# Best Practices for a Secure Zoom Meeting

# Meeting Link

- Only send the meeting link to those that you want to attend
- Ask the invitees to only forward the link to those who should be there
- Do NOT post the meeting link on a public site
  - Use Registration with Manual Approval
  - Post an e-mail address "for more information"

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# Waiting Room

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. Ⓥ

Modified    Reset

- **The Waiting Room will not allow attendees to enter the meeting unless granted permission by the Host**
  - **This is useful in smaller meetings, but becomes impractical in larger ones**

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# Authenticated Users

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

**Meeting Authentication Options:**

Sign in to Zoom (Default)    Edit    Hide in the Selection

- Users must be logged in to Zoom to join

- User list can be modified for specific domains

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# Meeting Password



Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

- **Limited usefulness**

  - **Password is included in the link unless the feature is turned off**

  - **The password is needed for joining manually with a Meeting ID or by phone**

    - **Chances are that if they have the Meeting ID or phone number, they probably have the password**

# Recommended Setup

**Mute participants upon entry**

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ⟨v⟩

- This setting, by default, allows users to unmute themselves
- To change this so that only the Host can unmute users, it must be done during the meeting in the Manage Participants panel (see "In-Meeting Security)

**Participants video**

Start meetings with participant video on. Participants can change this during the meeting.

**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  ⟨?⟩

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# Optional Setup

**Require Encryption for 3rd Party Endpoints (H323/SIP)**

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

**File transfer**

Hosts and participants can send files through the in-meeting chat. ☑

**Allow removed participants to rejoin**

Allows previously removed meeting participants and webinar panelists to rejoin ☑
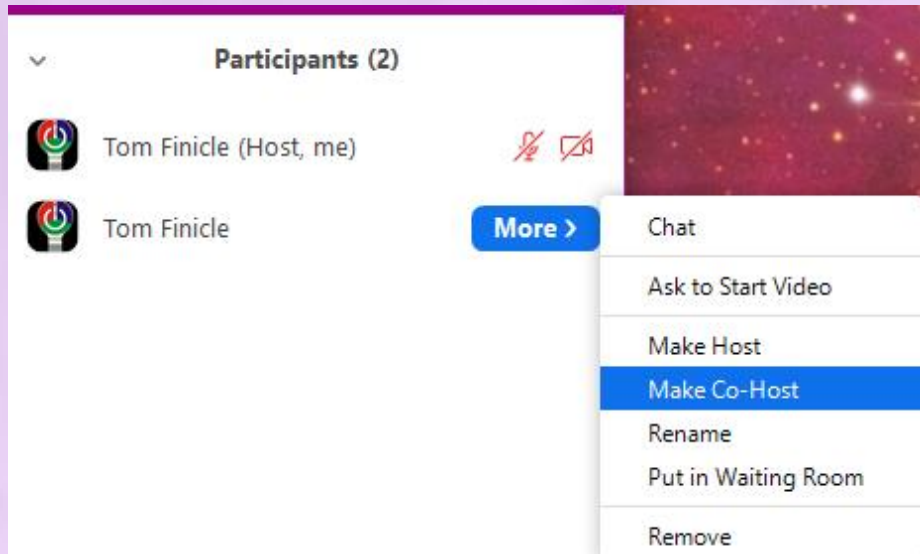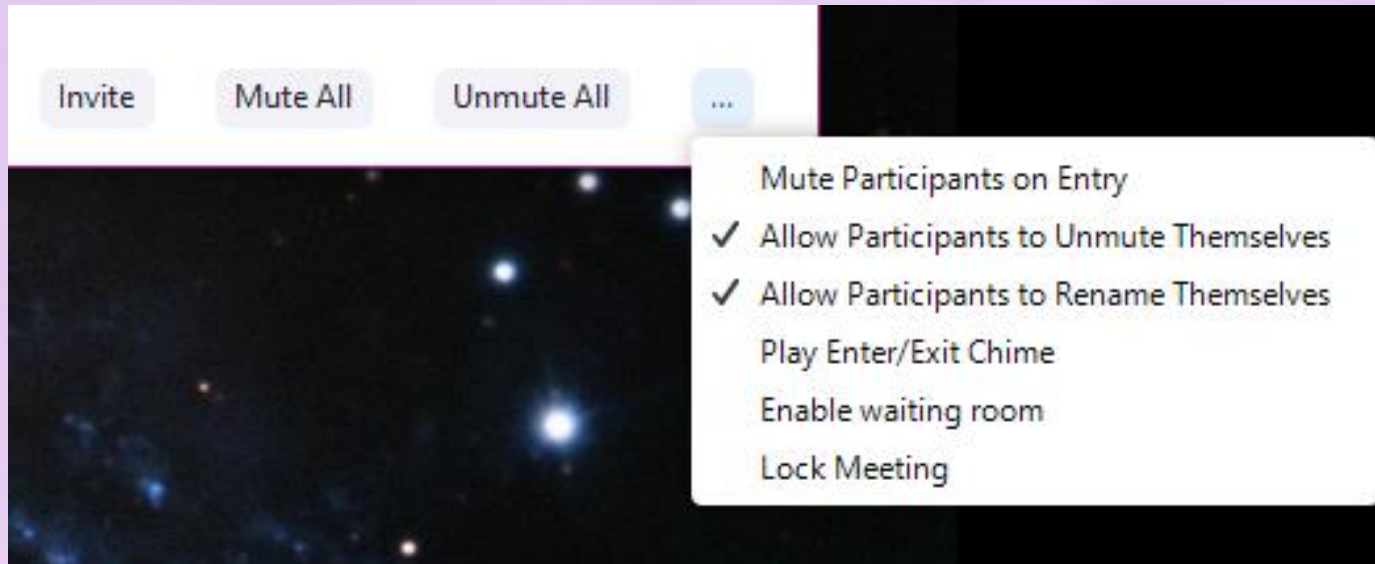
**Local recording**

Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally

# In-Meeting Security