

You may have heard about “hacks” during Zoom meetings at other schools. The hack, called “Zoom-bombing”, occurs when people access a Zoom event they are not supposed to be in and are causing disruptions.

The Zoom company has taken steps to increase security from actual hacks. You may be notified to update your Zoom software. Here are some additional options to keep your meeting secure. You can choose the ones you believe will work best for your needs.

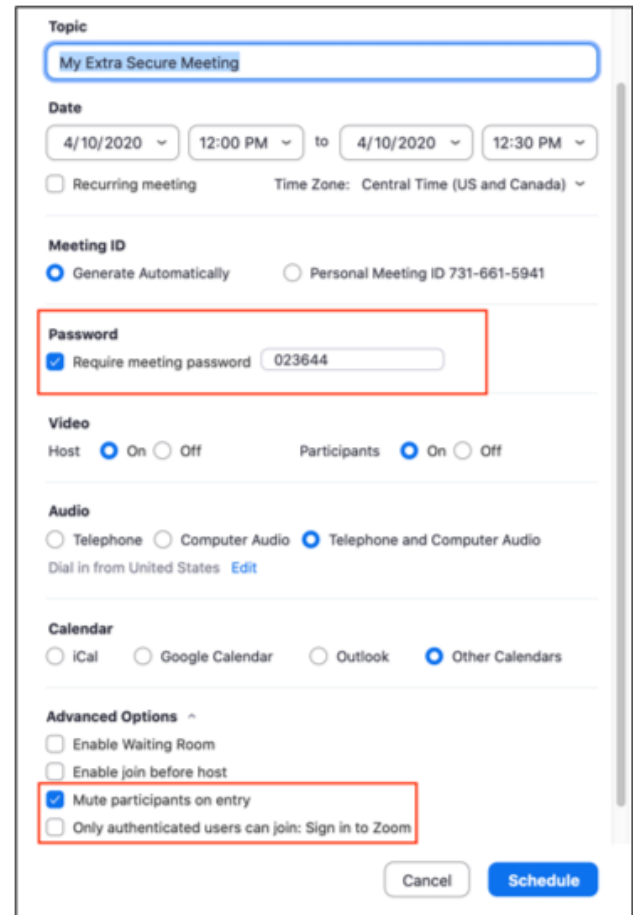
Zoom Security Options (in no certain order)

Require a Meeting Password. When setting up your meeting, require a password. In advance, you will need to share the password with all your participants in order for them to enter the meeting. This will keep those without the password from entering.

Mute Participants. Check the box marked “Mute Participants Upon Entry.” This mutes the microphones of all participants when they enter the room and will prevent an unwanted disruption.

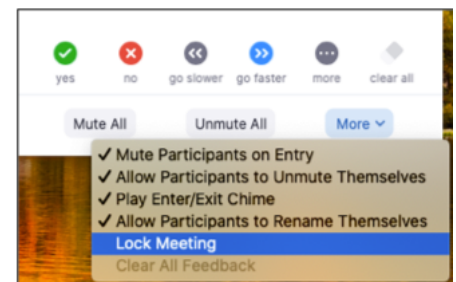
Force Sign-in. You have the option to force participants to sign into Zoom before they can join the meeting. This is a great option, if your participants have a Zoom account set up before joining the meeting. Participants (or anyone with the link) can view a Zoom link as a guest by simply clicking the link. This forces them to sign into Zoom.

Enable Waiting Room. If you select “Enable Waiting Room” you as the meeting leader will have to manually let each participant enter as they access the meeting. This may be a good option, but it can also be time consuming if you have a large number of participants in your Zoom meeting.



The screenshot shows the Zoom meeting setup interface. The 'Topic' field is 'My Extra Secure Meeting'. The 'Date' is set to 4/10/2020 from 12:00 PM to 12:30 PM. The 'Meeting ID' is 'Generate Automatically'. The 'Password' section has 'Require meeting password' checked with the password '023644'. The 'Video' section has 'Host' and 'Participants' both set to 'On'. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section has 'Other Calendars' selected. The 'Advanced Options' section has 'Mute participants on entry' checked and 'Only authenticated users can join: Sign in to Zoom' selected. The 'Schedule' button is visible at the bottom right.

Lock the Meeting. After the meeting starts, lock the meeting. This can be done by clicking “Manage Participants” in the control panel across the bottom of the Zoom window. At the bottom of the popup, select “More” and then “Lock Meeting”. Be sure all participants are in the meeting before you lock it. Otherwise, a latecomer will not be able to join.



Limit Screen Sharing. Ensure that your screensharing options are set appropriately. Next to the Share Screen button in the bottom control panel, click the up arrow and select “Advanced Sharing Options”. Here you can give the host sole ability to share a screen. This will prevent participants from displaying inappropriate content.

