INSTRUCTIONAL **TECHNOLOGIES**

Resource Library

FLEXIBLE MEETING SECURITY OPTIONS FOR MEMBERS OF HIPAA-COVERED COMPONENTS

Members of HIPAA-covered components will have higher Zoom security features enabled by default to protect personal health information (PHI). Due to these higher security features, cloud recording, breakout rooms, 1:1 private chat, and polling are all disabled.

However, these members who host a meeting that does not contain PHI have the flexibility to re-enable these features through the process below.

HOW TO SCHEDULE A FLEXIBLE MEETING FROM A BROWSER

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 **Non-PHI**.
6. In the encryption type, select **Enhanced Encryption.**
7. Click **Save.**

HOW TO SCHEDULE A FLEXIBLE 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 **Non-PHI**.
6. In the encryption type, select **Enhanced Encryption.**
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 FLEXIBLE 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 **Enhanced Encryption.**

7. Click **Save (** **).**

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

9. Add the email address of the attendees.

10. Click **Send (** **) to invite your attendees.**