Quick Reference

How to Secure Your Zoom Meetings

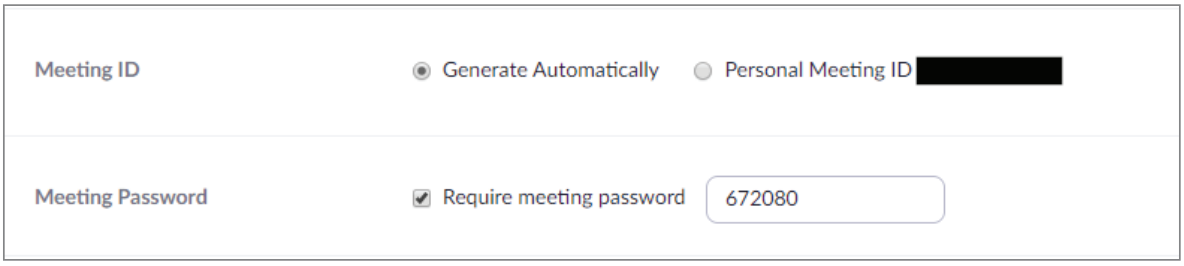
With the significant increase of remote work due to COVID-19, there have been some concerns regarding the security of online meetings hosted in Zoom. This document provides some valuable information on how to ensure the security of your Zoom meetings.

Some of the in-meeting security capabilities that are available to the meeting host include:

- Secure a meeting with end-to-end encryption
- Create waiting rooms for attendees
- Require the host to be present before the meeting starts
- Expel a specific participant or all participants
- Lock a meeting
- Screen share watermarks
- Create audio signatures
- Enable/disable a participant or all participants to record
- Temporarily pause screen-sharing when a new window is opened
- Password-protect a meeting
- Allow only individuals with a given email domain to join

Here are five easy steps to follow to further secure your Zoom meetings:

1. When you set up Zoom, you are given a Personal Meeting ID. This means that as a meeting host you have a dedicated meeting room that never changes. To keep your meetings secure, generate a random meeting ID each time. To do so, go to your Zoom Web Settings and select **Schedule a Meeting**:



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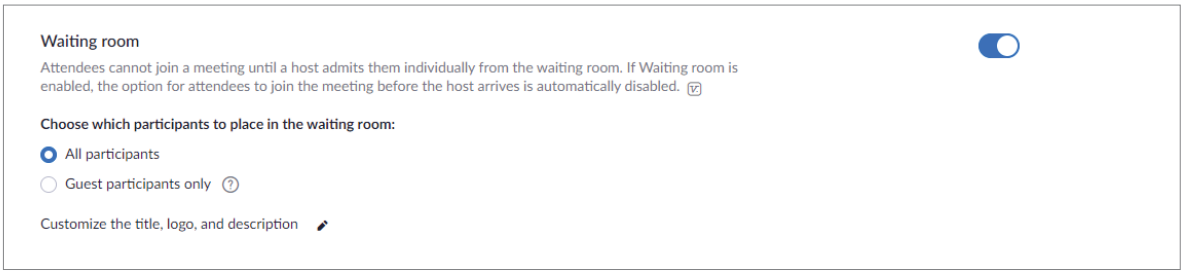
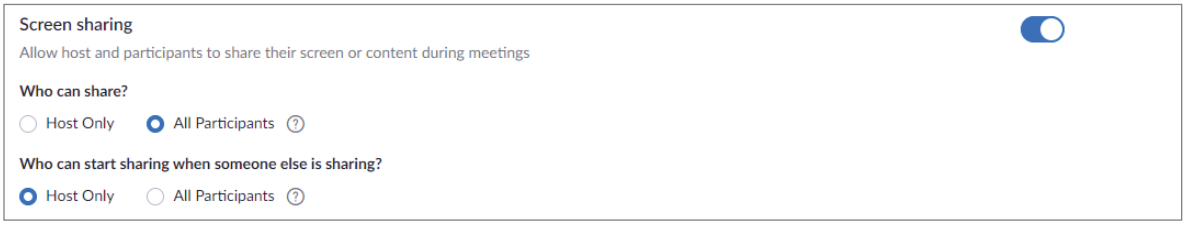
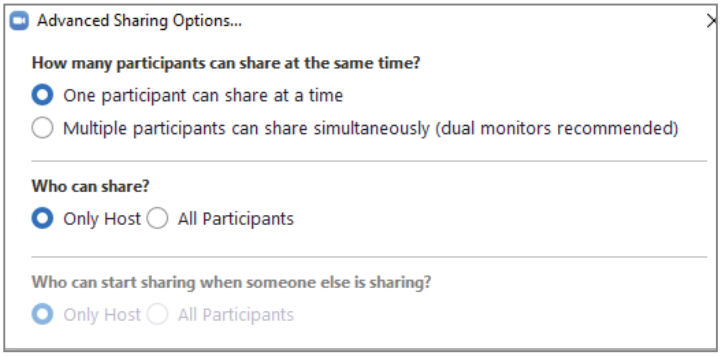
2. You can then enable the **Waiting Room** option for your meeting, which provides a holding area and the ability to customize a message with guidelines on who is allowed to join. Under **Settings**, select **In Meeting (Advanced)** then **Waiting Room**.



3. You can select who is allowed to share their screen during the meeting. In **Web Settings**, go to In **Meeting (Basic)** and lock the **Screen Sharing** as a default option.

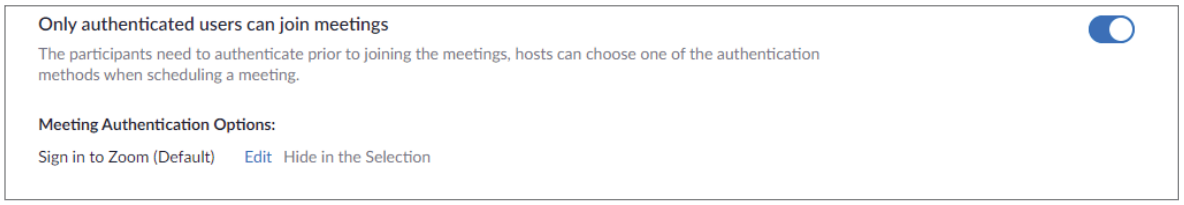


While in the meeting, click on **Share Screen**, click **Advanced Options,** and then select **Only Host** can share.

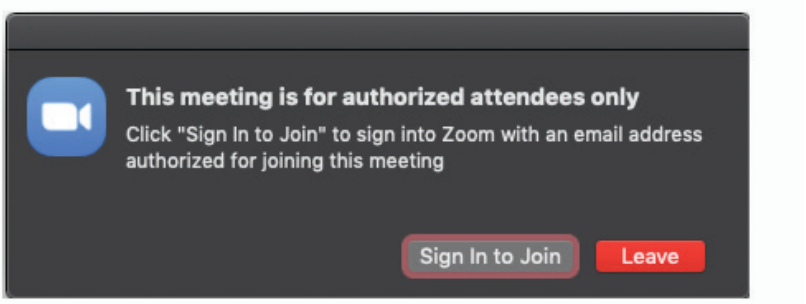


4. Unless there is a very specific reason, you can disable file sharing. Go to **Settings**, click In **Meeting (Basic),** then disable **File Transfer**.

5. You can also strictly control who joins the meetings (i.e., if they are not on the list, they cannot get in). Go to **Web Settings**, click **Schedule Meeting**, and then enable **Only Authenticated Users Can Join Meetings**. Even if someone finds the meeting links and password, they still need to be logged in to Zoom. You can also lock down further by requiring them to be in a specific domain.



If they are not logged into Zoom, this is what they see:



If they are logged in with the wrong email domain, this is what they see: