## 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

Keeping Zoom meetings private:	1
Meeting Passwords	2
Enable the Waiting Room feature	2
Waiting Room – User	2
Waiting Room – Individual Meeting	2
Waiting Room – All meetings with your personal meeting ID (PMI)	3
Disable Join Before Host	4
Disabling screen sharing	5
Limit Screen Sharing to Host	5
Disabling the File Sharing Facility	6
Remove a Participant from a Meeting	6
Lock your Session	6
Appendix 1 – Windows	8
Appendix 2 – Mac	10
Appendix 3 – Android phone	12
Appendix 4 – Apple iOS (iPhone/iPad)	14

## 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 Me	reting Room	
Time	Add to Google Calen	dar ) 🔯 Outlook Calendar (Jos) 🔕	Yahoo Calendar
Meeting ID	382-425-7908		
Join URL:	Man. (p. 2007) 41, (2017)	108	Copy the invitation

4. Click Edit this Meeting

Upcoming Mentings	Previous Meetings Personal Meeting Room	Start Meet
Topic	Molly Parker's Personal Meeting Room	
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#### 5. Under Meeting Options, check Enable Waiting Room



#### 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

Meeting Topic:	Michele Sarginson's Personal M	eeting Room
Host	Michele Sarginson	
Advanced Sharing Options		×
How many participants can share a	t the same time?	517pwd=dWowbE91a
O One participant can share at a t	ime	
O Multiple participants can share	simultaneously (dual monitors recommended)	
Who can share?		
Only Host O All Participants		
Who can start sharing when some	no else is sharing?	
Only Host O All Participants		
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Computer Audio Connected		

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:

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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



Keeping Zoom Meetings Secure Issue Date: 02/04/2020 Appendix 2 – Mac

#### Enabling or disabling Waiting Room during a meeting

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#### Admitting participants during a meeting

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#### Admit all participants from the Waiting Room

1. As the meeting host, click Manage Participants.

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#### Sending participants to the Waiting Room during a meeting

1. As the meeting host, click Manage Participants.



# Appendix 3 – Android phone

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2. Toggle	<sup>p</sup> ut Attendee in Waiting L	ist to blue to enable or white to disable.
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Appendix 4 – Apple iOS (iPhone/iPad)



