

Best Practices for Securing Zoom Meetings

This document covers some of the best practices for safe and secure meetings for business and the classroom. In this document, we will go over the account settings that are enabled by default and ones that you can choose to enable. We will also cover in-meeting strategies to create a safe environment for you and your attendees.

Tips for Avoiding Zoom Bombing

(zoom bombing) is a term to describe when an outside entity disrupts your meeting by sharing their screen with disturbing images or other inappropriate content). This has been happening to meetings across the country, but may be particularly aimed at spreading hate materials in relation to race, gender, etc. Never post links to your zoom meetings publicly (e.g., via Twitter or on Social Media). Instead, limit your Zoom meeting invitations to your Canvas course, email and calendar invitations you initiate.

Please review the following Zoom settings to further secure your Zoom account and meetings. Access your Zoom settings by logging in using your USF credentials to: <https://usfca.zoom.us>

1. Sign in to your USF Zoom account

It is best practice for all faculty, staff and students to sign into their USF Zoom account through SSO (single sign on). The steps are in the [Zoom Sign-in Guide](#).

2. Zoom Waiting Room

This setting in your Advanced Meeting settings on the usfca.zoom.us site will allow signed in users to automatically join the meeting but place guests in the waiting room to be admitted manually by the host.

Waiting room Modified [Reset](#)

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. [?](#)

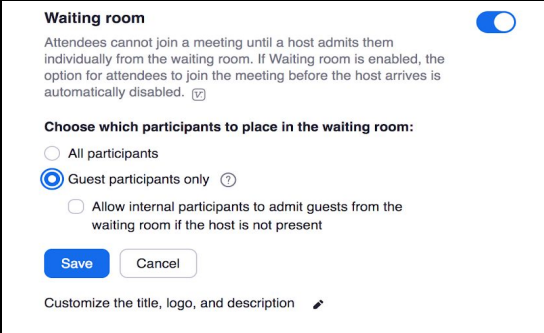
Choose which participants to place in the waiting room:

- ☐ All participants
- ☒ Guest participants only [?](#)
- ☐ Allow internal participants to admit guests from the waiting room if the host is not present

[Save](#) [Cancel](#)

[Customize the title, logo, and description](#)

1. Sign In to your Zoom account: <http://usfca.zoom.us>
2. Select **Settings**
3. Click **In Meeting (Advanced)**
4. Scroll down the page and locate **Waiting room**
5. Click once on the slider icon to the right so that it is enabled (in blue)
6. Choose **Guest Participants only** (see picture above). Selecting this option will allow authenticated users to enter your meeting room while all others will need to be manually admitted by the meeting host (you).



Waiting room [Toggle On]

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. [v]

Choose which participants to place in the waiting room:

☐ All participants

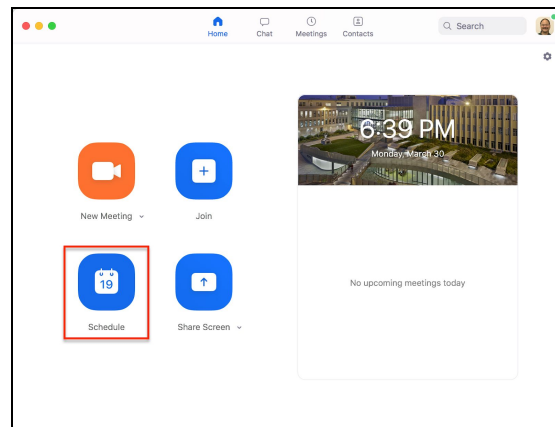
☒ Guest participants only [?]

☐ Allow internal participants to admit guests from the waiting room if the host is not present

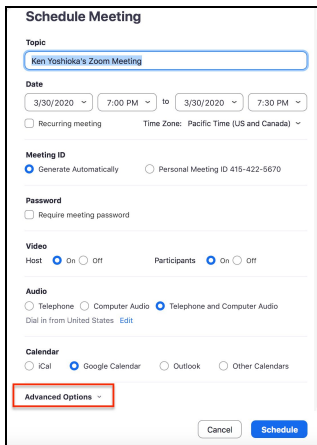
Save **Cancel**

Customize the title, logo, and description [pencil icon]

After enabling the setting in your account, schedule a new meeting by clicking on the **Schedule** button in the Home tab of the Zoom app.



After filling out the meeting information, scroll to the bottom of the Scheduling window and click on **Advanced Options** to expand that section.



Schedule Meeting

Topic
Ken Yoshioka's Zoom Meeting

Date
3/30/2020 7:00 PM to 3/30/2020 7:30 PM
[Recurring meeting] Time Zone: Pacific Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 415-422-5670

Password
☐ Require meeting password

Video
Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

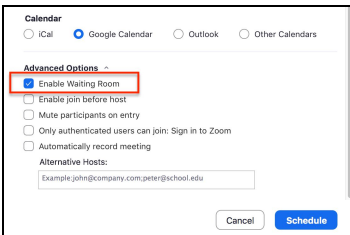
Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
Dial in from United States [Edit]

Calendar
☐ iCal ☒ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options [Expand arrow]

Cancel **Schedule**

In the Advanced Options section, check the box **Enable Waiting Room** and then click **Schedule** to complete the process.



Calendar
☐ iCal ☒ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options [Expand arrow]

☒ Enable Waiting Room

☐ Enable join before host

☐ Mute participants on entry

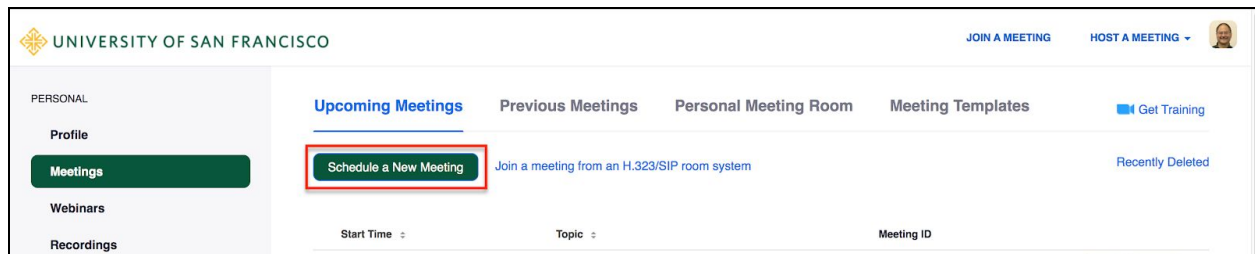
☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative Hosts:
Example: john@company.com, peter@school.edu

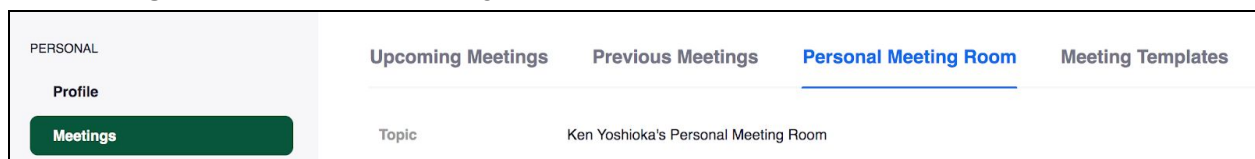
Cancel **Schedule**

If you are scheduling your meetings through the <http://usfca.zoom.us> website, click on **Schedule a New Meeting** from the **Meetings** tab in the left side navigation column.



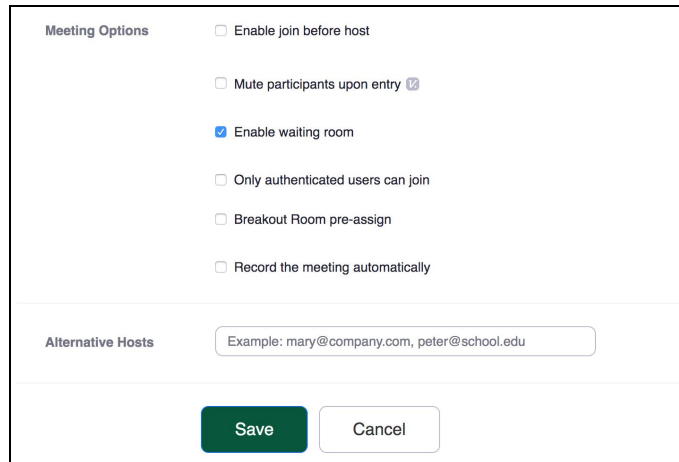
After setting out the meeting information, scroll to the bottom of the Scheduling window and check the box to **Enable Waiting Room**; click **Save** to finish the process.

You can also enable the feature in your Personal Meeting ID (PMI) settings so that each meeting using your PMI will have the waiting room for all meetings using your PMI. After signing in to your Zoom account at <http://usfca.zoom.us>, click on **Personal Meeting Room** from the **Meetings** tab in the left side navigation column.



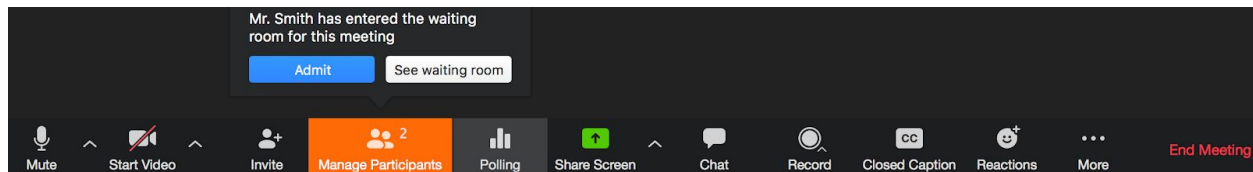
At the bottom of the Personal Meeting Room window, click on **Edit this Meeting**.

At the bottom of the edit window are the meeting Options. Check the box Enable waiting room and click Save to finish the process. Every meeting that uses you PMI will now have the Waiting Room as a default.



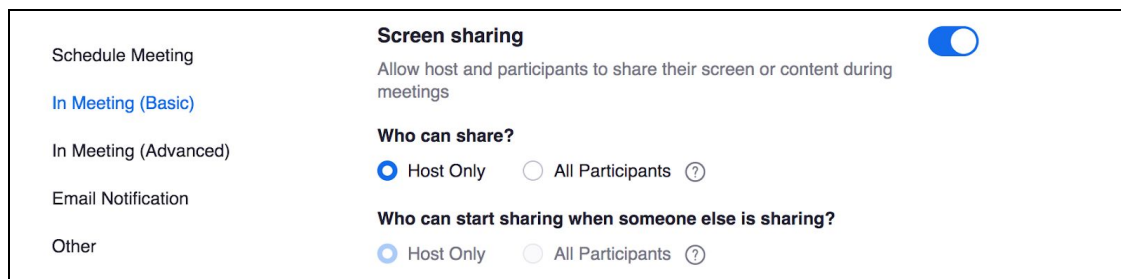
The screenshot shows the 'Meeting Options' dialog box in Zoom. Under the 'Meeting Options' section, the following settings are visible: 'Enable join before host' (unchecked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (checked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically' (unchecked). Below this section is the 'Alternative Hosts' field with the placeholder text 'Example: mary@company.com, peter@school.edu'. At the bottom are 'Save' and 'Cancel' buttons.

Once in the meeting, guests who are not signed in with a USF Zoom account are placed in the waiting room when they join, waiting for the host to admit them. All participants who are signed into their USF Zoom accounts are automatically admitted.



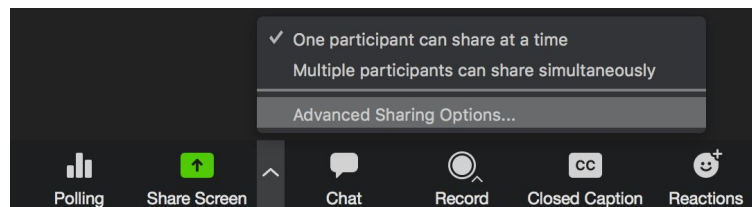
3. Share Screen Settings

This setting to only allow the host to share screens is enabled by default in all USF user accounts.

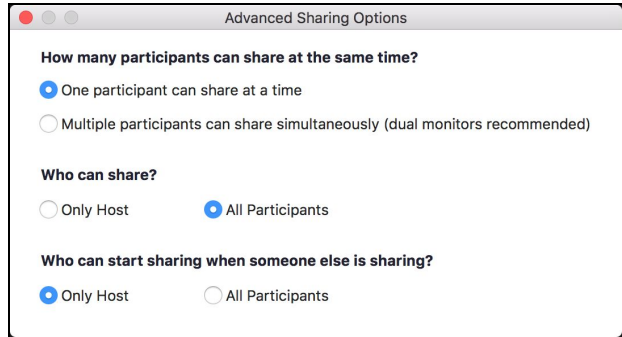


The screenshot shows the 'Screen sharing' settings menu. On the left is a sidebar with options: 'Schedule Meeting', 'In Meeting (Basic)' (selected), 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The main area is titled 'Screen sharing' and has a toggle switch turned on. Below the title is the text 'Allow host and participants to share their screen or content during meetings'. There are two sections: 'Who can share?' with 'Host Only' selected, and 'Who can start sharing when someone else is sharing?' with 'Host Only' selected.

In the meeting, you can enable all participants to share their screens by clicking on the menu icon next to the Share Screen button and select **Advanced Options**.

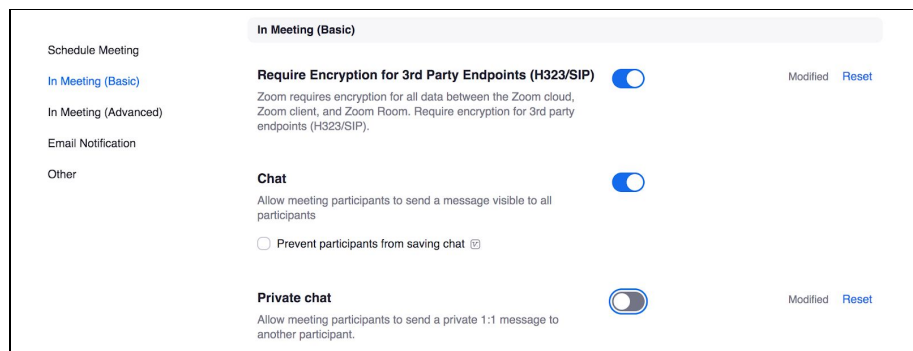


In the Advanced Options, select **All Participants** in the **Who can share** section. This will need to be done for every meeting that you will need to have participants share their screens.

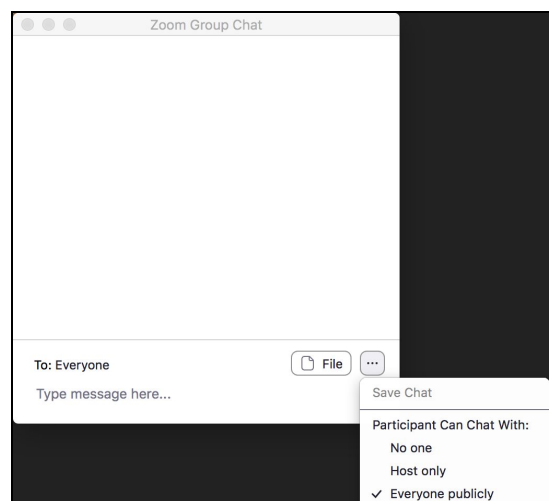


4. Chat options

You can also control how chat functions in a meeting through your Zoom account settings. You can prevent private side chats by disabling the Private chat function in the Meeting Basics settings.



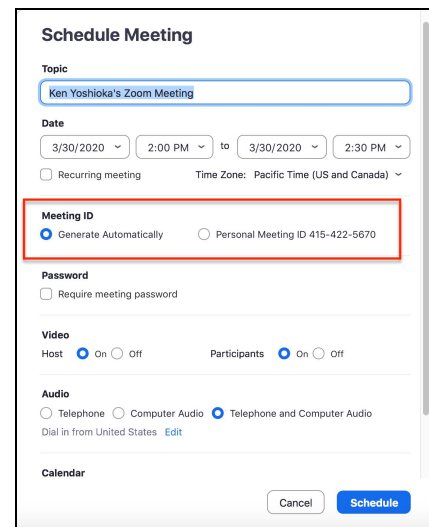
In the meeting, when you open the chat panel and click on the dotted menu for chat options, there is no longer an option to allow private chat between participants. Private chat with the host is still allowed.



5. Automatic Meeting ID versus Personal Meeting ID

A good practice when scheduling meetings is to use the Personal Meeting ID with discretion rather than convenience to provide greater control over who has access to the scheduled meeting. Use automatic for most meetings as a practice to generate a random ID number for the session.

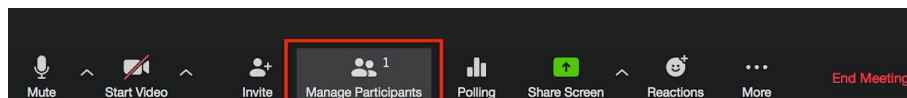
****Another tip to reduce unintended access to your meetings is to not have your Personal Meeting ID be a link in your Email signature or as a part of your web page contact information.***



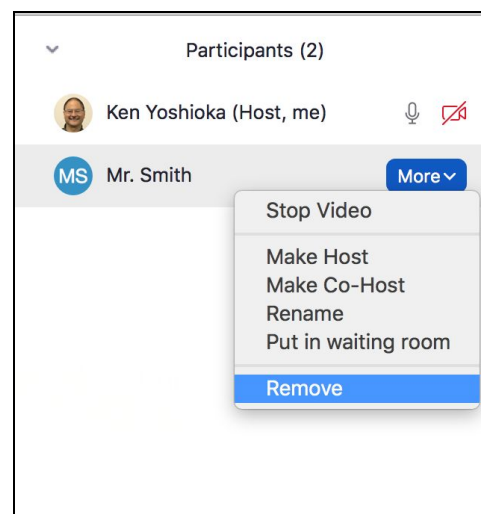
The screenshot shows the 'Schedule Meeting' interface in Zoom. The 'Topic' field contains 'Ken Yoshioka's Zoom Meeting'. The 'Date' is set to 3/30/2020 from 2:00 PM to 2:30 PM. The 'Meeting ID' section is highlighted with a red box, showing two options: 'Generate Automatically' (selected) and 'Personal Meeting ID 415-422-5670'. Other options include 'Password' (Require meeting password), 'Video' (Host and Participants settings), 'Audio' (Telephone, Computer Audio, or Telephone and Computer Audio), and 'Calendar' (Cancel or Schedule buttons).

6. Other In-meeting Tools to Consider

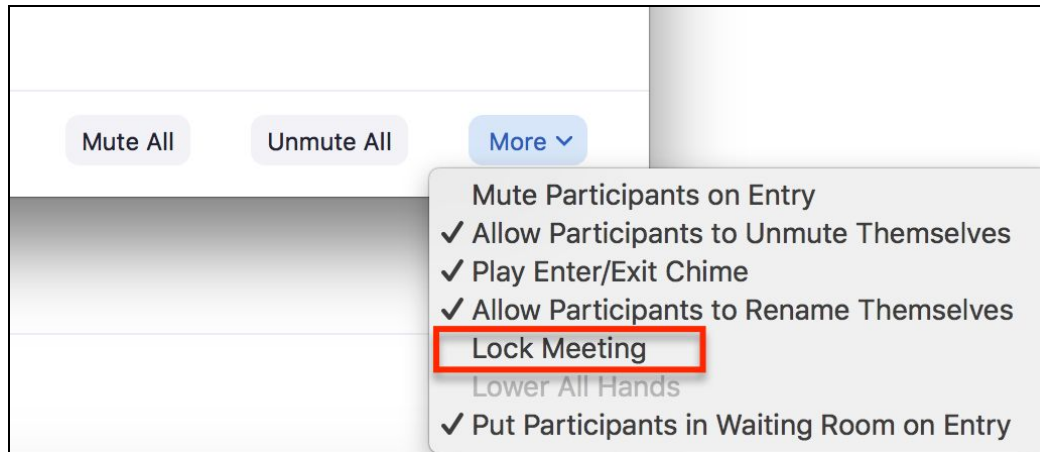
In the meeting, there are additional tools to manage participants and meeting accessibility. Click on the Manage participants button in the meeting toolbar at the bottom of the Zoom meeting window.



In the Manage participants window, you can place your cursor over the name of a participant and click on the More menu and select **Remove** if you need to remove a participant from the meeting.



At the bottom of the Manage participants panel, you can click on the More menu and select **Lock Meeting** to ensure that no other people can enter the meeting unexpectedly.



Articles:

[How to Keep the Party Crashers from Crashing Your Zoom Event](#)
[USF Knowledge Base Article](#)

Video:

Zoom 101: Zoom 101: Securing your Meetings & Virtual Classrooms
<https://m.youtube.com/watch?v=p1IMmOujc9c&feature=youtu.be>