

# Zoom

## Zoom Meeting Security Guidelines

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### Security Guidelines for Zoom Meetings

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#### *Please follow these guidelines when hosting Zoom meetings:*

- **Enable the waiting room:** This allows you to verify attendees/participants prior to admitting them into the meeting.
- **Require a passcode:** This prevents unauthorized participants from fraudulently using the meeting ID. Do not embed the passcode in the meeting link. Provide meeting passwords only to users who need them. And, allow Zoom to generate the passcode so it is unique to each meeting you create.
- **Require authentication:** This will ensure that only TU employees and students can join the Zoom meeting with their @towson.edu or @students.towson.edu email address or those who have a Zoom account.
- **Do not publish your Zoom Personal Meeting ID or URL publicly:** Such as social media and web pages
- **Caution attendees from forwarding Zoom links**
- **Remove unruly participants**
- **Lock the meeting after all anticipated participants arrive:** Anyone who has the meeting ID and password cannot get in after that.
- **Require registration:** You will know who is coming ahead of time and only after registration do they receive a link to the meeting.

#### *For Large Zoom Meetings consider these additional options:*

- **Secure a co-host (moderator) for your meetings:** Co-hosts can help with admitting folks into the meeting from the waiting room and with monitoring the chat window
- **Change security options for participants:** To reduce the risk of disruption, turn off participants ability to:
  - a. Unmute themselves
  - b. Turn off private chat
  - c. Turn off screen sharing
  - d. Turn of annotation privileges

**Note:** If your meetings were setup through the Bb Integration you can still access these settings in [zoom.towson.edu](https://zoom.towson.edu).

## Recommended Zoom Settings

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### *Where to Find your Zoom Settings*

1. From your favorite browser, go to [zoom.towson.edu](https://zoom.towson.edu).
2. Click **SIGN IN**.
3. Enter your **Username (NetID)** and **Password** and click **Login**.
4. Click **Settings** in the left navigation.

## ***Settings to Consider Before the Meeting***

### **Enable the Waiting Room**

This helps prevent Zoom bombing. TU attendees who have logged in with SSO and Zoom account holders will get directly into the meeting. All others will have to be admitted.

1. Click on **Settings** and then click **Security**. Make sure **Waiting Room** is turned on.

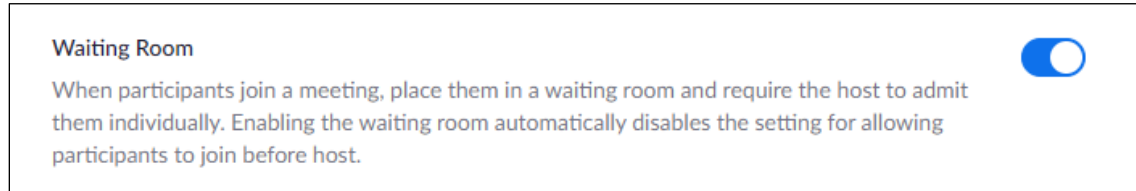


Figure 1

2. Under **Waiting Room Options**, click **Edit Options**. Make sure **Users not in your account** is selected.

### **Require a Passcode**

This is locked for Zoom Meetings. However, it can be disabled if using your personal meeting room (PMI). Be sure it is on for PMI as well. Those who receive a direct link to the meeting (via email) will see the password embedded in the URL and will not be prompted to enter the password. However, those who do not have a direct link or who enter by phone will be prompted for the passcode.

1. Under **Require a passcode for Personal Meeting ID (PMI)**, make sure **All meeting using PMI** is selected.

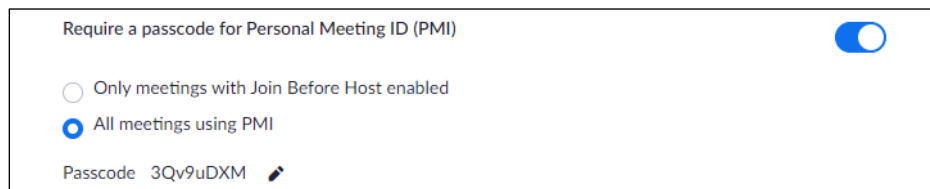


Figure 2

2. For further security, turn off **Embed passcode in invite link for one-click join**. Those who receive the link will need the password to join. That can be sent under separate cover or included in the email which reinforces a direct link to the meeting was sent. Do not include the passcode if you are sharing the link publicly. You will need to share the passcode using an alternate method.

### **Mute Participants Upon Entry**

This is in the **Schedule Meeting** section of **Settings**.

### **Chat Settings**

1. If this an informational meeting only, turn **Chat** off - this is in the **Schedule Meeting** section of **Settings**.

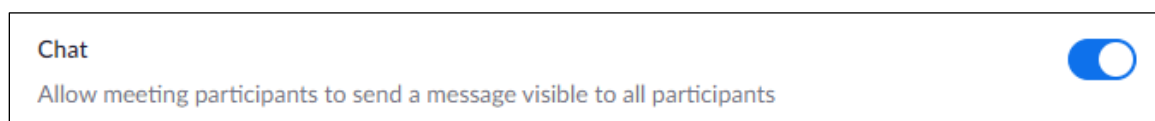


Figure 3

2. Turn off **Private chat** – this will stop participants from sending messages to each other during the meeting.

## Screen Sharing

Only allow the Host to share if holding a public event and there are concerns about Zoom bombing.

1. Click on **In Meeting (Basic)** section of **Settings**.
2. Choose **Host Only** under **Screen Sharing** and under **Who can start sharing when someone else is sharing?**

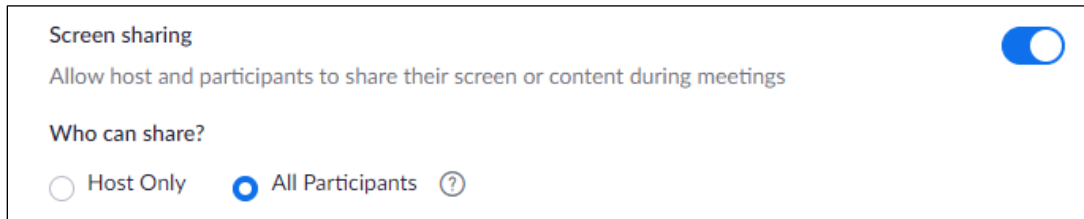


Figure 4

## Annotation

Turn off the annotation feature if holding a public event and there are concerns about Zoom bombing.

1. Click on **In Meeting (Basic)** section of **Settings**.
2. Turn off **Annotation**

## Disable Allow removed participants to rejoin

Located under **In Meeting (Basics)**, disable to prevent expelled participants from rejoining your meeting.

## *Settings to Consider when Scheduling a Meeting*

### Require Registration

Recommended if posting a link on the flier, you can say something like **"Registration with your TU email address is Required"**. With this setting turned on, you can put the registration link in a TU Today article or email and keep track of how many employees or students have registered for the meeting. After they have registered for the meeting, they will automatically receive an email with the link to join the meeting. If you have a passcode enabled for the meeting, it will also be listed in the email.

1. Schedule your Zoom meeting (through zoom.towson.edu, Outlook or the Zoom desktop app).
2. Beside **Registration**, click **Required**.

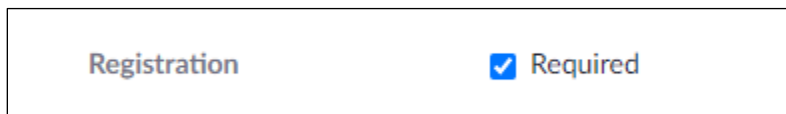


Figure 5

### Enable Only authenticated users can join meetings

This will ensure that only TU employees and students can join the Zoom meeting with their @towson.edu or @students.towson.edu email address or those who have a Zoom account.

1. Schedule your Zoom meeting (through zoom.towson.edu, Outlook or the Zoom desktop app).
2. Scroll down to **Meeting Options** and select **Only authenticated users can join meetings**.

## Mute participants upon entry

Enable this to avoid possible disruptions during the meeting.

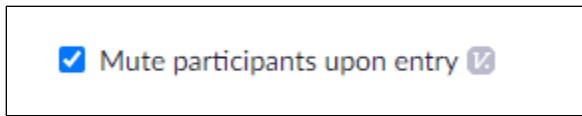


Figure 6

## *Settings to Consider During the Meeting*

### Security

The **Security** icon at the bottom of the meeting window allows you to quickly secure your meeting once you start a meeting.



Figure 7

- **Lock Meeting** – if all attendees have entered or if you want to prevent unwanted guests – lock at a specified time.
- **Allow participants to:**
  - i. **Share Screen** – if not turned off in settings you can turn off during the meeting
  - ii. **Chat** - if not turned off in settings you can turn off during the meeting
  - iii. **Unmute Themselves** – especially for larger meetings or if you have trouble with unruly participants, uncheck this.

### Remove participants from a meeting

1. Under the **Participants** panel, mouse over the participant name.
2. Click on the **More** fly-out menu that appears and select **Remove**.

### Secure a moderator (Co-host)

They can help with admitting folks from the waiting room, monitoring the chat window, and muting and unmuting. When they join the meeting, make them a Co-host.

1. Mouse over the name of the participant.
2. Click **More** and then **Make Co-host**

### Remove participants from a meeting

1. Once in your Zoom meeting, click on **Manage Participants** to open the panel.
2. Mouse over the participant name.
3. Click on the **More** fly-out menu that appears and select **Remove**.

## One participant can share at a time (or multiple participants simultaneously)

1. Once in your Zoom meeting, click on the up arrow beside **Share Screen**.

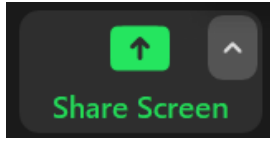


Figure 8

2. Make sure **Multiple participants can share simultaneously** is not selected.