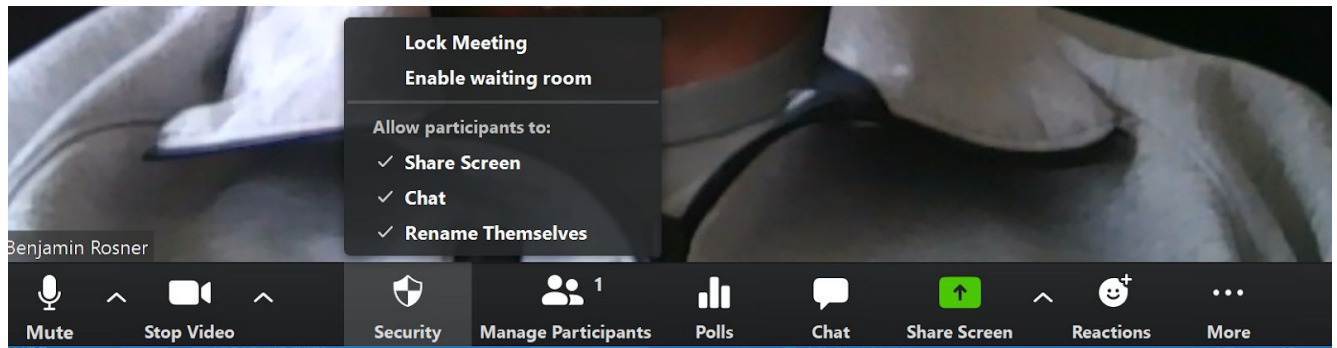


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Lock Meeting

Locking a Zoom meeting will prevent additional participants from joining. The room can be locked/unlocked at any time during a meeting.

1. In the meeting, click **Security** at the bottom of your Zoom window in host controls.
2. Select **Lock Meeting**



For more information, see the following Zoom resources and tutorials:

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

<https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/>