

Best Practices for Securing your Zoom Meetings

Covered in this guide:

- A checklist for securing your meetings
 - Setting up your meeting
 - Managing your meeting
- Advanced – Options to secure public meetings

Checklist for securing your meetings

Setting up your meeting

- Do not use your Personal Meeting ID – always [Generate Meeting ID's automatically](#)
- [Require a password](#) to join your meetings
- [Allow only authenticated users](#) to join your meetings
- [Prevent removed participants from rejoining](#) the meeting
- [Allow only hosts to share](#) their screen
- [Disable the Chat function](#) to prevent meeting participants sending messages that can be seen by all
- [Disable the File Transfer function](#)
- [Enable your Waiting Room](#)
- [Add a co-host](#) to help you manage your meeting

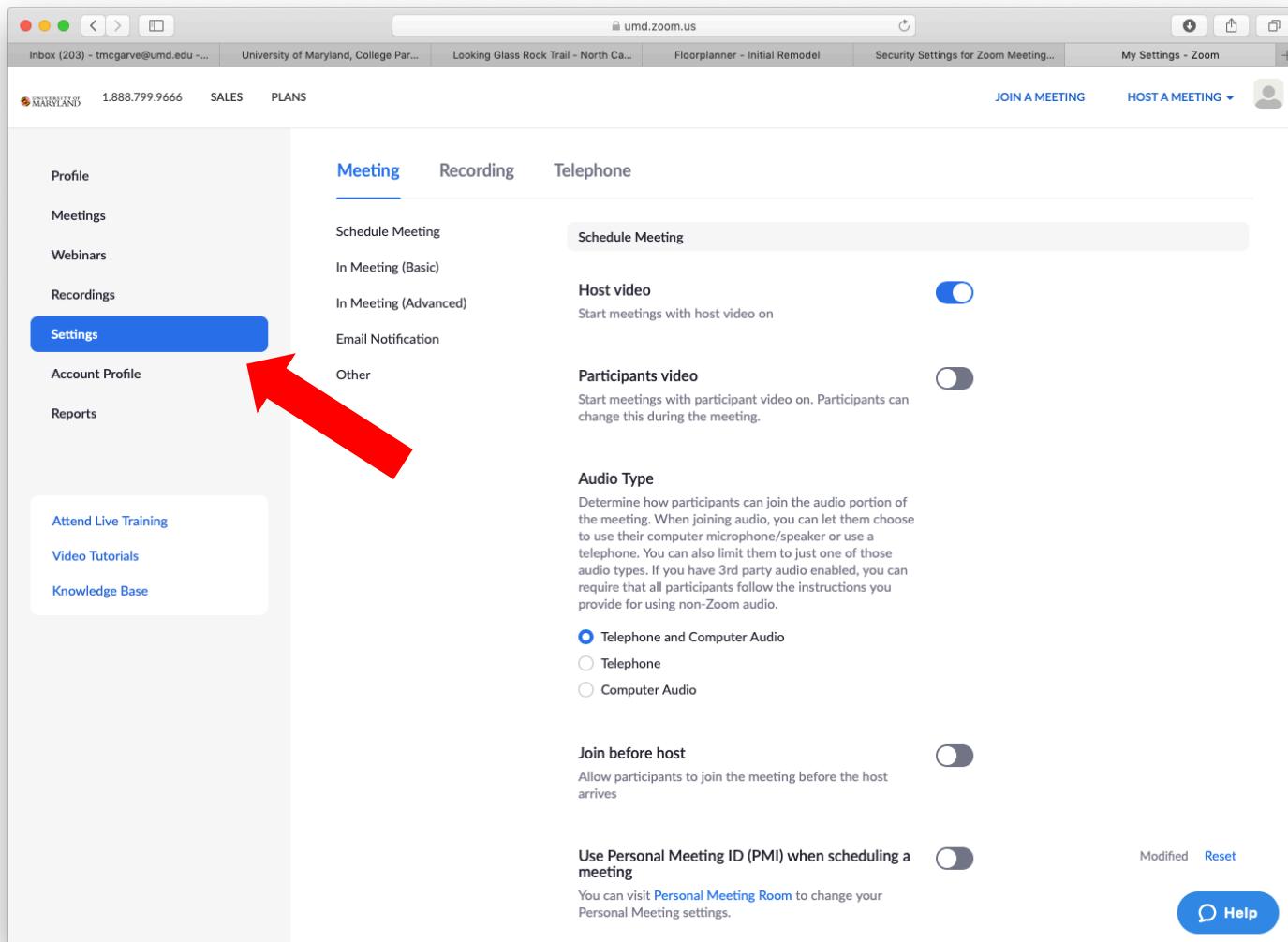
Managing your meeting

- [Removing participants](#) from your meeting
- [Admitting participants](#) from the waiting room
- [Prevent meeting participants from unmuting themselves](#)
- [Prevent meeting participants from renaming themselves](#)

Best Practices for Securing your Zoom Meetings

Setting up your meeting

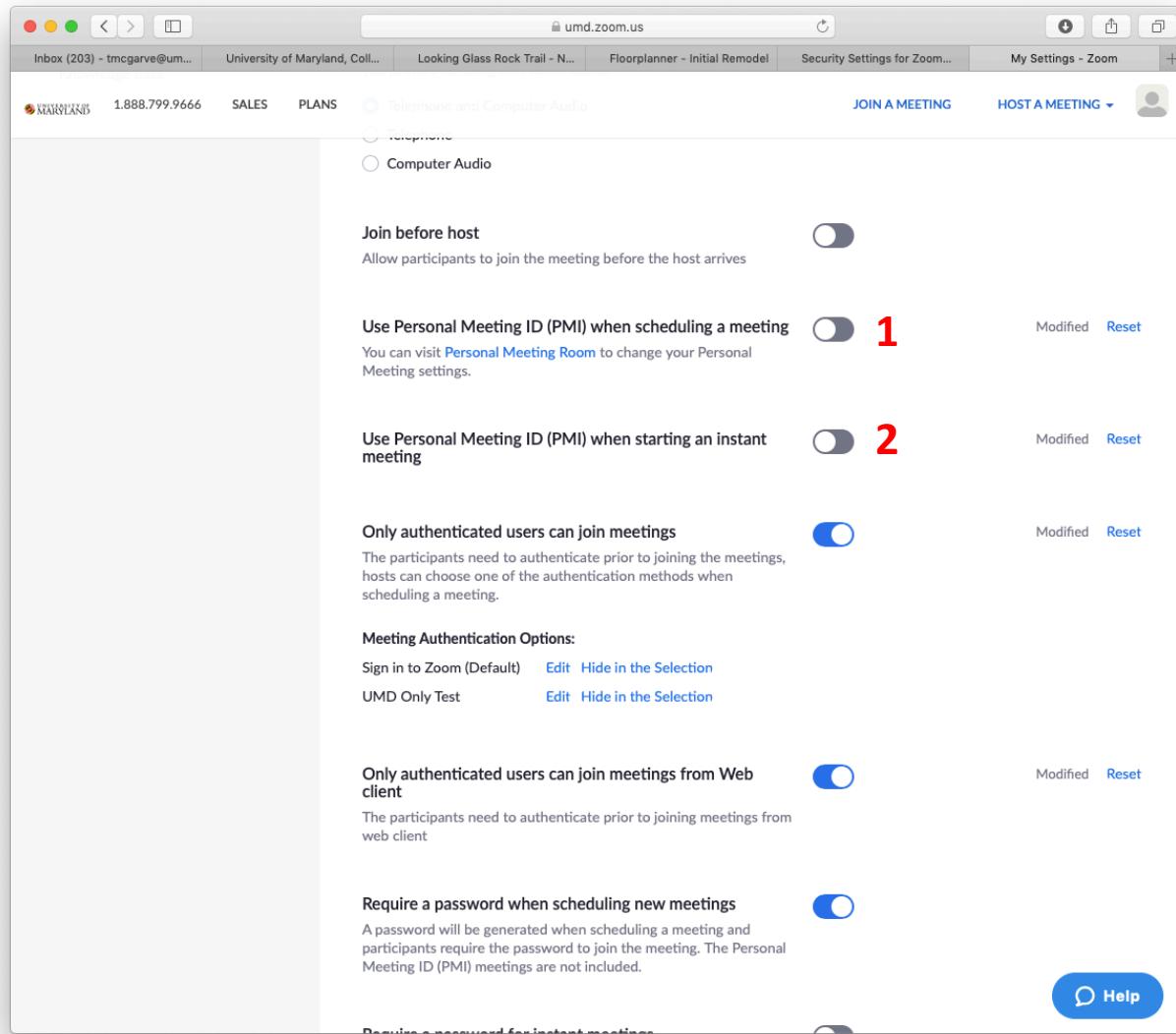
Accessing your Zoom Settings



- All the following settings can be changed within the Settings section of your Zoom profile
- Open umd.zoom.us in your web browser
- Select “Sign In” and log in with your Directory ID, password, and Duo authentication
- From the left-hand menu, select “Settings”

NOTE: Once you change these settings, they will become the default settings for any meetings you schedule – i.e. you will not need to specify these settings each time you scheduled a meeting

Generate Meeting IDs Automatically



The screenshot shows the 'My Settings - Zoom' page in a web browser. The 'Security Settings for Zoom...' tab is selected. The page displays several toggle switches for security features:

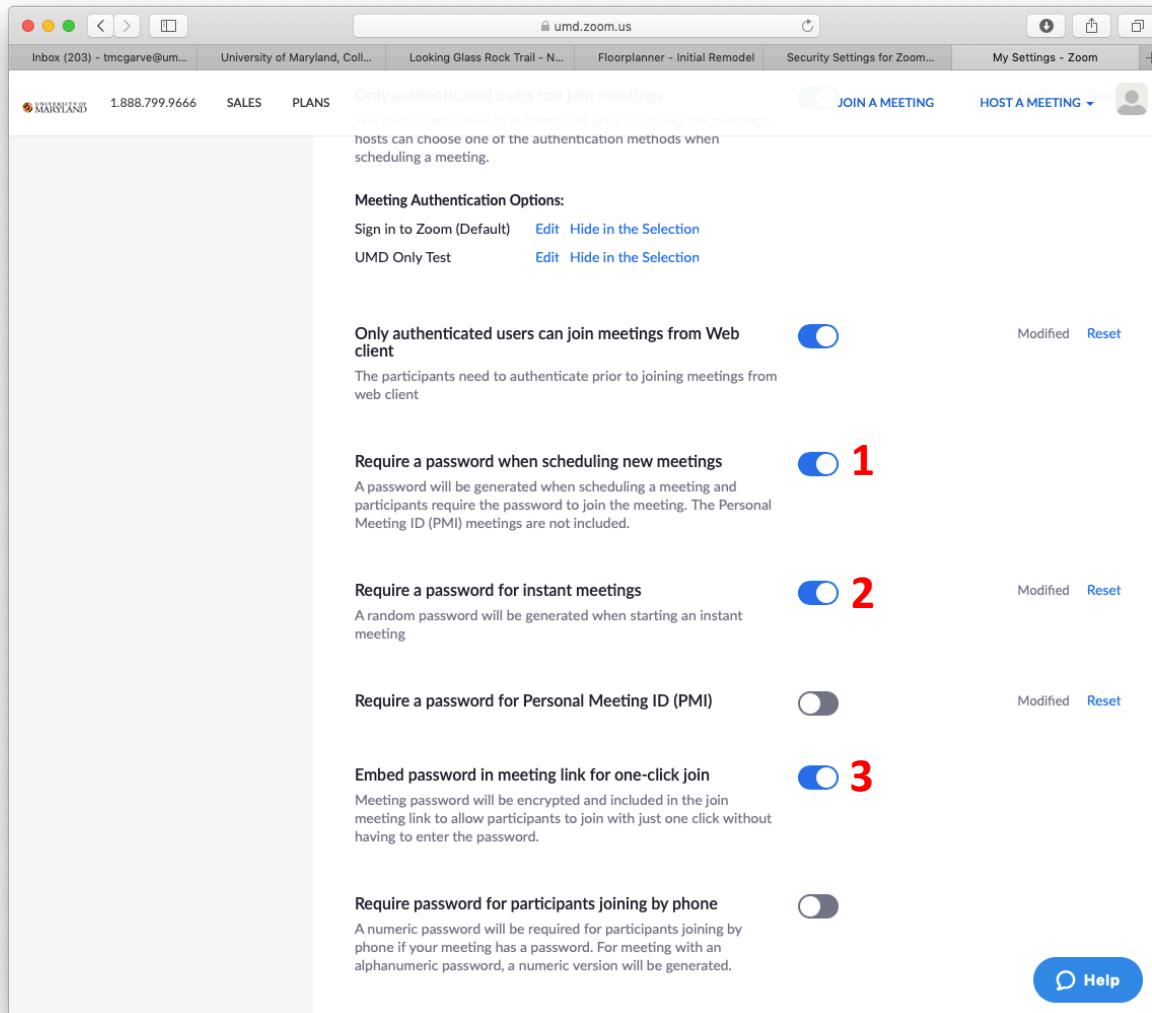
- Join before host**: Off
- Use Personal Meeting ID (PMI) when scheduling a meeting**: On (marked with a red '1')
Description: You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.
- Use Personal Meeting ID (PMI) when starting an instant meeting**: On (marked with a red '2')
Description: The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.
- Only authenticated users can join meetings**: On
- Meeting Authentication Options:**
 - Sign in to Zoom (Default): Edit Hide in the Selection
 - UMD Only Test: Edit Hide in the Selection
- Only authenticated users can join meetings from Web client**: On
Description: The participants need to authenticate prior to joining meetings from web client
- Require a password when scheduling new meetings**: On
Description: A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

At the bottom of the page, a note says: *Requires a password for instant meetings*.

- When scheduling a meeting, the meeting number can either be your Personal Meeting ID or a randomly generated ID
- Your Personal Meeting ID never changes, and as such, once someone has it, they can continue connecting to it as they please
- If you have no other security settings enabled (e.g. passwords), they will be able to join any meeting you are hosting
- Hence, **always use randomly generated IDs for your meetings, and never use your Personal Meeting ID**

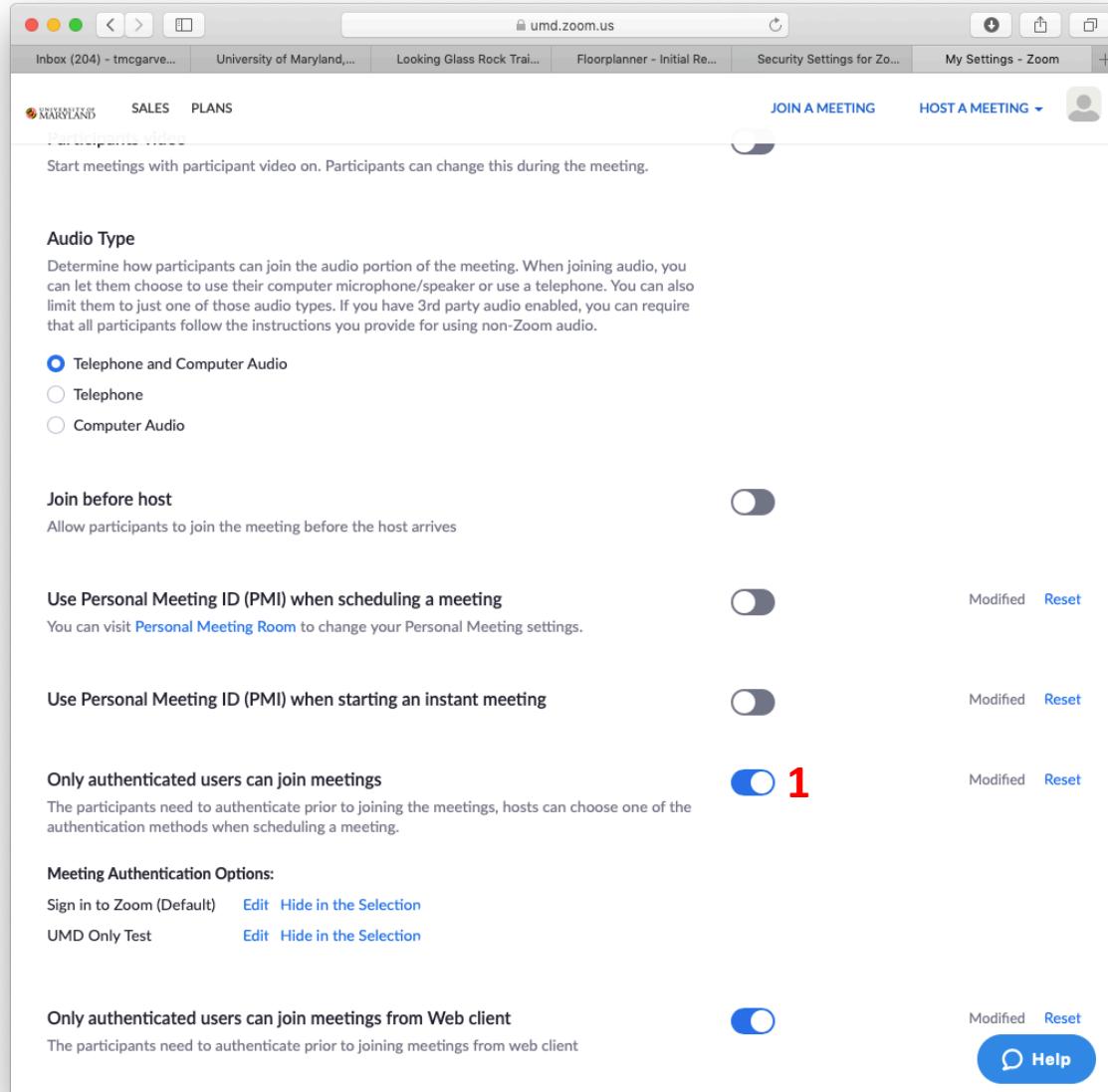
1. Disable “Use Personal Meeting ID (PMI) when scheduling a meeting”
2. Disable “Use Personal Meeting ID (PMI) when starting an instant meeting”

Require a password to join your meetings



- By requiring a password to join meetings, your meeting participants will need both the Meeting ID and a password to connect
- 1. Enable “Require a password when scheduling new meetings”
- 2. Enable “Require a password for instant meetings”
- For ease-of-use for your meeting participants, you can embed the password in the Zoom link – this will allow participants to click the link and have the password automatically entered
- 3. Enable “Embed password in meeting link for one-click join”

Allow only authenticated users to join your meetings



The screenshot shows the 'Security Settings for Zoom' page in a web browser. The 'Only authenticated users can join meetings' setting is highlighted with a red box and the number '1'.

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:

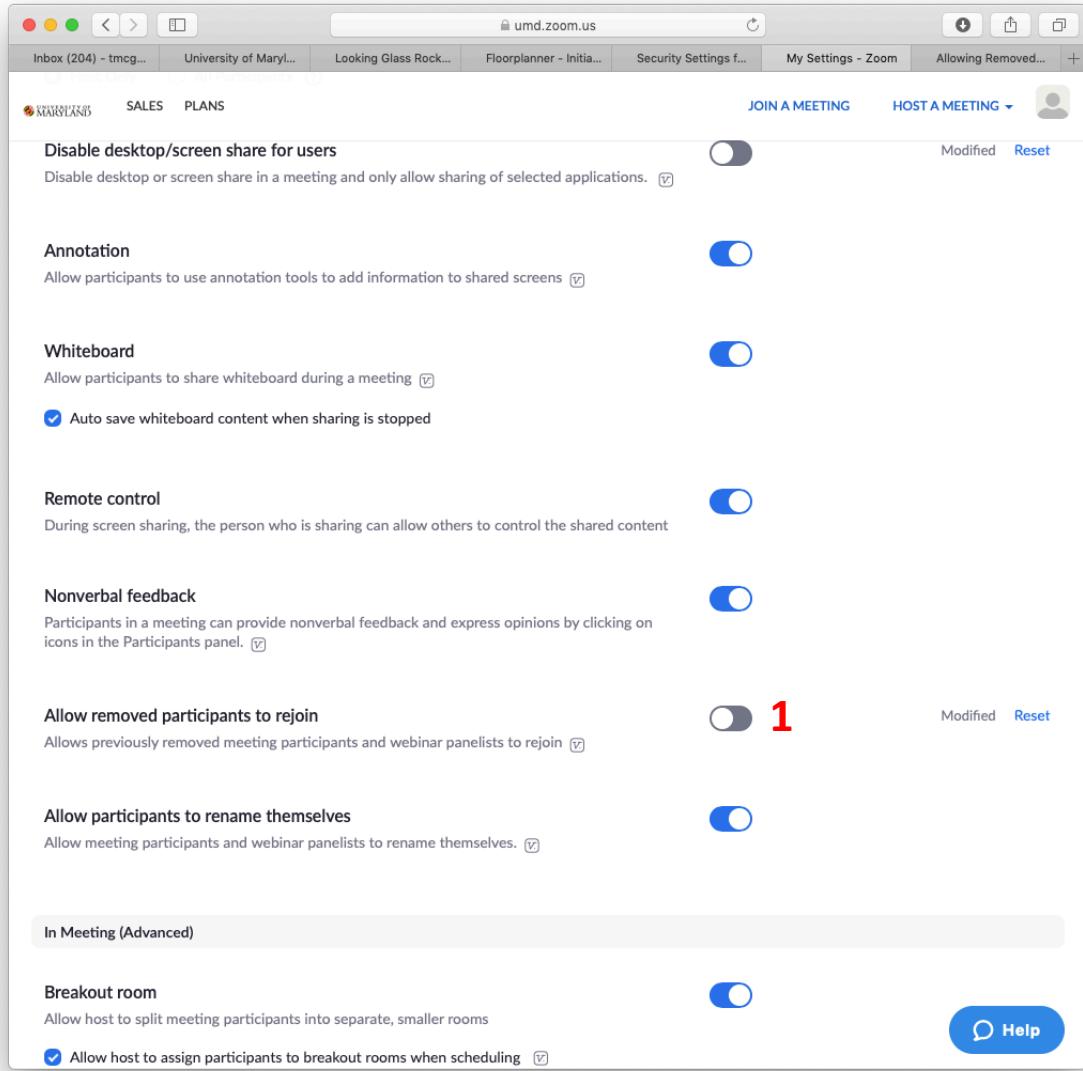
- Sign in to Zoom (Default) [Edit](#) [Hide in the Selection](#)
- UMD Only Test [Edit](#) [Hide in the Selection](#)

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

- Authenticated users are those with a UMD directory ID, which includes all faculty, staff and students
- Enabling this setting will keep out any non-UMD people
 - NOTE:** If you have attendees that are outside of the University, this setting will need to be disabled to allow them access to the meeting

1. Enable “Only authenticated users can join meetings”

Prevent removed participants from rejoining

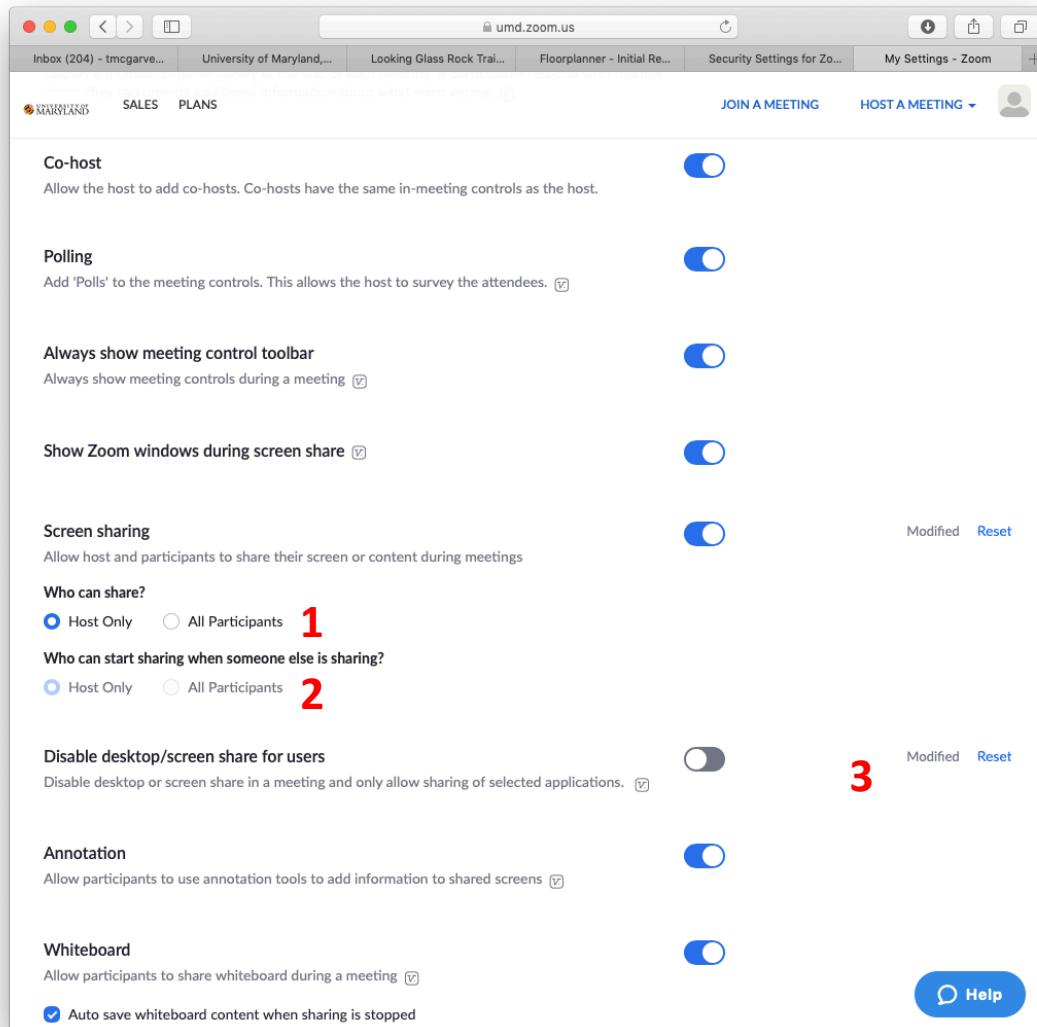


The screenshot shows the 'Allowing Removed Participants' settings page in the Zoom web interface. The 'Allow removed participants to rejoin' toggle switch is turned off, indicated by a red '1' over the switch. Other settings shown include 'Disable desktop/screen share for users' (off), 'Annotation' (on), 'Whiteboard' (on), 'Auto save whiteboard content when sharing is stopped' (checked), 'Remote control' (on), 'Nonverbal feedback' (on), 'Allow participants to rename themselves' (on), and 'Breakout room' (on). A 'Help' button is visible at the bottom right.

- As a host during a meeting, you can remove a participant from the meeting at any time
- By default, that participant can rejoin the meeting
- Disabling this feature will mean that once you have removed a participant from a meeting, they are not able to rejoin

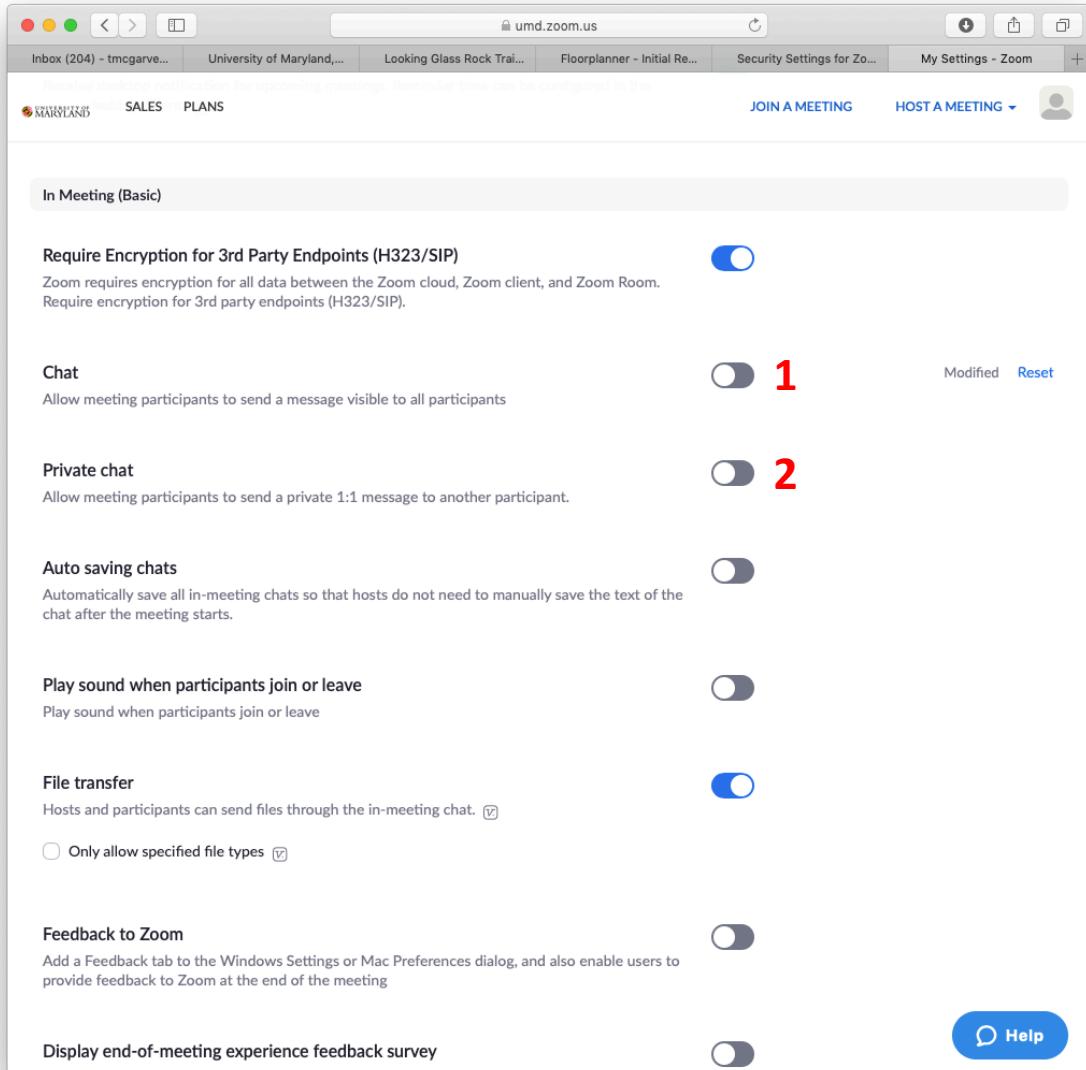
1. Disable “Allow removed participants to rejoin”

Allow only hosts to share their screen



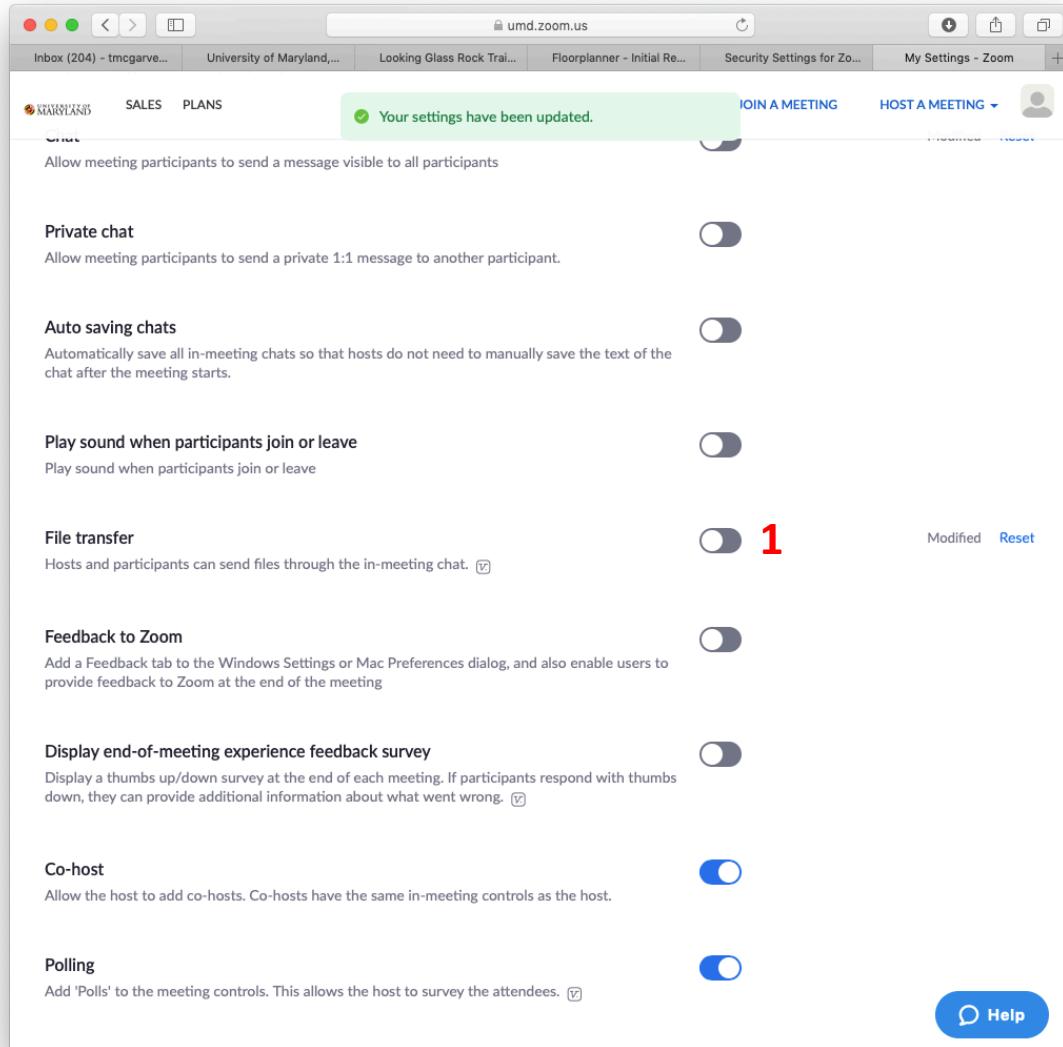
- To prevent meeting participants from using the screen share feature to introduce unwanted visual content in your meetings, restrict the ability to share the screen to hosts only
- Scroll down to the “In Meeting (Basic)” settings section
 1. Under “Screen Sharing” and “Who can share?”, select “Host Only”
 2. Under “Who can start sharing when someone else is sharing?”, select “Host Only”

Disable the Chat function



- Under default settings, the chat function will allow meeting participants to send messages that can be seen by all
- Scroll down to the “In Meeting (Basic)” settings section
 1. To eliminate the ability for participants to use the chat function to send obscene messages, disable “Chat”
 2. Disabling “Chat” will also automatically disable the ability for meeting participants to privately chat with each other, eliminating the possibility that bad actors target meeting participants in a manner that can’t be seen by the meeting host
- **NOTE:** Meeting participants will still be able to message the meeting host (i.e. they can still communicate questions/concerns to you as the instructor)

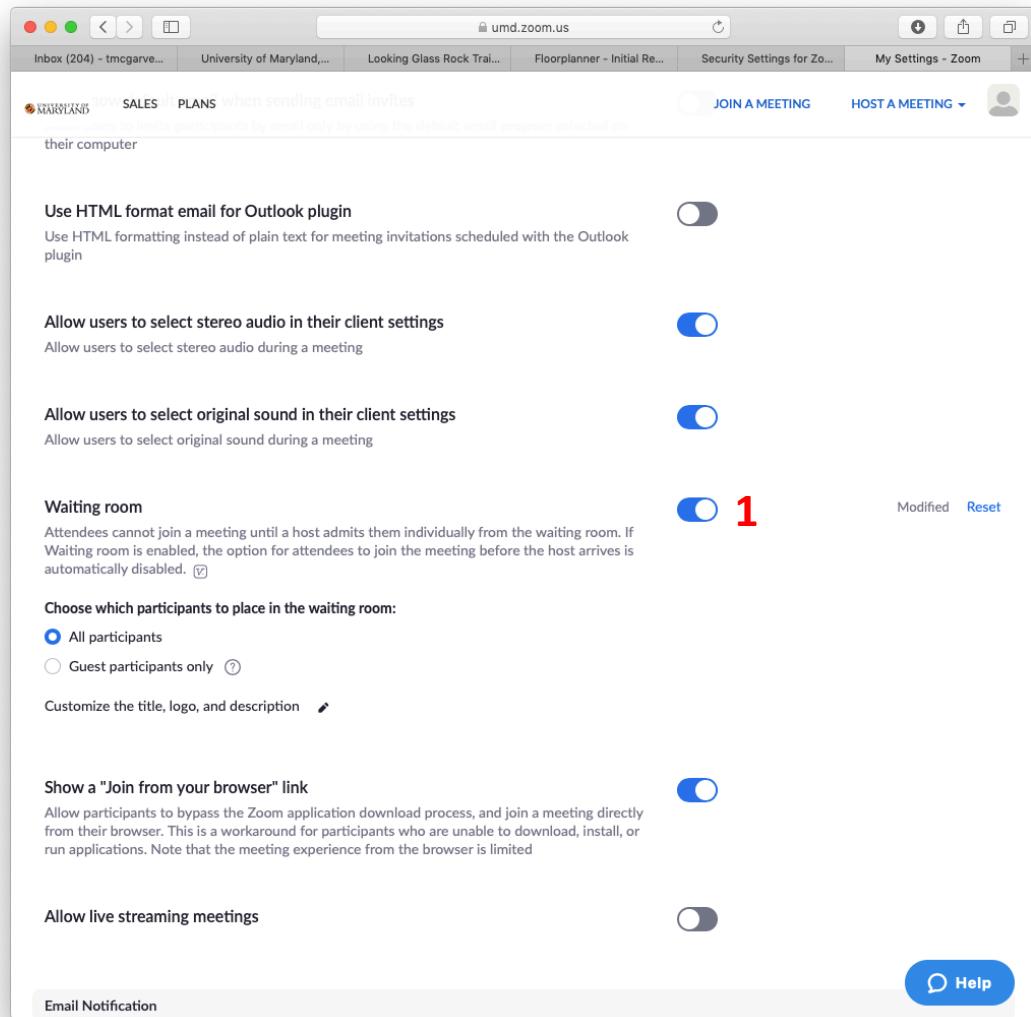
Disable the File Transfer function



- Under default settings, meeting participants can send any file to all meeting participants via the Chat function
- Scroll down to the “In Meeting (Basic)” settings section

1. To eliminate the ability for participants to send unauthorized files, disable “File transfer”

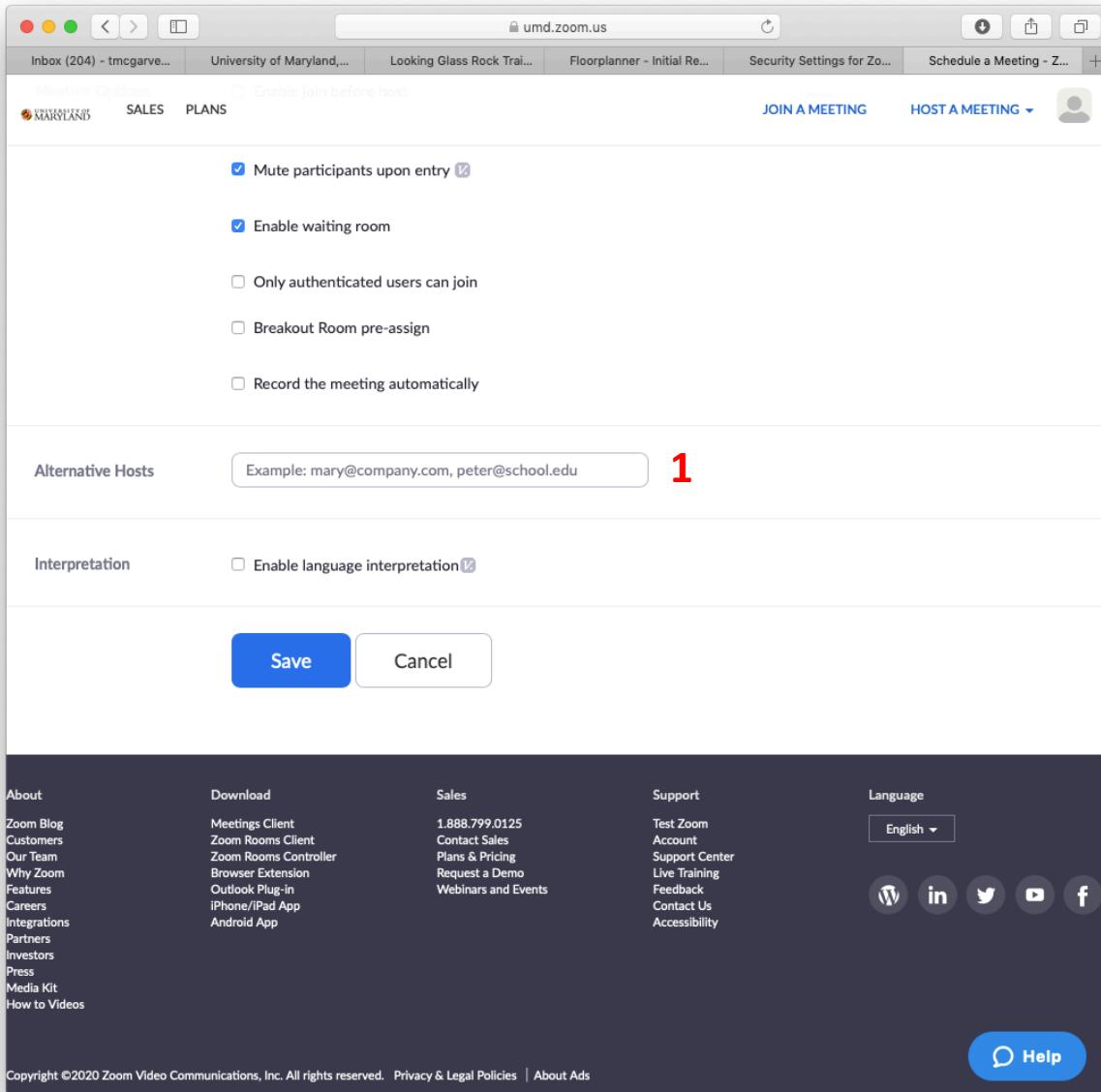
Enable your Waiting Room



- When Waiting Room is enabled, upon connecting to a meeting, participants are placed into a virtual waiting room where they cannot interact with any other participants (versus automatically joining the meeting and being able to interact with others)
- As the host, you must “Admit” the participant to the meeting, giving you the ability to pick and choose who is allowed into the meeting

1. To do so, scroll down to the “In Meeting (Advanced) section and enable “Waiting Room”
 - You can further specify whether all participants are placed in the waiting room, or just guests (those non-UMD users)

Add a co-host to help you manage the meeting



The screenshot shows the Zoom meeting settings interface. At the top, there are tabs for 'SALES' and 'PLANS'. Below the tabs, there are several checkboxes for meeting configurations: 'Mute participants upon entry' (checked), 'Enable waiting room' (checked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically' (unchecked). The 'Alternative Hosts' section contains a text input field with the placeholder 'Example: mary@company.com, peter@school.edu'. A red number '1' is overlaid on this field. Below this, the 'Interpretation' section has an unchecked checkbox for 'Enable language interpretation'. At the bottom, there are 'Save' and 'Cancel' buttons. The footer contains links for 'About', 'Download', 'Sales', 'Support', and 'Language' (set to English), along with social media icons for WordPress, LinkedIn, Twitter, YouTube, and Facebook. The footer also includes a 'Help' button and a copyright notice: 'Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies | About Ads'.

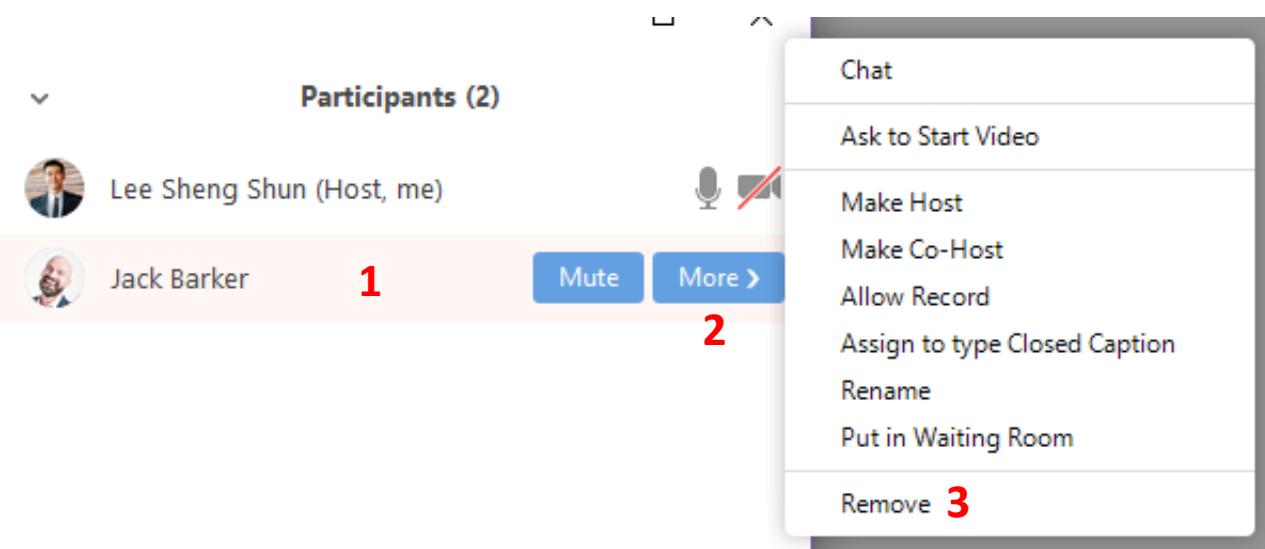
- A co-host is granted many of the same functions as you, the host, allowing them to assist you in managing the meeting
- For example, they can admit or remove participants, mute participants, and message participants

1. Co-hosts are added when scheduling individual meetings – you can enter their email address at the bottom of settings window for each meeting you schedule

Best Practices for Securing your Zoom Meetings

Managing your meeting

Removing participants from your meeting



- As the host of the meeting, you can remove a participant at any time
- If you have disabled the “Allow removed participants to rejoin” setting, once you remove a participant, they will not be able to get back into your meeting

1. From the meeting window, select “Manage Participants” to show all participants
2. Hover over the participant you wish to remove, and click “More”
3. Click “Remove” to remove the participant from your meeting

Admitting participants from the waiting room

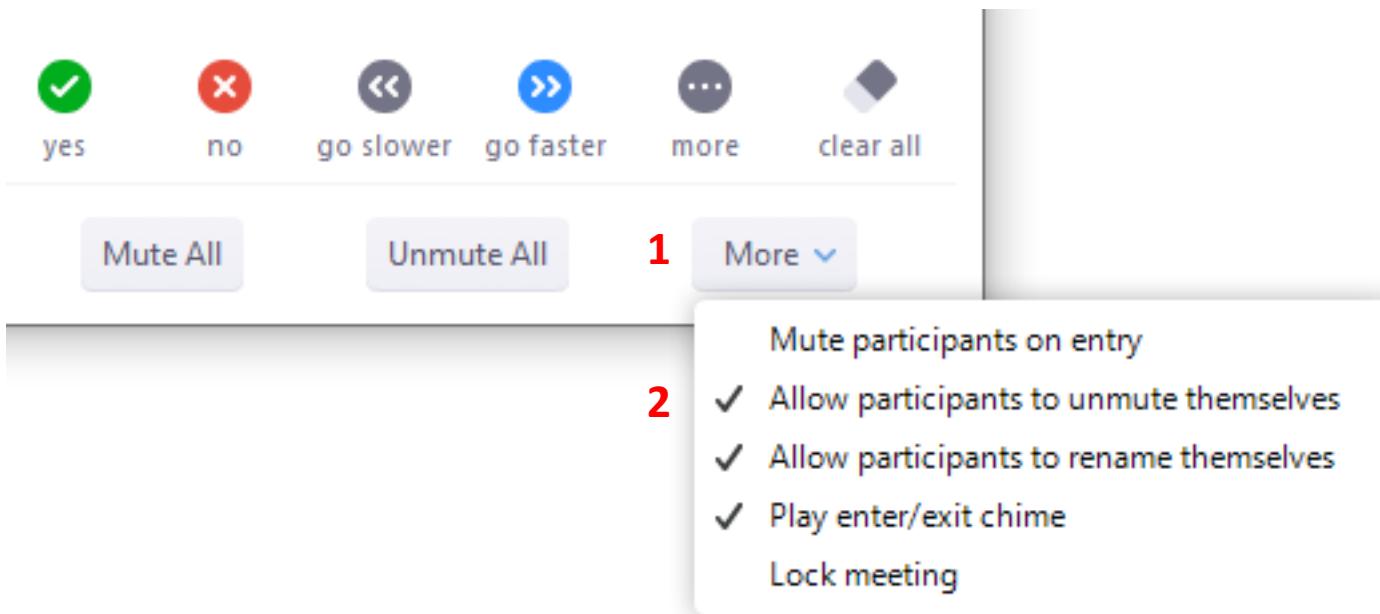
Participants (3)

2 people are waiting

Participant	Actions
LW Lisa Williams	1 Admit Remove
BJ Bob Jones	2 Admit Remove

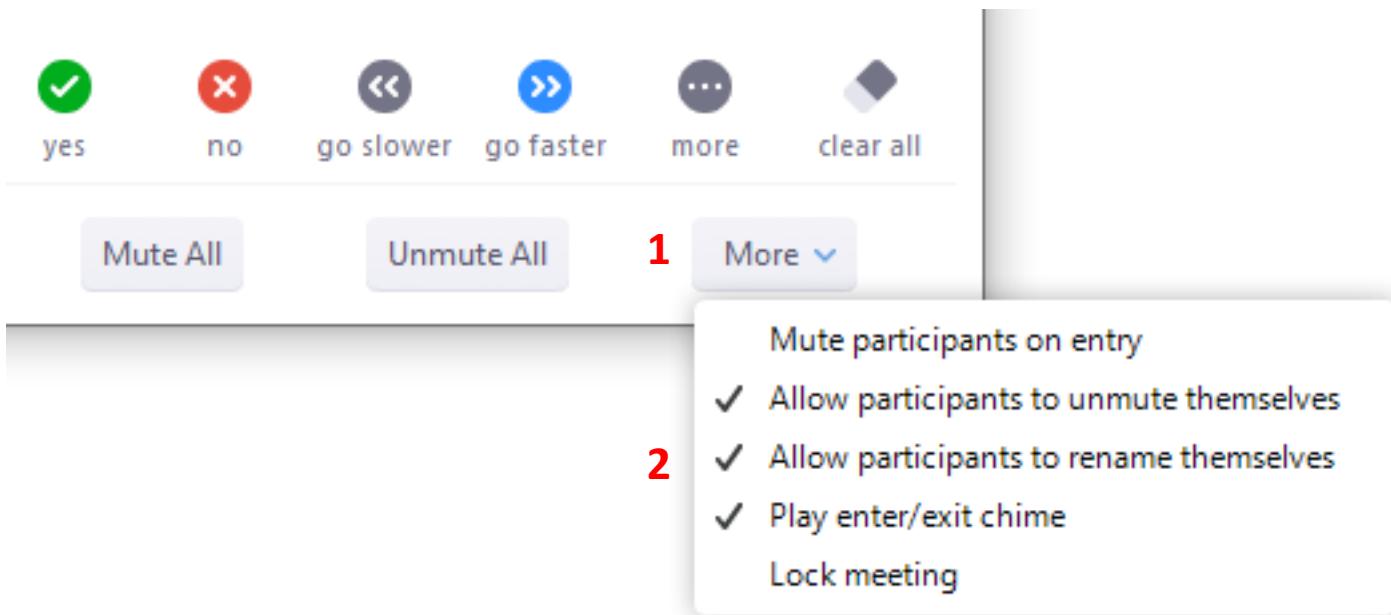
- If you have enabled the Waiting Room in your meeting settings, all participants connecting to your meeting will first be placed into this room
- To admit them into the meeting, from the meeting window select “Manage Participants” to show the participants panel
- Any participant in the Waiting Room will be displayed at the top of the “Manage Participants” panel
 1. Click “Admit” to move the participant into the meeting
 2. If you would like to admit everyone in the Waiting Room, click “Admit all”

Prevent participants from unmuting themselves



- If you would like the host to be the only person that can unmute a participant to speak, you can disable the ability for participants to unmute themselves
- To disable this ability, from the meeting window select “Manage Participants” to show the participants panel
 1. At the bottom of the “Manage Participants” panel, select “More”
 2. Uncheck the option that says “Allow participants to unmute themselves”

Prevent participants from renaming themselves

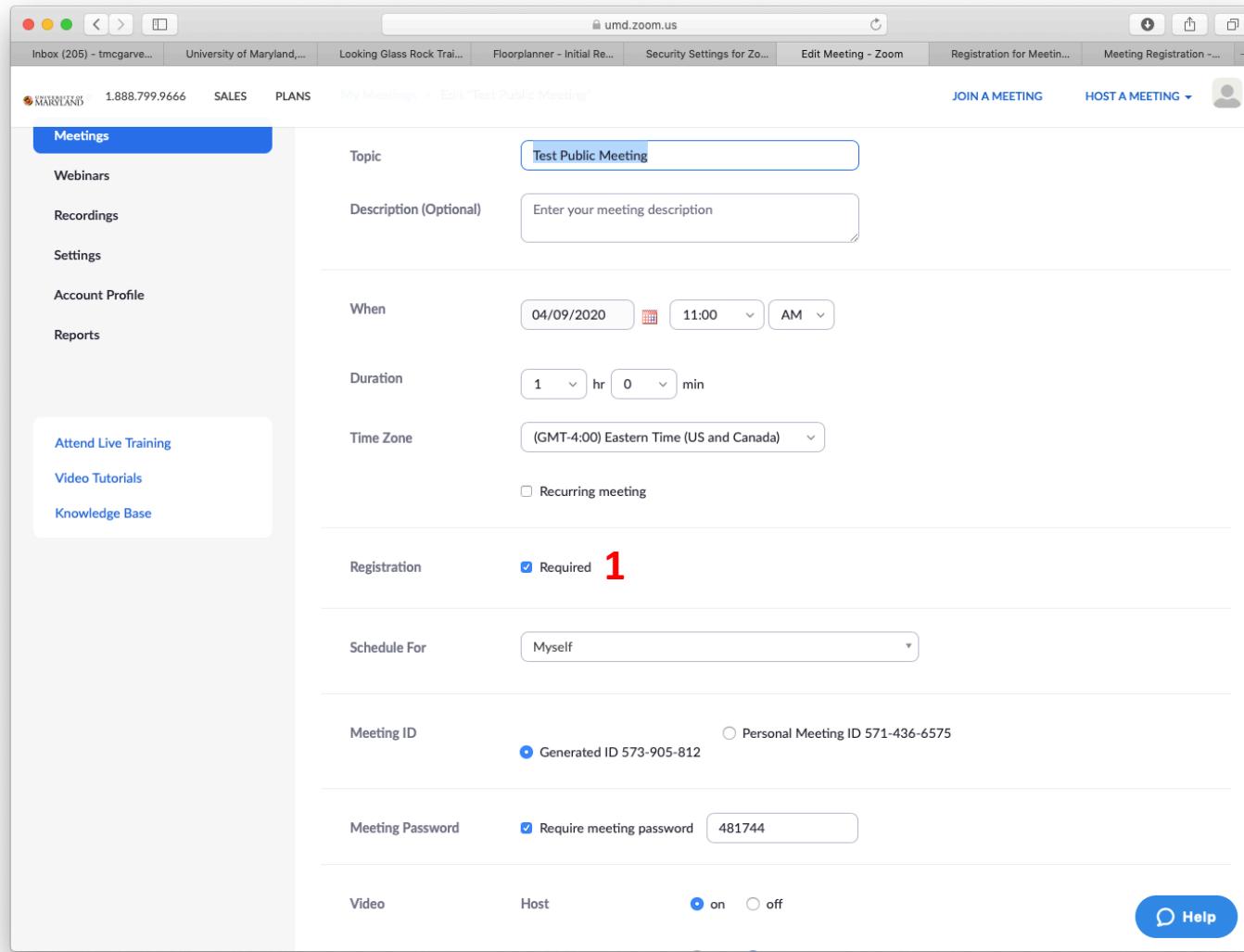


- If you would like to avoid situations where bad actors use their display name to communicate obscene material, you can disable their ability to change their name from what is specified in their account
- To disable this ability, from the meeting window select “Manage Participants” to show the participants panel
 1. At the bottom of the “Manage Participants” panel, select “More”
 2. Uncheck the option that says “Allow participants to rename themselves”

Best Practices for Securing your Zoom Meetings

Advanced – Options for Securing Public Meetings

Requiring registration to join a meeting

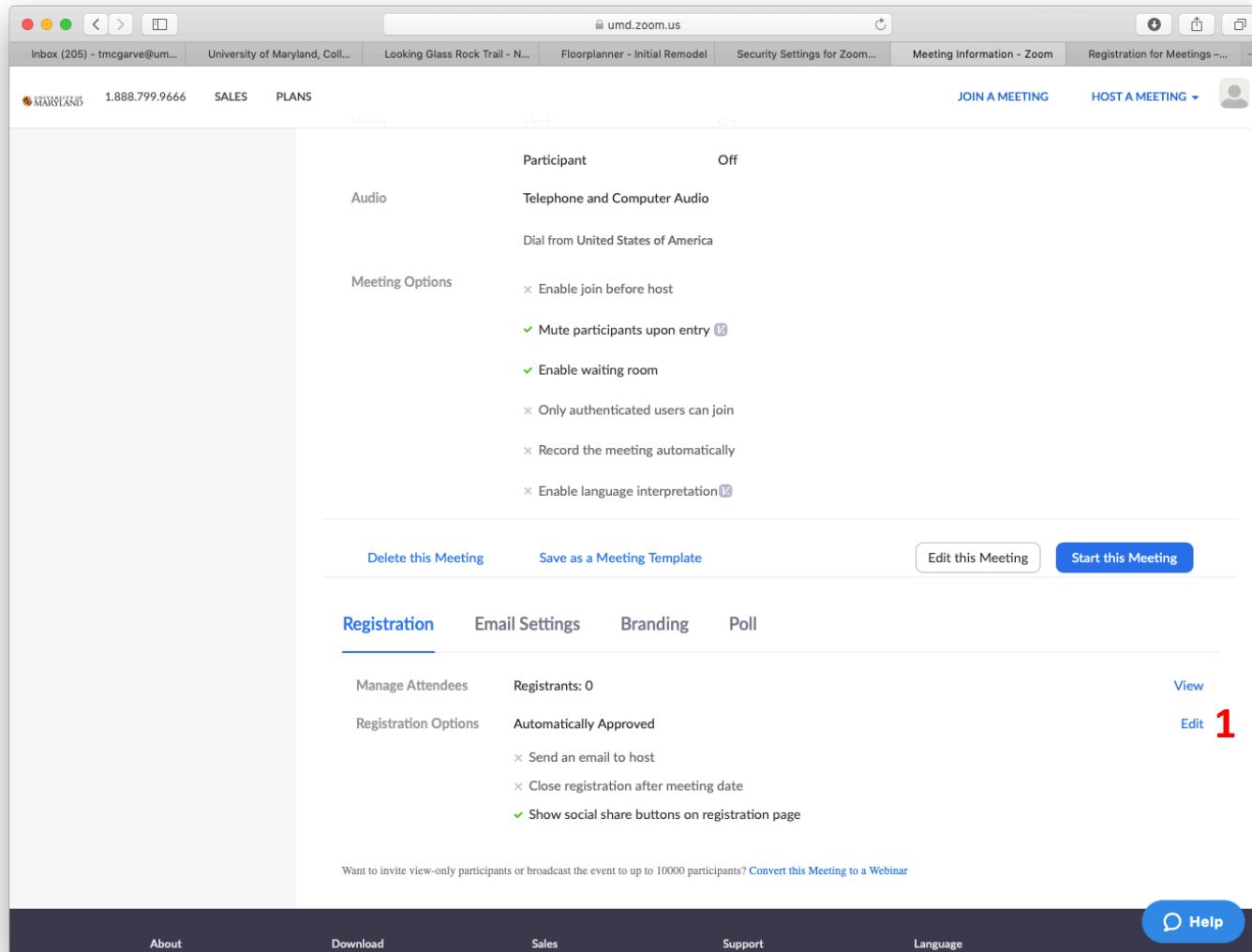


The screenshot shows the 'Edit Meeting' page in the Zoom web interface. The 'Meetings' tab is selected in the sidebar. The main form fields are as follows:

- Topic:** Test Public Meeting
- Description (Optional):** Enter your meeting description
- When:** 04/09/2020, 11:00 AM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT-4:00) Eastern Time (US and Canada)
- Recurring meeting:**
- Registration:** Required **1**
- Schedule For:** Myself
- Meeting ID:** Generated ID 573-905-812 Personal Meeting ID 571-436-6575
- Meeting Password:** Require meeting password 481744
- Video:** on off

- If you need to host a public meeting that prevents you from restricting access only to authenticated UMD users (that is, you will have participants joining that do not have a UMD directory account and hence you can't use the "allow only authenticated users" security option), you can require meeting participants to register to attend
- To require register, schedule a meeting as normal and select "Required" under "Registration"
- Click "Save" to schedule your meeting and access additional registration settings

Specifying registration settings – Attendee Approval

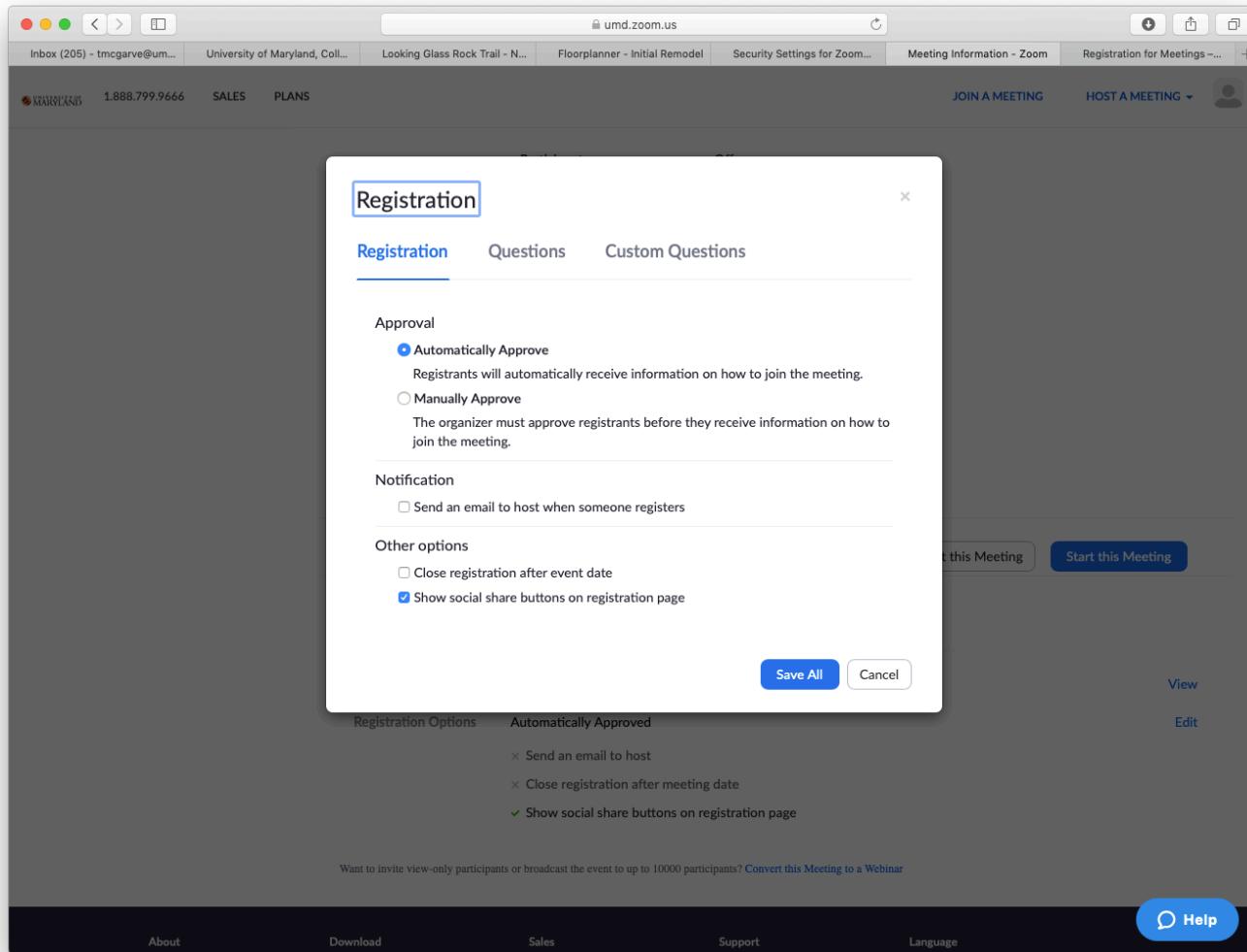


The screenshot shows the Zoom meeting settings page. At the top, there are tabs for 'JOIN A MEETING' and 'HOST A MEETING'. Below the tabs, there are sections for 'Audio' (Participant: Off) and 'Meeting Options'. Under 'Meeting Options', several settings are listed with checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Enable waiting room' (checked), 'Only authenticated users can join' (unchecked), 'Record the meeting automatically' (unchecked), and 'Enable language interpretation' (unchecked). At the bottom of the page, there are buttons for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting' (highlighted in blue), and 'Start this Meeting'. Below these buttons, there are tabs for 'Registration' (highlighted in blue), 'Email Settings', 'Branding', and 'Poll'. The 'Registration' tab shows 'Registrants: 0' and 'Registration Options' set to 'Automatically Approved'. Under 'Registration Options', there are three checkboxes: 'Send an email to host' (unchecked), 'Close registration after meeting date' (unchecked), and 'Show social share buttons on registration page' (checked). A red number '1' is overlaid on the 'Edit' button for the 'Registration Options' section. At the very bottom, there is a note about converting the meeting to a webinar and a 'Help' button.

- Once you have saved your meeting, you will be shown the meeting confirmation page where you can specify additional settings

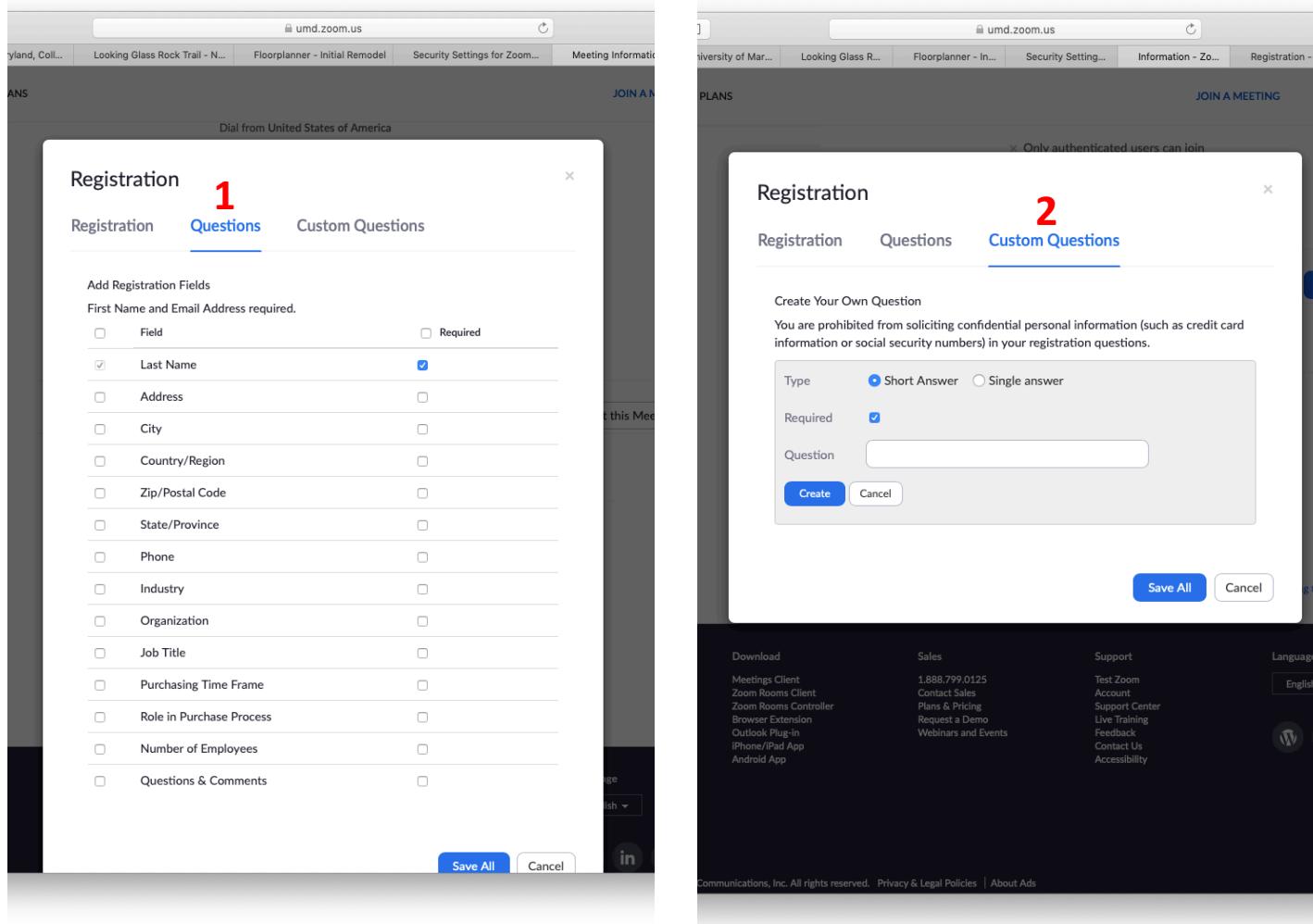
- To change the settings related to registration, scroll down to the “Registrations” section and click “Edit”

Specifying registration settings – Attendee Approval (cont.)



- From the Registration tab, you can specify how participants are approved
 - “Automatically Approve” will send the meeting connection details to anyone who completes the registration form
 - “Manually Approve” will allow the meeting host to review registrants and either approve or reject participants – only participants who are approved will be sent the meeting connection details

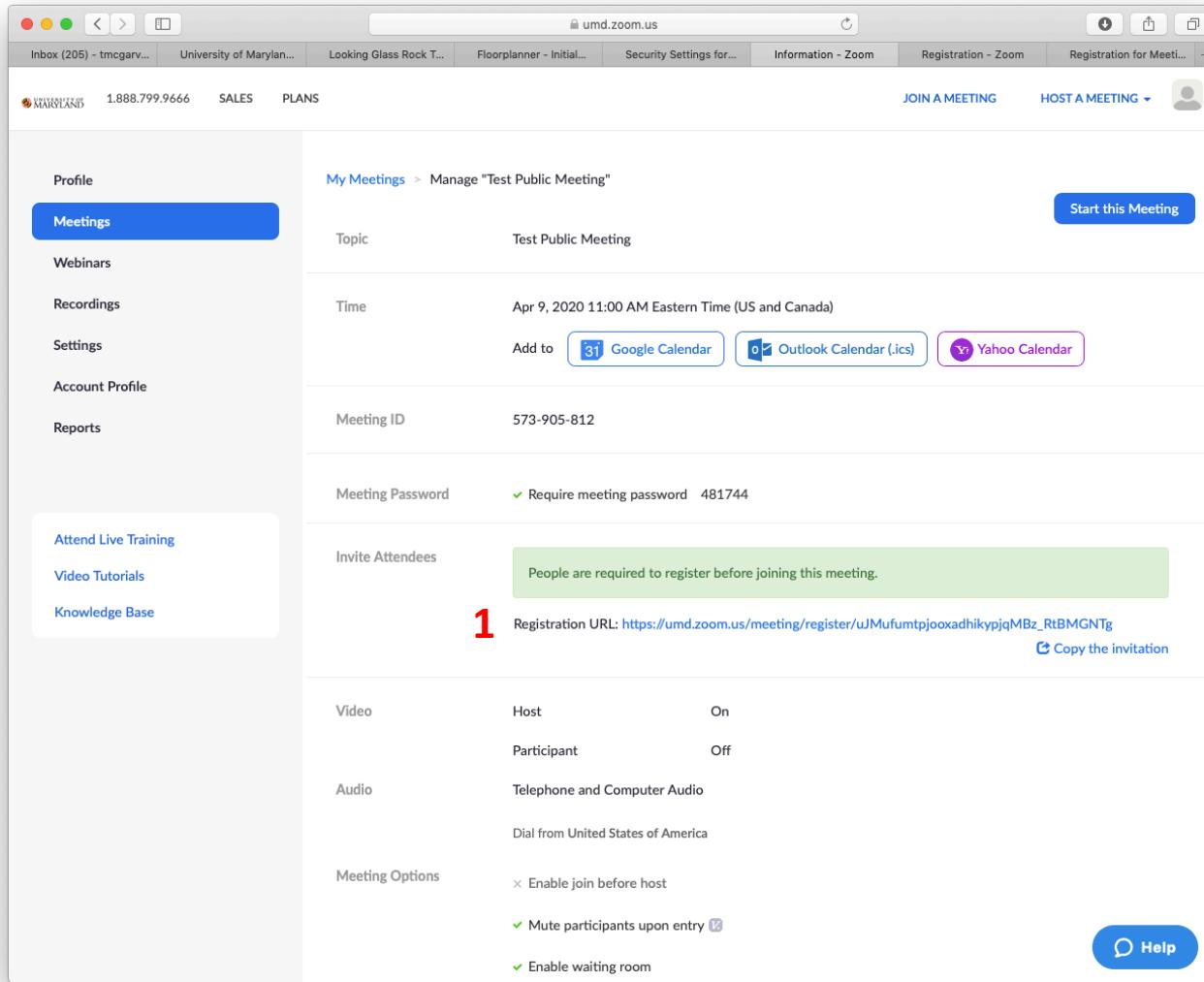
Specifying registration settings – Registration Questions



The image consists of two side-by-side screenshots of a web application interface. Both screenshots have a header bar with various tabs and links. The left screenshot shows the 'Questions' tab selected, with a sub-section titled 'Add Registration Fields' and a note that 'First Name and Email Address required.' Below this are several input fields, each with a 'Required' checkbox. The 'Last Name' field is checked and has its 'Required' checkbox also checked. The right screenshot shows the 'Custom Questions' tab selected, with a sub-section titled 'Create Your Own Question' and a note about not soliciting confidential personal information. It shows a form for creating a new question, with 'Type' set to 'Short Answer' and 'Required' checked. A 'Create' button is visible at the bottom of the form.

- By default, a participant will be asked to provide their first and last name, and email address
- You can request/require participants answer additional questions
 1. Under the “Questions” tab, you can select from a list of preset questions
 2. Under the “Custom Questions” tab, you can create your own questions to answer

Participant Registration – Sharing the registration link

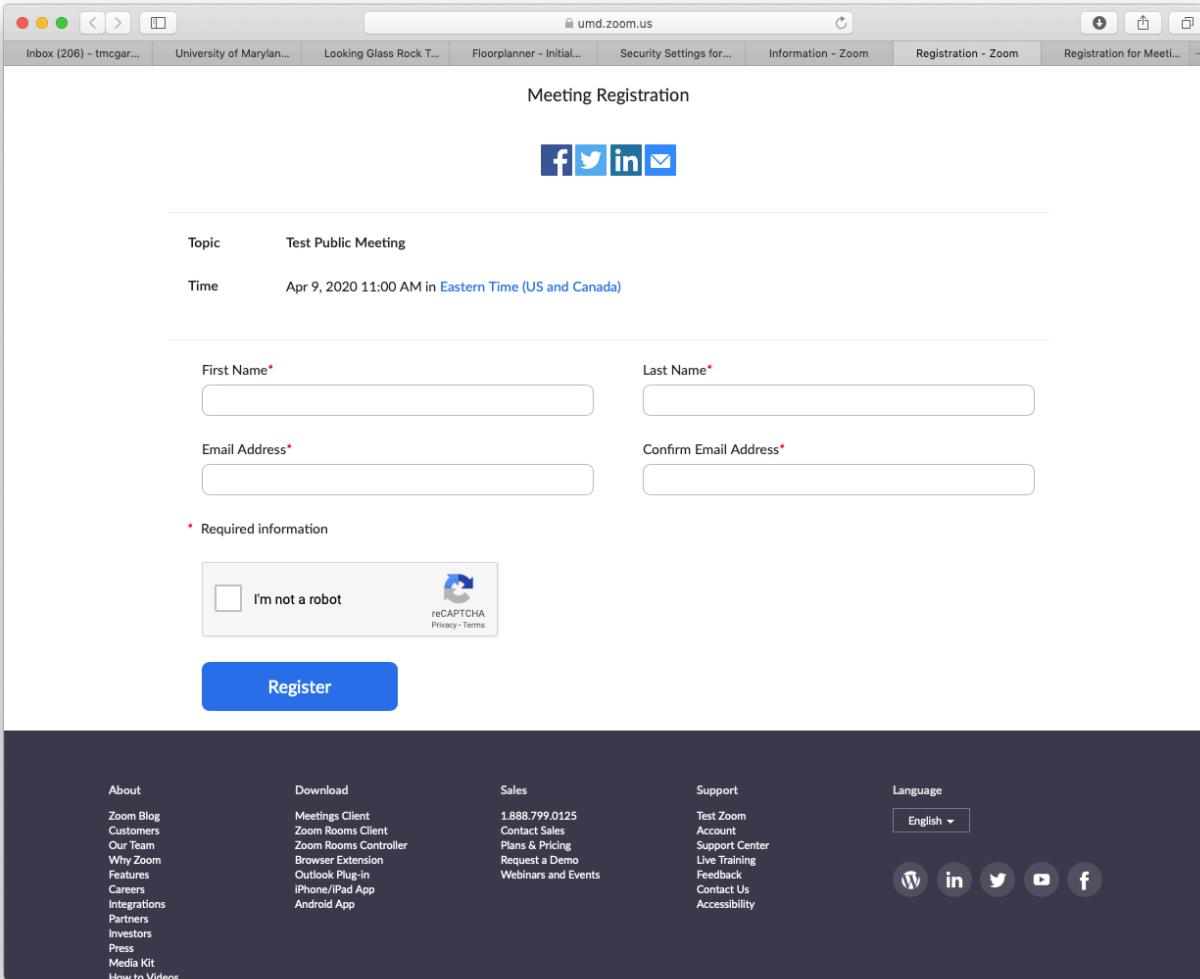


The screenshot shows the Zoom meeting overview window for a "Test Public Meeting". The left sidebar has a "Meetings" tab selected. The main area displays the meeting details: Topic "Test Public Meeting", Time "Apr 9, 2020 11:00 AM Eastern Time (US and Canada)", Meeting ID "573-905-812", and Meeting Password "481744". A green box highlights the "Invite Attendees" section, which contains the text "People are required to register before joining this meeting." Below this, a red number "1" is placed next to the "Registration URL" link, which is "https://umd.zoom.us/meeting/register/uJMufumtpjooxadhihypjqMBz_RtBMGNTg". A "Copy the invitation" button is located just below the URL. The bottom section shows video and audio settings, and meeting options like "Enable join before host" and "Mute participants upon entry".

- In the meeting overview window, you can find the link to share with participants that will direct them to a webpage to enter their details

1. Copy and paste this link into whichever communication vehicle you are engaging with participants via

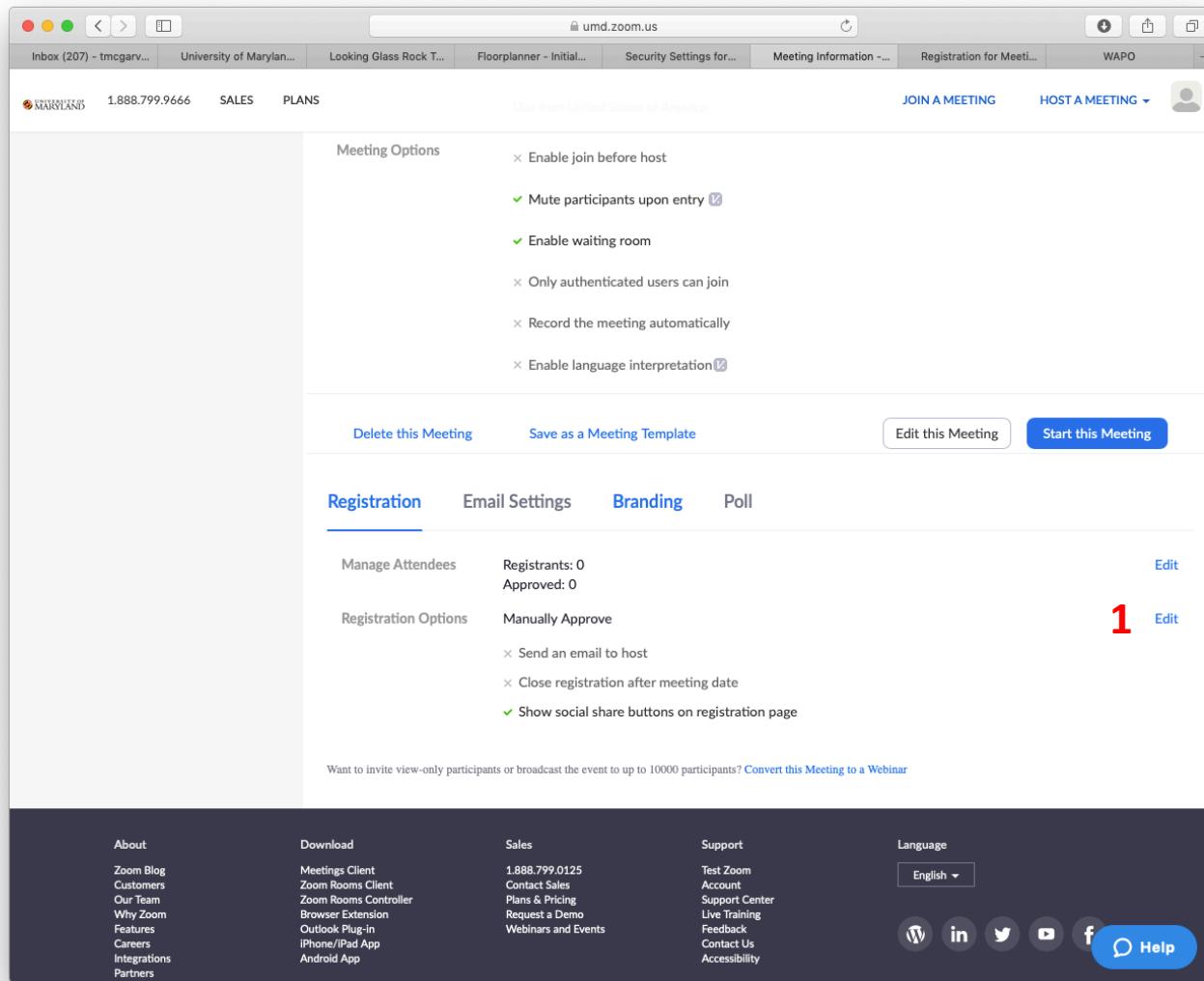
Participant Registration – What the participant sees



The screenshot shows a web browser window with the URL umd.zoom.us in the address bar. The page is titled "Meeting Registration". At the top, there are social sharing icons for Facebook, Twitter, LinkedIn, and Email. Below that, the "Topic" is listed as "Test Public Meeting" and the "Time" as "Apr 9, 2020 11:00 AM in [Eastern Time \(US and Canada\)](#)". The registration form consists of four text input fields: "First Name*" and "Last Name*" on the top row, and "Email Address*" and "Confirm Email Address*" on the bottom row. A note "Required information" is preceded by a red asterisk. Below the email fields is a reCAPTCHA verification box with the text "I'm not a robot" and a checkbox. At the bottom of the form is a large blue "Register" button. The footer of the page contains links for "About", "Download", "Sales", "Support", and "Language" (set to English). It also features social media icons for WordPress, LinkedIn, Twitter, YouTube, and Facebook, along with links for "Meetings Client", "Zoom Rooms Client", "Zoom Rooms Controller", "Browser Extension", "Outlook Plug-in", "iPhone/iPad App", "Android App", "Contact Sales", "Plans & Pricing", "Request a Demo", "Webinars and Events", "Test Zoom", "Account", "Support Center", "Live Training", "Feedback", and "Contact Us". A "Accessibility" link is also present.

- When the participant clicks on the link, they will be taken to the registration page and shown the questions you have specified
- Once they fill in the required details, they click "Register"
- If you have set up your Attendee Approval to happen automatically, the participant will receive the meeting connection details directly to their email address
- If you have set up your Attendee approval to be manual, they will receive a notification that their registration has been submitted
 - As the host, you will now need to review and approve/reject registration requests

Approving Registration Requests



The screenshot shows the Zoom meeting overview page for a meeting titled "Looking Glass Rock T...". The "Registration" tab is selected. The "Registration Options" section shows "Manually Approve" is selected. A red "1" is displayed next to the "Edit" button for "Manually Approve".

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically
- Enable language interpretation

Registration

Manage Attendees: Registrants: 0 Approved: 0 [Edit](#)

Registration Options: Manually Approve [Edit](#)

- Send an email to host
- Close registration after meeting date
- Show social share buttons on registration page

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

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Webinars and Events

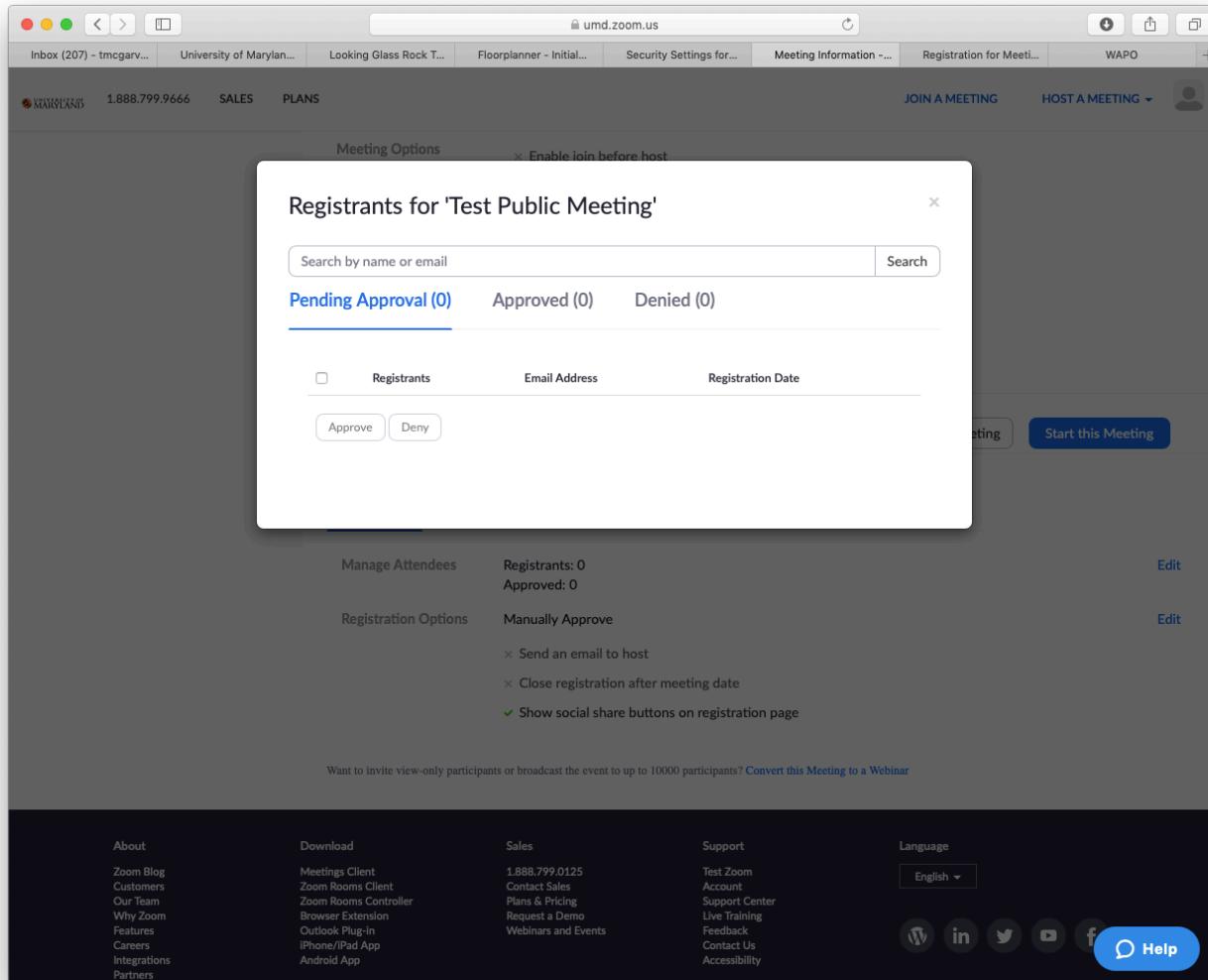
Support
Test Zoom
Account
Support Center
Live Training
Feedback
Contact Us
Accessibility

Language
English [Edit](#)

[Help](#)

- If you have specified a manual approval process, you will need to review and accept/reject registration requests
- 1. To view registrants that have requested to join your meeting, click on “Edit” from the meeting overview page

Approving Registration Requests (cont.)



The screenshot shows a Zoom meeting setup page. At the top, there are tabs for 'Inbox (207) - tmcgarv...', 'University of Maryland...', 'Looking Glass Rock T...', 'Floorplanner - Initial...', 'Security Settings for...', 'Meeting Information -...', 'Registration for Meeti...', and 'WAPO'. Below the tabs, there are buttons for 'JOIN A MEETING' and 'HOST A MEETING'. The main content area is titled 'Meeting Options' and includes a sub-section 'Registrants for 'Test Public Meeting''. This sub-section has a search bar 'Search by name or email' and three buttons: 'Pending Approval (0)', 'Approved (0)', and 'Denied (0)'. Below these buttons are filters for 'Registrants', 'Email Address', and 'Registration Date', each with a dropdown arrow. At the bottom of this sub-section are 'Approve' and 'Deny' buttons. Below this, there are sections for 'Manage Attendees' (Registrants: 0, Approved: 0) and 'Registration Options' (Manually Approve, Send an email to host, Close registration after meeting date, Show social share buttons on registration page). At the bottom of the page, there is a link 'Want to invite view-only participants or broadcast the event to up to 10000 participants? Convert this Meeting to a Webinar'.

- From the window that opens, you can view registrants with Pending Approval (those that need to be reviewed), those you have Approved, and those you have Denied
- To approve or deny registrants, select the check box next to their name and click either "Approve" or "Deny"
- Those registrants that you have approved will receive an email with the meeting connection details