Securing your Zoom

By default, a Zoom users settings are set to make it as easy as possible for everyone to start or join a meeting. This is great for usability but can be problematic if you are running a confidential meeting. That is why we want to provide you the tools that will allow you to run a well-controlled confidential meeting.

Accessing your Zoom Settings

Recommended settings for a secure meeting

Password protect your meeting

Securing your meeting in progress

Zoom features worth knowing

Accessing your Zoom Settings

Begin by customizing your schedule settings by either

1. Launch the browser of your choice, chrome, firefox, safari, etc...then type
brown.zoom.us

-or-

2. Using the Zoom client, click on the settings gear and when setting menu open select **Enable Advanced Features** at the bottom of the screen (it will open brown.zoom.us)
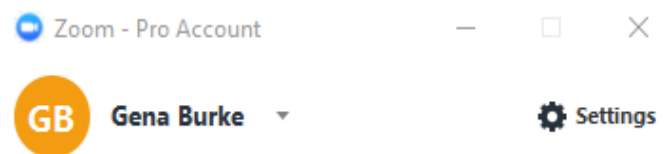
Once you are in your account, on the left hand side, select the **My Meeting Settings**.
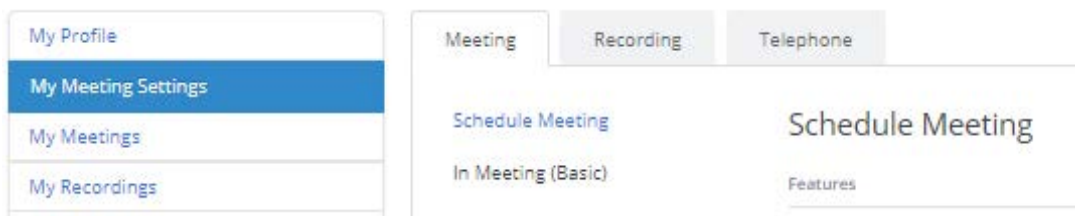
Here you can customize your Zoom meetings in a variety of ways.

Recommended settings for a secure meeting

Under the **Meetings Tab** scroll down to the header titled **In Meeting (Basic).**

There you will see an option called, **Play sound when participants join or leave**.   This function ensures you that sound is played identifying a person has joined your meeting. Leaving it off, may allow someone to join your Zoom without your knowledge if you are not actively monitoring the participant window.

Enable this option by sliding the button from gray to blue. Once enabled additional options will appear, select the best suited for the meeting.

Play sound when participants join or leave
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- ● Heard by host and all attendees
- ○ Heard by host only

When each participant joins by telephone
☐ Record and play their own voice

Another setting to enable under the In Meeting (Basic) section is **Allow host to put attendee on hold.** This allows hosts to temporarily remove an attendee from the meeting and place them in a waiting room. The host or co-host will control this feature during the Zoom meeting via the participant's panel. The attendee on hold will see a notification saying ***"Please wait, the meeting host will let you in soon."*** This feature works well for interviews and office hours.

Allow host to put attendee on hold
Allow hosts to temporarily remove an attendee from the meeting.

My Profile		Upcoming Meetings
My Meeting Settings		
My Meetings		Schedule a New Meeting

Password protect your meeting

Besides securing your meeting by customizing settings, you can also limit the access to your zoom meeting by requiring a password for your scheduled Zoom. To require a password for a meeting start by go to the **My Meetings** tab and select **Schedule a New Meeting**

The schedule meeting form will open. You will fill in the options as normal. When you get to the Meeting options category select Require a meeting password as shown below.

Meeting Options

☑ Require meeting password

☑ Enable join before host

☐ Mute participants upon entry Supported versions

☐ Use Personal Meeting ID 401-863-2094

☐ Record the meeting automatically

When you have finished filling out the form. Hit save. The meeting has now been created and the invitation includes the password. To increase the security, you can enable virtu on the email invite. To learn more about virtru see this article.

Securing your meeting in progress

Besides customizing your setting in advance, you can increase the security of your meeting by enabling the following features on the fly.

View who is participating in your meeting
When entering your meeting the participant panel is not exposed. To manage who is coming and going, simply click on the word participant, this will open the participant panel. To open the panel, click on the **Manage Participant** icon located in the menu bar at the bottom of screen.
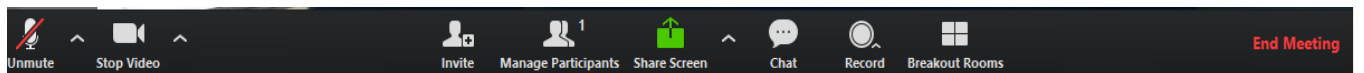

Renaming participants

If a participant comes up as a phone number instead of a name, a host or co-host has the ability to change the name via the participant panel. This will clearly identify them to all meeting participants. To change the name via the participant panel, hover over the line where the number is listed. A blue button titled **more** will appear, select it to get the **rename** option shown
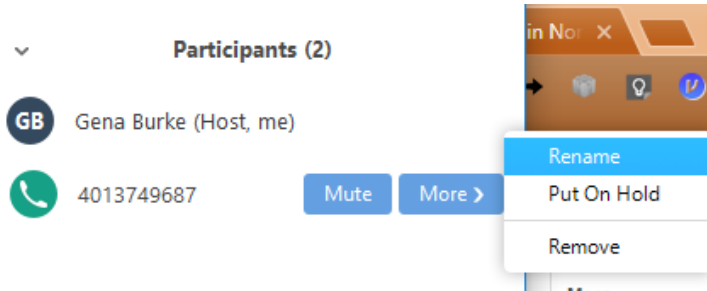
below.

Lock your meeting
From the participant panel you can lock your meeting. This is ideal for Zoom user who repeatedly use their personal meetings id url to invite their attendees. To enable this feature, select the more button found at the bottom of the participant panel window. A new menu will open with the Lock Meeting option. Please note, once you lock the meeting people who try to enter the meeting will be notified the lock is on. The host will not know who is trying to enter the room. In some cases, putting a user on hold makes more sense.
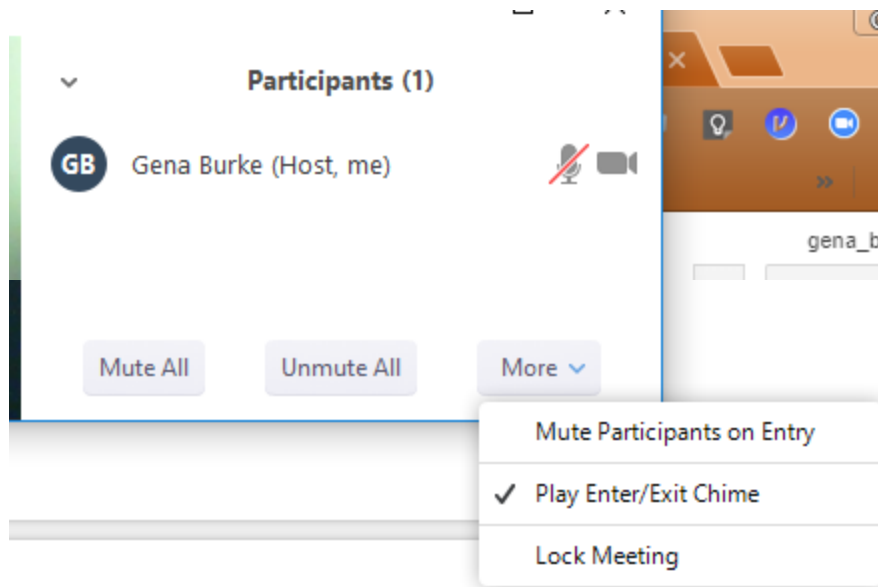
Zoom features worth knowing

There are many other features that you can enable to have a more secure and controlled meeting but diminish the ease of use for your Zoom meeting. It is for that reason these features are not listed above.

Audio Type
Zoom defaults to allow users to use both Telephone and Computer Audio. In some cases, you may want to have your participants only use one type audio like the phone or a 3rd party bridgeline instead. For instance, if you change your default to allow users to only connect via telephone and combine it with the **Generate and require password for participants joining by phone** option, you have a greatly increased the security of your call.

Chat
By default participants can send chats that will be visible to all participants and are also able to chat privately amongst each other.   These features can be updated in the **My Meeting Settings** under the **In Meeting Basic** section

Screen Sharing
By default screen sharing is setup to allow all attending the meeting be able to share their screen. Change this by going into your **My Meeting Settings and** under the **In Meeting (Advanced)** section turn switch off.