Keeping Zoom meetings private:

How to configure Zoom's privacy and security settings to reduce the possibility of unknown or unwelcome guests joining a meeting. Uninvited guests can listen in on discussions, capture screen shots of shared content and even disrupt the meeting with unwanted video, audio or shared content.

The following measures will increase the security of your Zoom sessions and reduce the chance of unwanted attendees. It's recommended that you use as many of these options as you reasonably can without impacting your meeting operations. If you are discussing any sensitive or confidential information in your meetings, these measures become that much more important.

Please note that if you are using the free version of Zoom and are hosting meetings involving more than 1 other attendee, the length of the meeting is limited to 40 minutes

Contents

Meeting Passwords

When scheduling a meeting, under **Meeting**, select **Schedule a New Meeting** and **Require Meeting Password,** then specify a strong password - at least 8 characters, consisting of a mixture of letters and numbers and perhaps some special characters like ?, % or &. You will need to share this password with your participants as they will be asked for it in order to join your meeting.

Enable the Waiting Room feature

Pre-requisites for using this function on a PC desktop client:
- Windows: **4.6.2** or higher
- macOS: **4.6.2** or higher

Pre-requisites for using this function on mobile:
- Android: **4.0.21432.0116** or higher
- iOS: **4.0.21521.0116** or higher

The **Waiting Room** feature allows the host to control when each participant joins the meeting. As the meeting host, you can admit attendees one by one, or hold all attendees in the virtual waiting room and admit them all together. This requires a bit more work on the part of the host, but only allows participants to join if you specifically admit them.

Participants will see the following screen when joining a meeting with the **Waiting Room** enabled:

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

Waiting Room – User

To enable the **Waiting Room** for your own use:

1. Sign in to the Zoom web portal
2. In the navigation menu select **Settings**
3. On the **Meeting tab**, navigate to the **Waiting Room** option under **In-Meeting (Advanced)** and verify the setting is enabled.

Waiting Room – Individual Meeting

Before you can enable Waiting Room for an individual meeting, you must enable it in your meeting settings.

1. Sign into the Zoom web portal
2. Click **Meetings**
3. Click a meeting topic to edit it or **Schedule a new meeting**

4. Under **Meeting Options**, check **Enable Waiting Room**

Meeting Options

- ☑ Require meeting password 🔒
- ☑ Enable join before host
- ☐ Mute participants upon entry 🔇
- ☑ Use Personal Meeting ID 317-729-4757
- ☑ Enable waiting room
- ☐ Only signed-in users can join this meeting

5. Click **Save**

Waiting Room – All meetings with your personal meeting ID (PMI)

Before you can enable **Waiting Room** for your PMI, you must enable it in your meeting settings.

1. Sign into the Zoom web portal
2. Click **Meetings**
3. Click the **Personal Meeting Room** tab
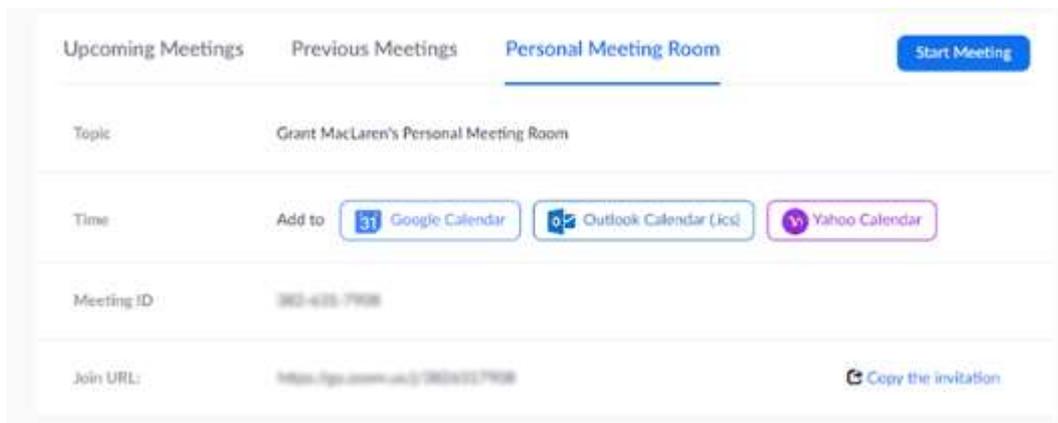
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Start Meeting
Topic	Grant MacLaren's Personal Meeting Room		
Time	Add to [31] Google Calendar [O] Outlook Calendar (.ics) [Y] Yahoo Calendar		
Meeting ID	382-635-7908		
Join URL:	https://fgs.zoom.us/j/3826537908		↻ Copy the invitation

4. Click **Edit this Meeting**

5. Under **Meeting Options**, check **Enable Waiting Room**


6. Click **Save**

Disable Join before Host

Join before host allows attendees to join the meeting before the host or when the host cannot attend the meeting. If you are scheduling a meeting where sensitive information will be discussed, it's best to leave **Enable join before host** (found under **Meeting Options** when scheduling a meeting) turned off.

Disabling screen sharing

Screen sharing can be disabled for all meeting attendees including the Host, if enabled you can select whether screen sharing is only available to the host only or all participants.

To enable or disable In-Meeting screen sharing

1. Sign into the Zoom web portal
2. Click **Settings**
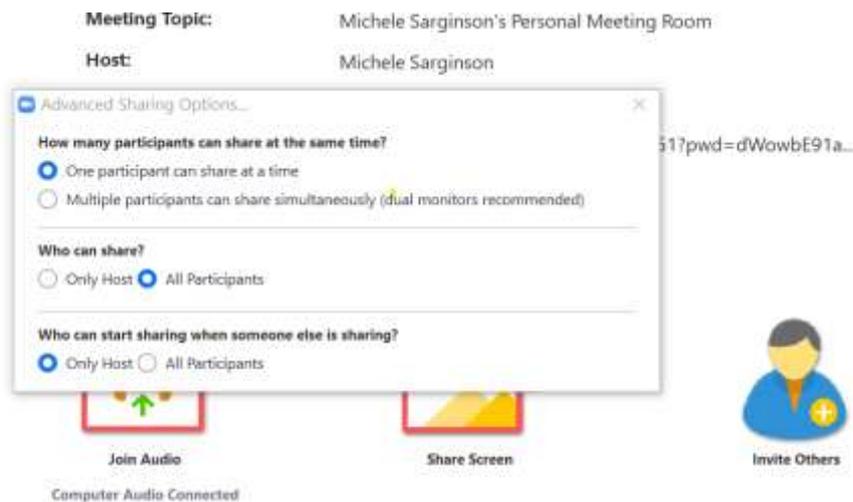3. Select **In-Meeting (Basic)** and navigate to the option
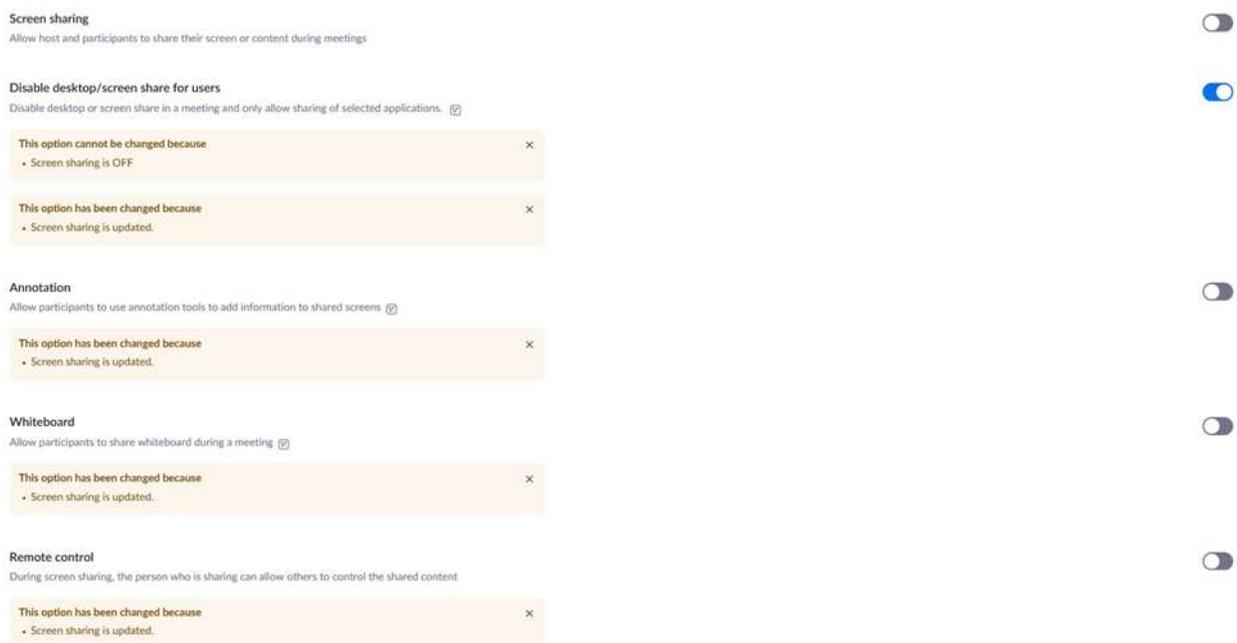
4. Set the toggle to off (should appear greyed out). You will notice that a number of other options relating to sharing screens and content will automatically be switched off when you do this

Limit Screen Sharing to Host

When in your meeting:
1. Click the up arrow next to **Share Screen**
2. Select **Advanced Sharing Options**
3. Under **Who can share**, click **Only Host**

This won't be appropriate when multiple participants need to share and collaborate, but setting this restriction will prevent unwanted guests from interrupting the meeting by initiating intrusive sharing.

Disabling the File Sharing Facility

To enable or disable the **In-Meeting** file transfer feature for your own use:

1. Sign into the Zoom web portal
2. Click **Settings**
3. Select **In-Meeting (Basic)** and navigate to the option:

4. Set the toggle to off (should appear greyed out).

Remove a Participant from a Zoom Meeting

If you have already begun a session and find an unwanted attendee has joined:

1. If the **Participants** panel is not visible, click **Manage Participants** at the bottom of the Zoom window
2. Click **More** which should be displayed next to the person you want to remove
3. Click on the option to **Remove**

Lock your Session

The **Zoom Host Controls** allows you as the host to control various aspects of the meeting including locking a session. Once all your attendees have joined:

1. If the **Participants** panel is not visible, click **Manage Participants** at the bottom of the Zoom window.
2. At the bottom of the **Participants** panel, click **More**
3. Form the list that appears, click **Lock Meeting**

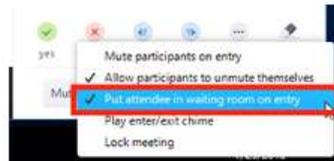You can unlock the meeting by following the same steps.

When a meeting is locked no-one can join and you will NOT be alerted if anyone else tries to join, so don't lock the meeting until you're sure you've got all your attendees.

Appendix 1 – Windows

Enabling or disabling Waiting Room during a meeting

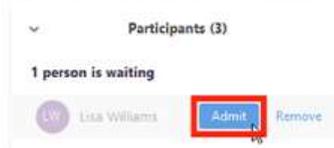1. As the meeting host, click **Manage Participants**.

2. Click **More** at the bottom of the participants' window and choose **Put Attendee in Waiting Room on Entry** to enable or disable the feature.

- Mute participants on entry
- ✓ Allow participants to unmute themselves
- ✓ Put attendee in waiting room on entry
- Play enter/exit chime
- Lock meeting

Admitting participants during a meeting

1. As the meeting host, click **Manage Participants**.

2. Click **Admit** to have the participant join the meeting.

Participants (3)

1 person is waiting

LW Lisa Williams   Admit   Remove

Admit all participants from the Waiting Room

1. As the meeting host, click **Manage Participants**.

2. Click **Admit all**.

Participants (4)

2 people are waiting   Admit all

LW Lisa Williams

BJ Bob Jones

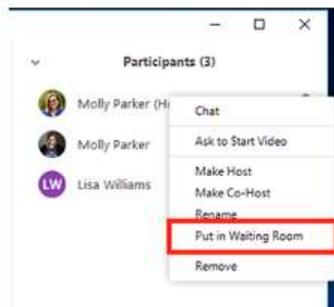1 participant in the meeting

Molly Parker (Co-host, me)

Molly Parker (Host)

Sending participants to the Waiting Room during a meeting

1. As the meeting host, click **Manage Participants**.

2. Click **More** next to the participant's name and choose **Put in Waiting Room**.
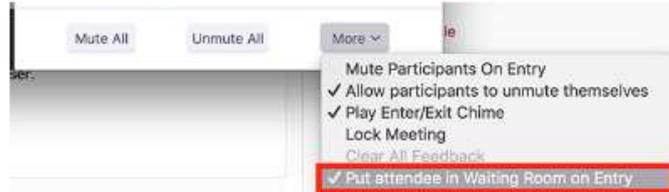
Participants (3)

Molly Parker (H   Chat

Molly Parker   Ask to Start Video

LW Lisa Williams   Make Host
                   Make Co-Host
                   Rename
                   Put in Waiting Room
                   Remove

Appendix 2 – Mac

Enabling or disabling Waiting Room during a meeting

1. As the meeting host, click **Manage Participants**.

2. Click **More** and choose **Put Attendee in Waiting Room on Entry** to enable or disable the feature.

Admitting participants during a meeting

1. As the meeting host, click **Manage Participants**.

2. Click **Admit** to have the participant join the meeting.

Admit all participants from the Waiting Room

1. As the meeting host, click **Manage Participants**.

2. Click **Admit all**.

Sending participants to the Waiting Room during a meeting

1. As the meeting host, click **Manage Participants**.

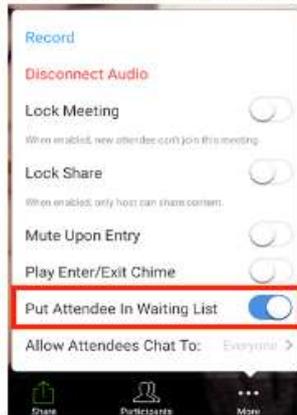2. Click **More** next to the participant's name and choose **Put in Waiting Room**.
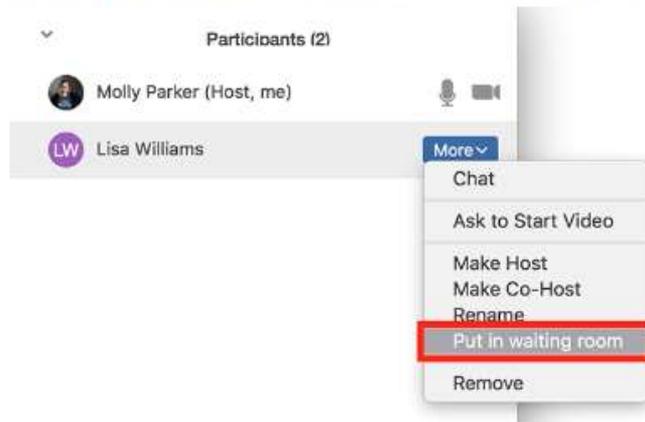
Appendix 3 – Android phone

Enabling or disabling Waiting Room during a meeting

1. As the meeting host, tap **More**.

2. Toggle **Put Attendee in Waiting List** to blue to enable or white to disable.

Admitting participants during a meeting

1. As the host, tap **Participants**.

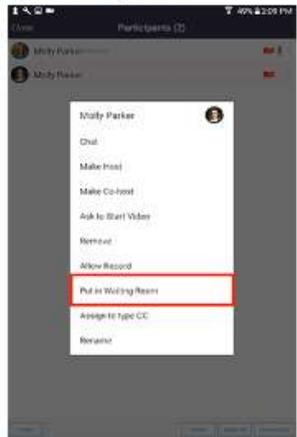2. Next to the name of the participant you want to admit, tap **Admit**.

Sending participants to the Waiting Room during a meeting

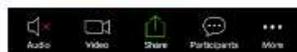1. As the host, tap **Participants**.

2. Tap the name of the participant you want to send to the waiting room.

3. Tap **Put in Waiting Room**.

Admit all participants from the Waiting Room

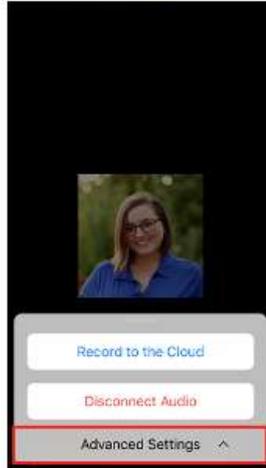1. As the host, tap **Participants**.

2. Tap **Admit all**.

Appendix 4 – Apple iOS (iPhone/iPad)

Enabling or disabling Waiting Room during a meeting

1. As the meeting host, tap **More**.

2. Tap **Advanced Settings**.

3. Toggle **Put Attendee in Waiting Room on Entry** to green to enable or white to disable.
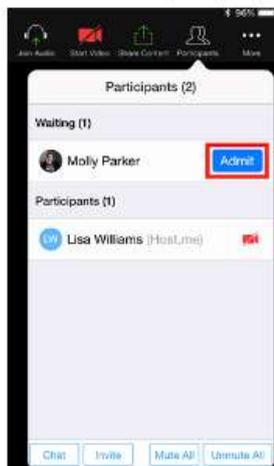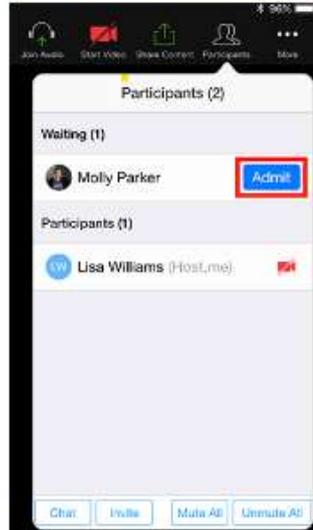

Admitting participants during a meeting

1. As the host, tap **Participants**.

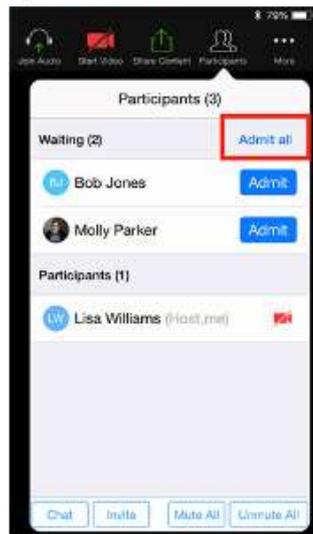2. Next to the name of the participant you want to admit, tap **Admit**.

Admitting participants during a meeting

1. As the host, tap **Participants**.

2. Next to the name of the participant you want to admit, tap **Admit**.

Admit all participants from the Waiting Room

1. As the host, tap **Participants**.

2. Tap **Admit all**.

Sending participants to the Waiting Room during a meeting

1. As the host, tap **Participants**.

2. Tap the name of the participant you want to send to the waiting room.

3. Tap **Put in Waiting Room**.