WILLIAM & MARY
INFORMATION TECHNOLOGY

Zoom Best Practices

When possible, we recommend adding any or all of the following settings to your zoom meeting to help secure your online session.

- Adding a password. This can be done via Outlook or the Zoom app by going into settings and checking the box beside the words "Require Meeting Password." Clicking the box generates a 6 digit, numerical password that attendees will put in after clicking the meeting link. Passwords can be added onto already scheduled zoom meetings and will appear within the Outlook invite.

  Meetings/ Schedule A New Meeting/ Require meeting password

  (Screenshot from cwm.zoom.us)   (Screenshot from desktop application)


- Limit screen sharing. Limiting screen sharing reduces the ability of a participant to share inappropriate images to the entire group. By default, the setting is set to allow meetings to share with Host only. This gives the host the sole permission to share content within their meetings by default. If you want to allow participants to have this ability, you can choose the advance meeting settings to allow permissions.

  (Screenshot during the meeting)
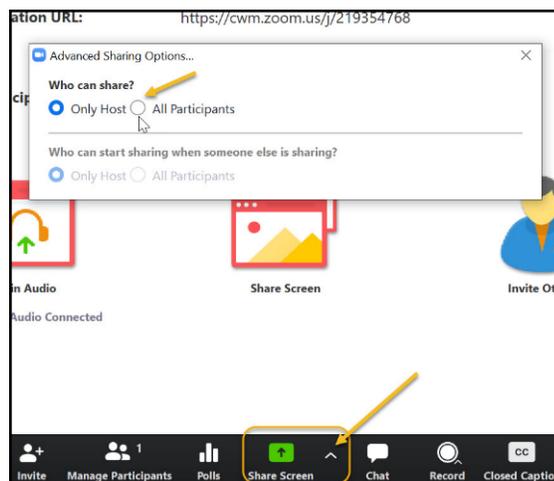
- Limit join before the host. While not always feasible, limiting join before the host is our third recommendation. This limitation keeps unauthorized attendees from shocking arriving attendees with inappropriate images immediately upon joining. Effectively, the meeting would not start until the host was present which would allow for an uninvited attendee to be removed as host privileges would be required. Located under the settings area for your meetings.
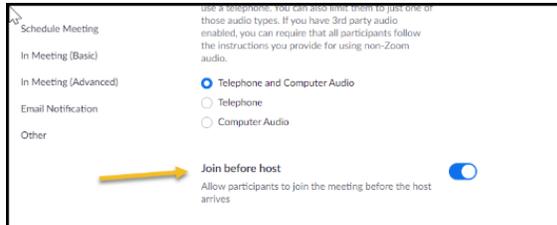
(Screenshot from cwm.zoom.us)   (Screenshot from desktop application)
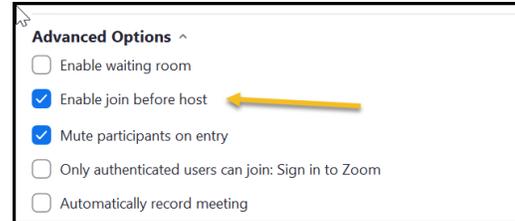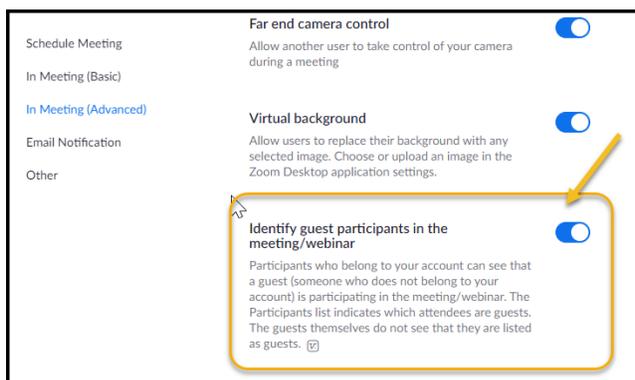

- Lock the meeting. Lastly, we recommend locking meetings once all the expected participants have arrived. Locking a meeting means that no other person (even if they have the meeting link) will be able to join the meeting. This needs to be done within the zoom meting itself. On the bottom of a zoom call, there is a icon titled "Manage participants." Once you click on that, a side panel appears on to the right. At the bottom of that panel a drop down list appears. The last option reads "Lock Meeting." Once this is activated, no other participant may join even if they have the link.

(Screenshot during a meeting)
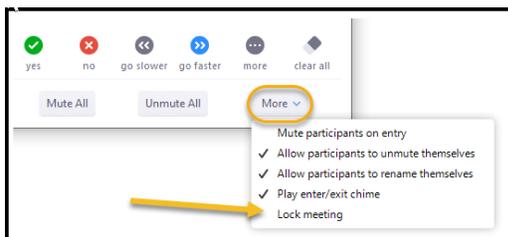
- Identify guest participants in the meeting/webinar. This feature will show guest (someone that does not belong to your account) is participating in the meeting/webinar. The guests themselves do not see that they are listed as guest. This feature can be activated in the settings via cwm.zoom.us.

(Screenshot at cwm.zoom.us)

For more information go to https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/.