ZOOM MEETING SECURITY RECOMMENDATIONS

The recommendations in this document empower meeting hosts to schedule and hold secure Zoom sessions. Use these tips to prevent incidents where unintended users take control of your meeting to disrupt and/or share inappropriate content, also known as "Zoom bombing." If an incident happens or if you just want to confirm your meeting settings/expectations with one of our staff, please reach out to us via **the Help Desk request linked here**.

Click here for a quick-tip sheet summarizing this document.

ZOOM SOLUTION BANK: WHAT TO DO IF AN UNINTENDED PARTICIPANT IS…

	Zoom Setting	Step-By-Step Guides
Disrupting your meeting	**Suspend all participant activities** and **remove** the user.	1. Find and click the **Security** button. 2. Click **Suspend Participant Activities** (this will stop all screen, video, and audio sharing). 3. Click **Participants**. 4. Move your mouse over the user's name and click **More**. 5. Click **Remove** and then click the **Remove** button when prompted.
Entering your meeting	**Lock** the meeting or enable the **Waiting Room.**	1. Find and click the **Security** button. 2. Click the **Lock** or **Enable Waiting Room** options to enable them (they are enabled when checked).
Screen sharing	Disable **Screen Share** in security settings.	1. Find and click the **Security** button. 2. Click the **Share Screen** button (when unchecked, this allows only you to screen share). If you need another user to share when the option is disabled, assign them as a co-host temporarily.
Chatting	Disable **Chat**.	1. Find and click the **Security** button. 2. Click **Chat** (option is disabled when unchecked).
Renaming themselves inappropriately	Disable the option to **Rename Themselves**.	1. Find and click the **Security** button. 2. Click on **Renaming Themselves** (when unchecked, participants cannot rename themselves).
Unmuting themselves at an unintended time	Disable **Unmute Themselves**.	1. Find and click the **Security** button. 2. Click on **Unmute Themselves** (when unchecked, participants cannot unmute themselves).
Sharing video	**Stop Video** from the user and then disable **Start Video**.	1. Find and click the **Security** button. 2. Click **Start Video** (when unchecked, this prevents users from sharing video). 3. Click on **Participants.** Move your mouse over the user's name. Click **More**. 4. Click **Stop Video**.
Annotating over your shared screen	Disable **Annotate on Shared Content**.	1. When screen sharing, click **Security** from the meeting controls. 2. Click Annotate on **Shared Content** (when unchecked users cannot annotate on your shared screen).

A. SCHEDULING THE MEETING

FAU Zoom accounts require at least one security feature enabled for every meeting. Below is a table with the security features available when scheduling your session.

Registration **(optional)**	Registrants are required to have a Zoom account to join. As the meeting host, you can approve or reject guests before the meeting. Registration also creates a list of attendees that is available after the meeting.
Passcode **(required/enforced)**	Every meeting (except for personal rooms) gets a different one. Extra security should be implemented when appropriate.
Waiting Room **(recommended)**	Check the **Waiting Room** option when scheduling sessions, especially if you are expecting a large audience. Non-FAU* participants will be put into a virtual lobby before joining your session.
Require Authentication to Join **(recommended)**	To limit the audience to FAU members, check **Require Authentication to Join**. Non-FAU* users will be turned away.
Mute Participants on Entry **(recommended)**	When enabled, all users are automatically muted when joining. This will limit disruptions upon entry.
Enhanced Encryption **(recommended)**	Further secures your meeting information and details.

*Non-FAU users include anyone without an "@fau.edu" email address.

B. INVITING GUESTS / SHARING MEETING INFORMATION

After scheduling a session, you are shown meeting details including the session ID, passcode, and join/invite information.

A. **Passcode**: ***Do not post it publicly or on social media.*** Only share this with users who are intended to join the meeting.
B. **Join URL:** ***Do not post it publicly or on social media.*** This link allows users to enter your meeting without requiring a passcode. If you plan on sharing a meeting link publicly, disable your account's option to **Embed passcode in invite link for one-click join**. It is on by default, but to disable:
   1. Go to the FAU Zoom site at **https://fau-edu.zoom.us**.
   2. Click the **Sign In** button and enter your FAU credentials if prompted.
   3. Click **Settings** on the menu to the left.
   4. Scroll down to find the **Embed passcode in invite link for one-click join** option and click it to toggle it on/off.
C. If you need to update your meeting's security details, find your meeting in your Zoom account and click the **Edit** button from meeting summary page to apply your changes.

C. DURING THE MEETING

As the meeting host, the [Security] button and **Waiting Room** feature are your best friends. Get to know them with the following tips. Please note that if the security button does not appear in the bottom row of buttons, you can display it by enlarging your meeting window.
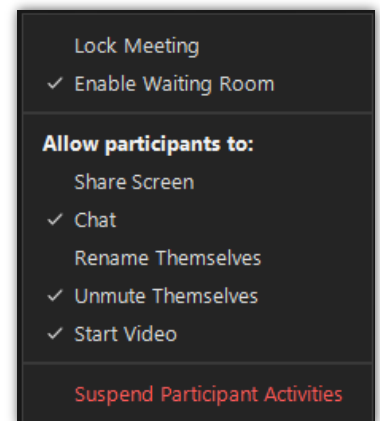
Security Button Menu

1. WELL WORTH THE WAIT

The **Waiting Room** feature creates a virtual lobby for your session. Using this feature, hosts and co-hosts can admit non-FAU attendees individually or all at once. This is helpful for screening users and stopping an overflow of non-FAU users from rushing into a meeting. To enable the waiting room during the meeting follow the steps below:

1. Find and click the **Security** button.
2. Click on **Enable Waiting Room** to force participants to join a lobby where they will wait to be admitted.
   a. Admit people by clicking on the **Participants** button and viewing the top of the list for the waiting room members.

2. IT'S OKAY NOT TO SHARE

In a Zoom meeting, every participant has the option to share content by default. This includes sharing their screens, applications, etc. To disable this feature:

1. Find and click the **Security** button.
2. Click the **Share Screen** option from the menu (when unchecked, this allows only you to screen share). When the option is disabled, if you need another user to share, assign them as a co-host temporarily.

3. A PARTICIPANT BY ANY NAME ISN'T SO SWEET

In Zoom, all participants have the option to rename themselves by default. Follow the steps below to disable this option:

1. Find and click the **Security** button.
2. Click on **Rename Themselves** (if unchecked, the option is disabled).

4. MAKE THEM WAIT

You can send people into the waiting room by doing the following:

1. Click **Participants**.
2. Move your mouse over someone's name and click **More**.
3. Click **Put in Waiting Room**.

5. REMOVE THE PROBLEM

In extreme circumstances, you may have to bring your session to a halt and remove people from the meeting. To do this:

1. Click the **Security** button.
2. Click the **Suspend Participant Activities** option to stop all screen, video, and audio sharing. A prompt will appear with an option to send a report to Zoom about the incident.
3. Then, to remove a user, click **Participants**.
4. Move your mouse over someone's name and click **More**.
5. Click **Remove** and then confirm the action by clicking the **Remove** button in the prompt.

DOCUMENTATION/VIDEO LINKS
- -
Zoom
- **In-Meeting Security Options**
- **Managing Participants in a Meeting**
- **Scheduling Meetings**
- **Creating a Meeting Template**
- **Zoom Trust Center**

FAU OIT
- **FAU Help Desk**
- **Upcoming Trainings/Webinars**
- **OIT Canvas Site**
- **OIT Canvas Blog**
- **OIT Knowledgebase**

ZOOM SECURITY CHEAT SHEET

IN-MEETING SECURITY

	Zoom Setting	Step-By-Step Guides
Disrupting your meeting	**Suspend all participant activities** and **remove** the user.	1. Security > **Suspend Participant Activities**; 2. Participants > Move mouse over name > **More** > **Remove**
Entering your meeting	**Lock** the meeting or enable the **Waiting Room**.	Security > **Lock** or **Enable Waiting Room**
Screen sharing	Disable **Screen Share** in security settings.	Security > **Share Screen**
Chatting	Disable **Chat**.	Security > **Chat**
Renaming themselves inappropriately	Disable the option to **Rename Themselves**.	Security > **Renaming Themselves**
Unmuting themselves at an unintended time	Disable **Unmute Themselves**.	Security > **Unmute Themselves**
Sharing video	**Stop Video** from the user and then disable **Start Video**.	1. Security > **Start Video**; 2. Participants > **More** > **Stop Video**
Annotating over your shared screen	Disable **Annotate on Shared Content**.	Security > **Annotate on Shared Content**

SECURITY WHEN SCHEDULING MEETINGS

The settings below are available when scheduling your meeting.

Registration **(optional)**	Registrants are required to have a Zoom account to join. As the meeting host, you can approve or reject guests before the meeting. Registration also creates a list of attendees that is available after the meeting.
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