

ZOOM SECURITY FEATURES



Keeping Our Online Learning Safe

Lita Carbone, Instructional Support Specialist

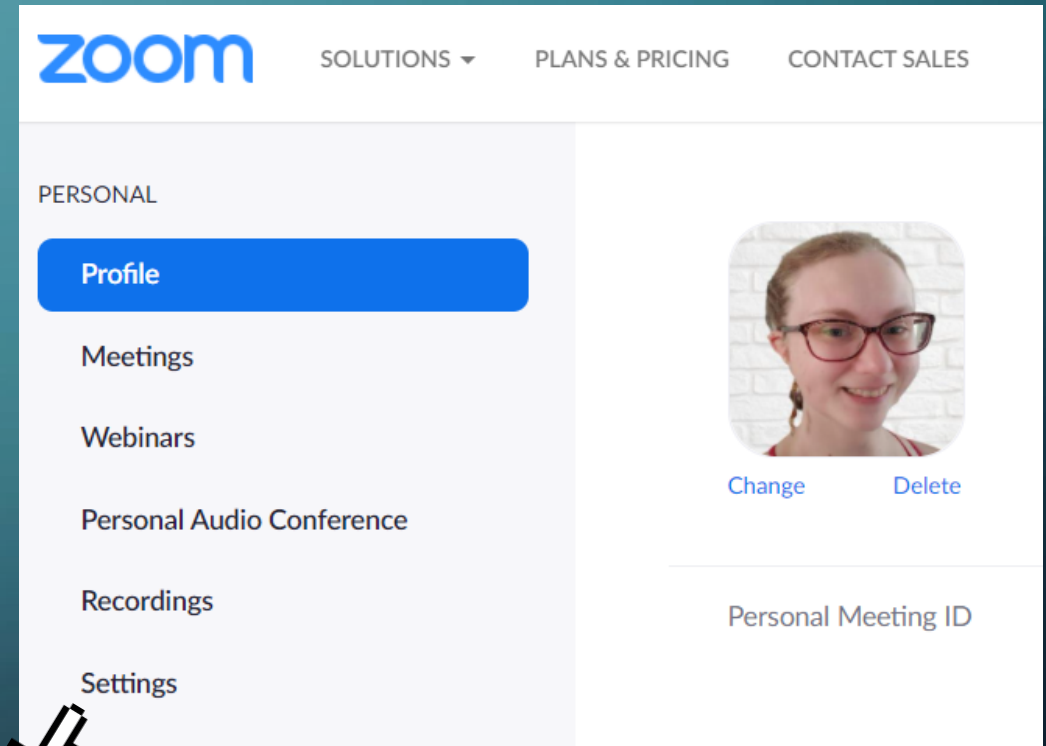
WHAT IS ZOOMBOMBING?

- **Zoombombing**: a term for unwanted users who join Zoom meetings with the intent to take over the session in order to share material that is lewd or heinous in nature.
- Thankfully Zoom has ways that users can combat these Zoom invaders!



ADJUST YOUR MEETING SETTINGS

- Login to your Saint Rose Zoom account in your web browser. This will redirect you to your Profile page.
- If are already logged into your Zoom account in the browser, click on “My Account” in the upper right-hand corner.
- Select the “Settings” tab on the left-hand side under the “Personal” section.



SECURITY SETTINGS PAGE

- At the top of your Settings page, you will see the Security settings that you can adjust. These will adjust the security settings for your entire account for future meetings.
- If you have a Basic account, your account will automatically do the Waiting Room feature as a form of security.
- Use the toggle button to select your security option(s). When it turns blue, you're good to go!

The screenshot shows the 'Security' settings page for a 'Licensed' account. The page has a navigation bar with 'Meeting', 'Recording', and 'Telephone' tabs. The 'Security' section is active. On the left, there are links for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The main content area includes a 'Security' header, a toggle for 'Require that all meetings are secured with one security option' (which is turned off), and a 'Waiting Room' section with a toggle (turned off) and a description. Below that, 'Waiting Room Options' are listed with two checked items: 'Users not in your account will go in the waiting room' and 'Host and co-hosts only can admit participants from the waiting room'. There are links for 'Edit Options' and 'Customize Waiting Room'.

The screenshot shows the 'Security' settings page for a 'Basic' account. The page has a navigation bar with 'Meeting', 'Recording', and 'Telephone' tabs. The 'Security' section is active. On the left, there are links for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The main content area includes a 'Security' header, a toggle for 'Require that all meetings are secured with one security option' (which is turned on), and a 'Waiting Room' section with a toggle (turned on) and a description. Below that, 'Meeting Passcode' is shown with a toggle (turned on) and a description. There are links for 'Modified' and 'Reset' next to the 'Waiting Room' toggle, and 'Locked' next to the 'Meeting Passcode' toggle. A checkbox for 'Require a passcode for meetings which have already been scheduled' is checked. There is a help icon at the bottom left.

SECURITY FOR LICENSED ACCOUNTS CONT.

Require a passcode for instant meetings A random passcode will be generated when starting an instant meeting	<input type="checkbox"/>
Require a passcode for Personal Meeting ID (PMI)	<input type="checkbox"/>
Require a passcode for Personal Audio Conference	<input type="checkbox"/>
Require passcode for participants joining by phone A numeric passcode will be required for participants joining by phone if your meeting has a passcode. For meeting with an alphanumeric passcode, a numeric version will be generated.	<input type="checkbox"/>
Embed passcode in invite link for one-click join Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.	<input checked="" type="checkbox"/>
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. Learn more	<input type="checkbox"/>

- You can be as stringent as you want for your Zoom security by requiring passcodes for your Personal Meetings, phone users, and instant meeting sessions.

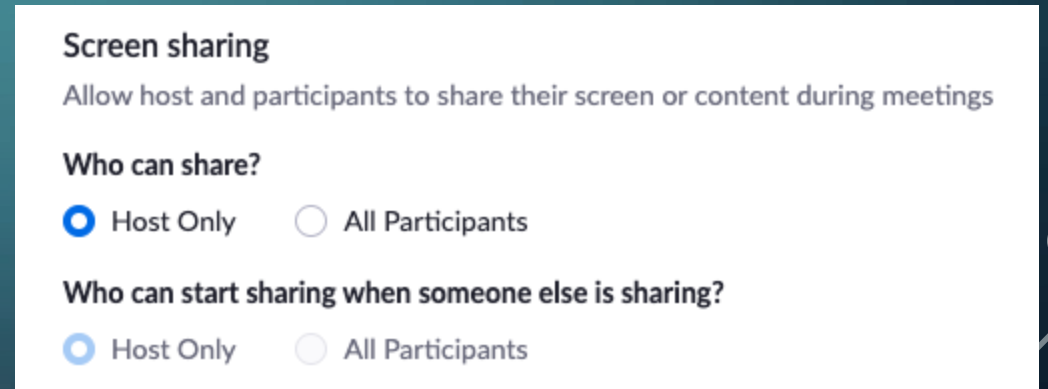
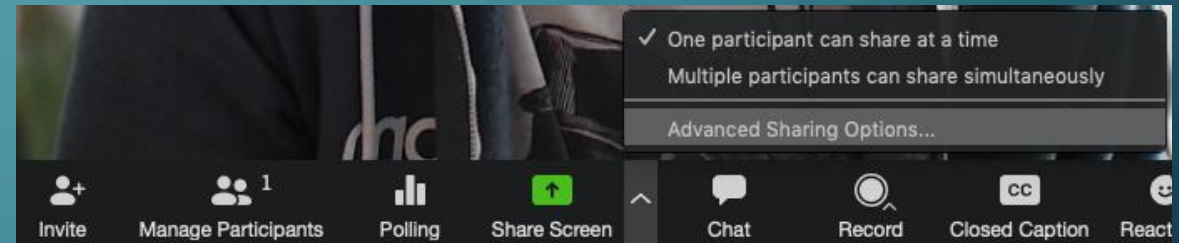
SECURITY FOR CERTAIN MEETINGS

- If you only want to adjust the security settings for certain meetings, you can do that when scheduling a new meeting on the “Schedule a Meeting” page.
- Here you can add a Waiting Room and/or require participants to enter a passcode. Zoom will automatically generate a numeric code when you select the Passcode checkbox.
- **TIP:** *Create a passcode with letters and numbers in it!*

Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 773 622 4936
Security	<input checked="" type="checkbox"/> Passcode <input type="text" value="535614"/> Only users who have the invite link or passcode can join the meeting <input checked="" type="checkbox"/> Waiting Room Only users admitted by the host can join the meeting <input type="checkbox"/> Require authentication to join

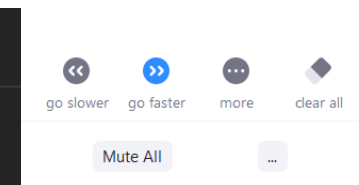
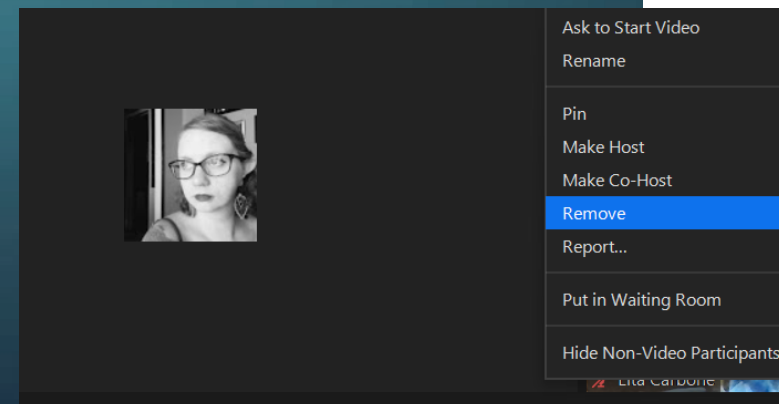
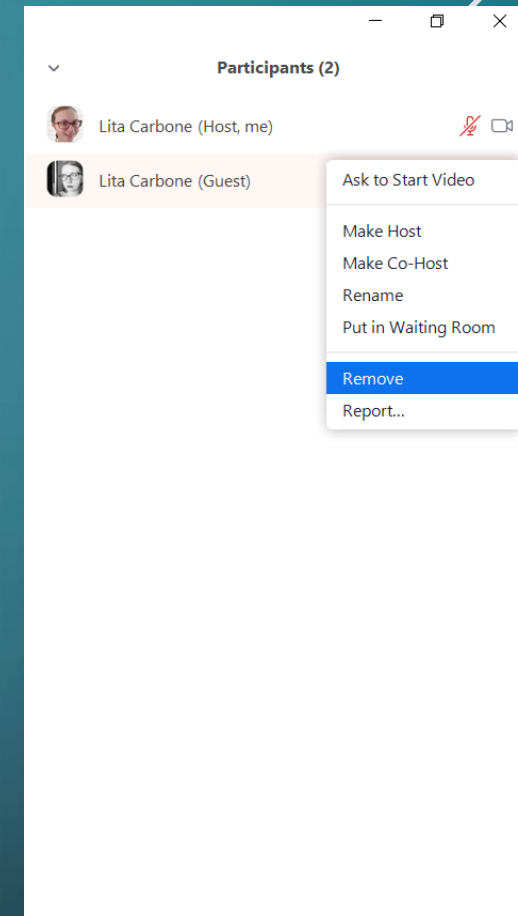
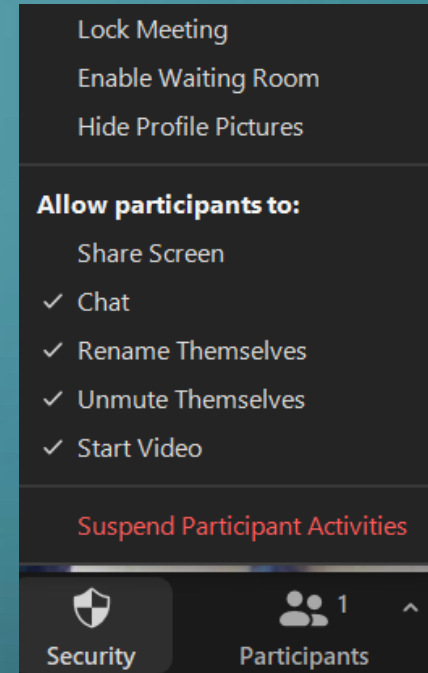
I ADJUSTED MY SETTINGS... NOW WHAT?

- There are other ways that you can make once your Zoom class is in session.
- You can limit the sharing settings for your students. Click on the ^ next to the Share Screen button and select “Advanced Sharing Options” to make sure that the Host Only option is selected.



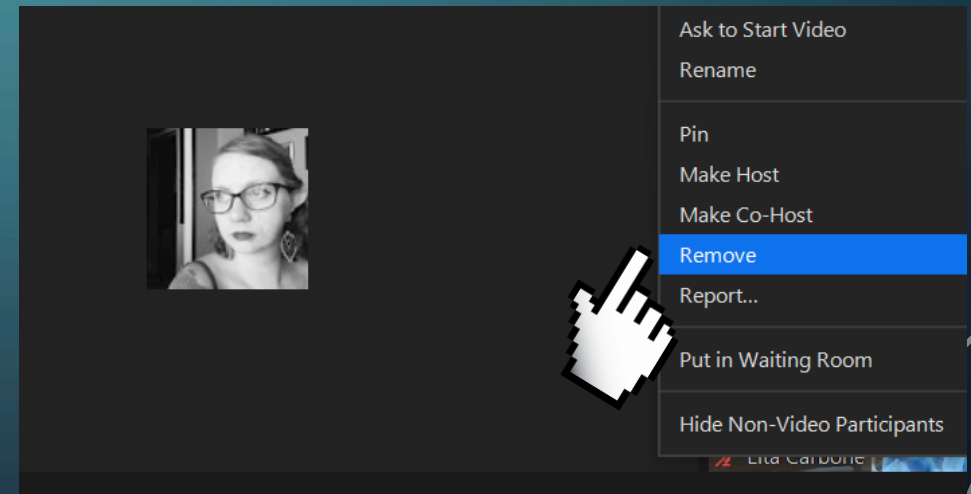
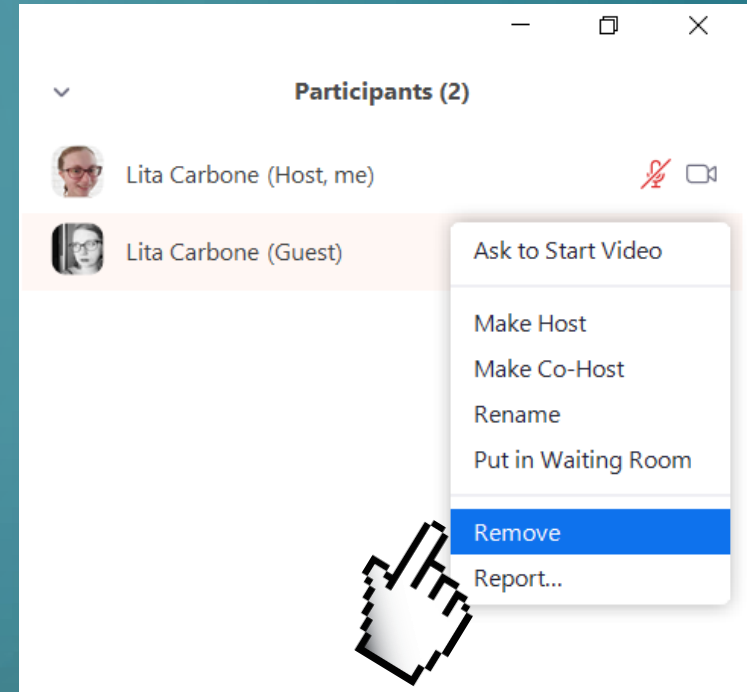
SECURITY BUTTON

- You can select the “Security” button in your Zoom meeting to limit what participants can do.
- Once your meeting has started, you can use the “Lock Meeting” option. This way no new users can join the meeting.



REMOVING USERS

- Additionally, you can also Remove users from the Zoom meeting by either going to the “Participants” tab and clicking on “More”. Then, select “Remove” to eject the user from the meeting.
- Or by clicking on the three dots when you hover over their video, you can select “Remove”.



ADDITIONAL RESOURCES FROM OLS

- Online Learning Services has great resources for you to check out! Click on the links to read more helpful tips from OLS and watch our YouTube video.
- [TechTalk "How to Keep Unwanted People Out of Your Zoom Event"](#)
- [TechTalk "Security Features in Zoom"](#)
- [Zoom Settings Walkthrough](#)
- [In-meeting Security Options from Zoom](#)

