ENHANCED MEETING SECURITY OPTIONS FOR MEMBERS OF HIPAA-COVERED COMPONENTS

FAU has a Business Associate Agreement (BAA) with Zoom, specifically designed to address the protection of Personal Health Information (PHI) in accordance with HIPAA regulations. However, it's important to note that individual users still bear the responsibility for safeguarding PHI and ensuring compliance with HIPAA.

To enhance Zoom meeting security and prevent inadvertent PHI disclosure, this document provides a comprehensive outline of the process to be followed when using Zoom.

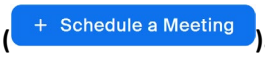
END-TO-END ENCRYPTION FOR HIGH-SECURITY MEETINGS

HIPAA-compliant meetings recommend a feature called **End-to-End Encryption**. This is a privacy method in Zoom that ensures communication between all meeting participants within a session is concealed and known only to the devices of those participants. It also ensures that third parties (including Zoom) do not have access to the meeting's information.

Enabling this setting disables several Zoom features **(full list from Zoom)**, such as:

- cloud recording
- breakout rooms
- 1:1 private chats
- polling

HOW TO SCHEDULE A HIGH-SECURITY SESSION FROM A BROWSER [DEFAULT]

1. Sign in to **https://fau-edu.zoom.us**
2. Click on **Meetings.**
3. Click on **Schedule a Meeting (** 

).
4. Fill in the fields for the **Meeting topic, date/time, duration, etc**.
5. Scroll to **Template** and select **HIPAA.**
6. In the encryption type, select **End-to-end encryption.**
7. Click **Save.**

HOW TO SCHEDULE A HIGH-SECURITY SESSION FROM ZOOM CLIENT

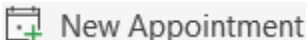
1. Open your Zoom application on your computer.
2. Click on the **Home (** **)** button.
3. Click on the **Schedule (** **)** button.
4. Fill in the fields for the **Meeting topic, date/time, duration, etc.**
5. Scroll to **Template** and select **HIPAA.**
6. In the encryption type, select **End-to-end encryption.**

Continue to page 2

7. **Click Save.**
8. If your Zoom is connected to your Outlook account, a meeting invitation will pop up.
9. Enter the invitees' email address.
10. Click **Send** (

) to invite your attendee.

HOW TO SCHEDULE A HIGH-SECURITY SESSION FROM OUTLOOK

1. Open Outlook.
2. Click on the calendar icon ( ).
3. Click on **New Appointment (** 

).
4. Create the title name, start time, end time, etc.
5. Click **Schedule a meeting (** **).**
6. Change the encryption type to **End-to-end encryption.**
7. Click **Save (**

).
8. Click **Invite Attendees (**

).
9. Add the email address of the attendees.
10. Click **Send (**

) to invite your attendees.

SET UP YOUR PERSONAL MEETING ROOM FOR END-TO-END ENCRYPTION

You can also make your Personal Meeting Room HIPAA compliant by enabling end-to-end encryption for it.

1. Sign in to **https://fau-edu.zoom.us**
2. Click on **Meetings.**
3. Click on **Personal Room.**
4. Edit the meeting settings to your **Personal Room** by clicking **Edit.**
5. Select **End-to-end Encryption.**
6. Click **Save** to save your settings.