Zoom Security Settings & User Responsibility

Use of Zoom worldwide has grown significantly in the recent past. With such rapid growth, experts all over the world looked at the system's security and privacy aspects. Zoom in its response has implemented security and some settings which requires action from users.

Hence, ICT recommends all FNU Zoom users to implement the below recommendations immediately.

1. Update the Zoom software

It is important that we use the latest version of the Zoom software as it comes with latest security patches and bug fixes, for more details please refer to the technical release notes

- Windows & Mac Update - Sign in to Zoom and click on the profile picture/you Initials if no profile picture is uploaded. Click on "Check for Updates" and update the software.
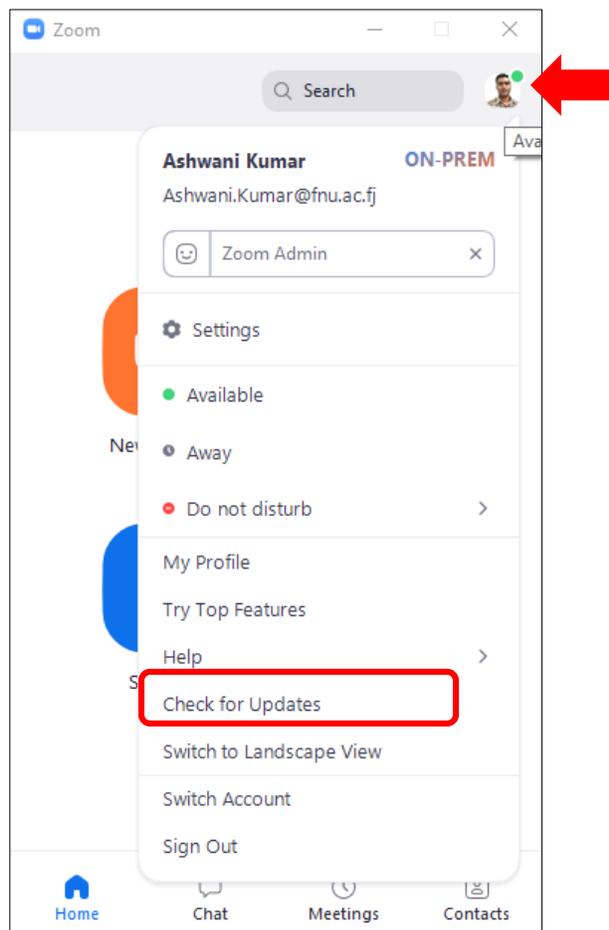
Once updated, the below message will be shown:
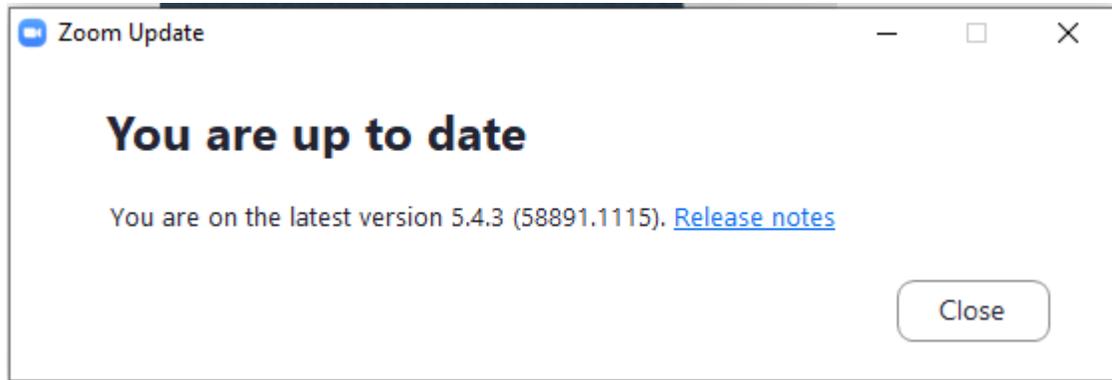
iOS Update - visit the App Store and search for ZOOM Cloud Meetings. Click on Update. If App is up to date, "Open" would be shown instead of Update.

Android Update – Visit the Play Store and Search for ZOOM Cloud Meetings. Click on Update. If the App is up to date, "Open" will be Shown instead of Update.
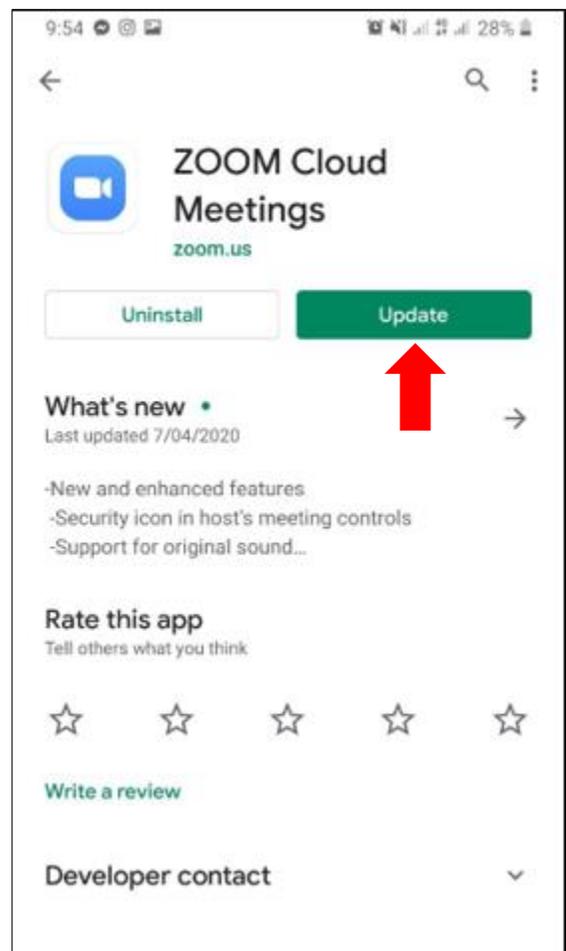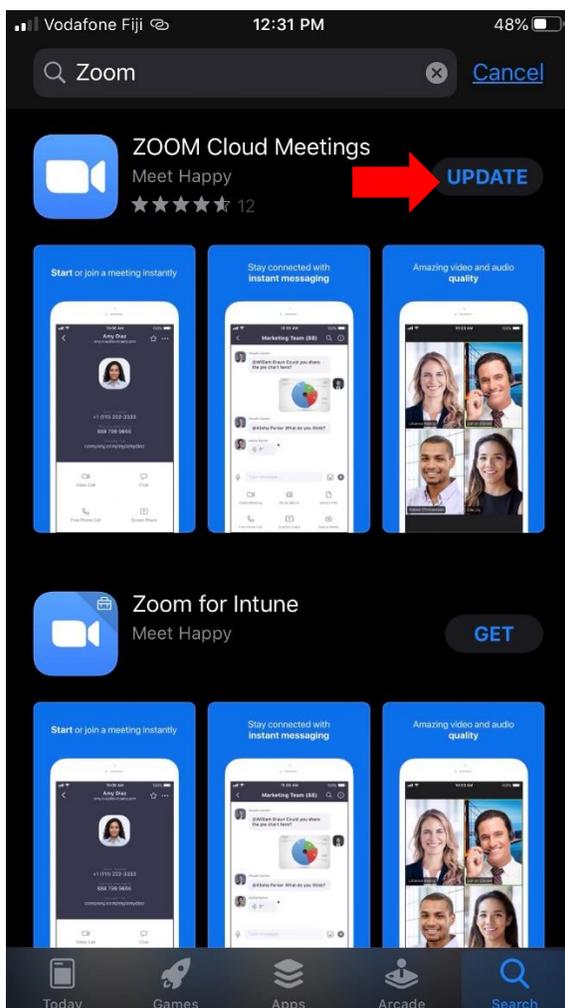
New Host Features and Responsibility

1. ## Do Not Share Meeting Links Publicly

   Use FNU email address to send the meeting invite. Avoid posting your Zoom meeting links on public websites, social media, or other public forums.

2. ## Always select "Generate Automatically" when scheduling a Zoom session for Online Classes or Meetings.

   The meeting ID is now increased from 9 to 11 digits.

3. ## Lock the Meeting

   As the Host, you can Lock your meeting to stop unwanted people from joining your Zoom meeting. Click on Security tab and click on Lock Meeting.
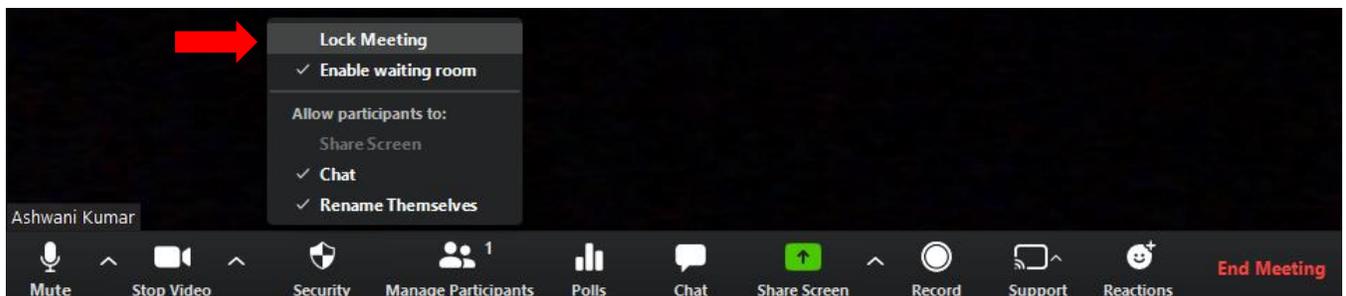
   The below message will be displayed:
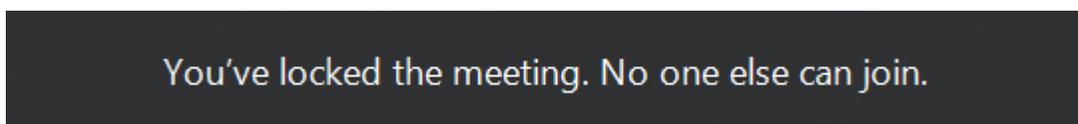
   Note; If anyone of your attendee disconnects during the meeting, you will need to unlock the meeting for the attendee to re-join.

4. Suspend Participant Activities

Zoom's latest release includes a "Suspend Participant Activities" feature, enabling a meeting host to quickly stop Zoombombing from continuing when it has started.
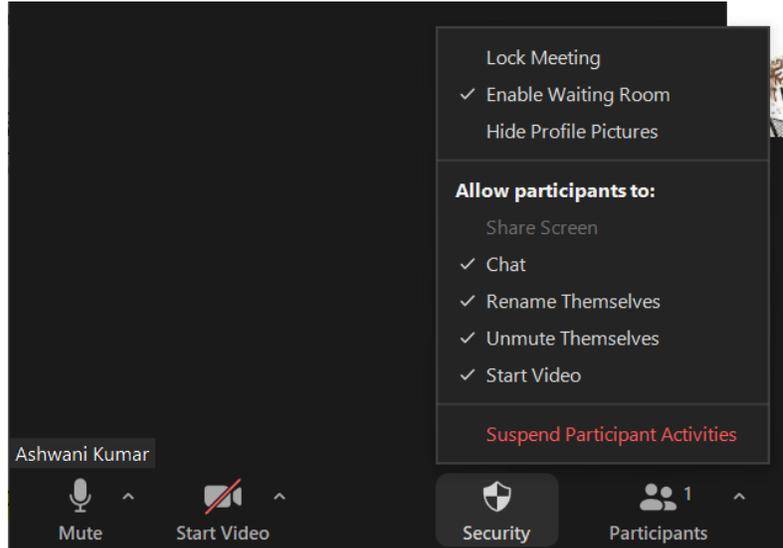
The below Host features are enabled as default

5. Require Meeting Password

People with the meeting invite link will be able to join the meeting as the link is embedded with the password (however password is encrypted).
Sample:
https://fijinationaluniversity.zoom.us/j/96793149135?pwd=dUdHamZhamlTVk42UWsyUmhweVBtUT09
However, if anyone tries to join your meeting with the Meeting ID only (11 digits highlighted in yellow above), they will be prompted to enter a password. The Host can provide the password. The host can either Start an Instant Meeting or Schedule a Zoom Meeting. Refer to each of the guides to view how the Host or person initiating the meeting can see and provide the password.

1. Click on the Guide to Start an Instant Zoom Meeting
2. Click on the Guide to Schedule a Zoom Meeting

6. Waiting room

The host will need to manually "**Admit**" or "**Remove**" people joining the meeting. Participants will **not** automatically join/enter in your meeting after clicking on the meeting invite link or entering in the Meeting ID.
Video - Waiting room explained

The Host will be alerted as participants join the meeting. Host can click on **Admit** and let the attendee join the meeting or can click on **See waiting room** to view all participants in the waiting room. The Host can Admit all from the Waiting Room.
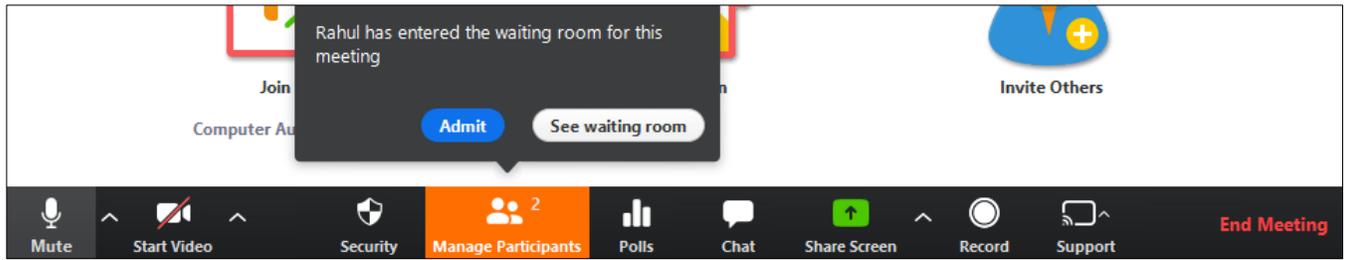
7. Screen Share

Only the Host can share content in a meeting.

Alternatively, the host can make another participant a co-host through the Participants window. Click on Manage Participants.
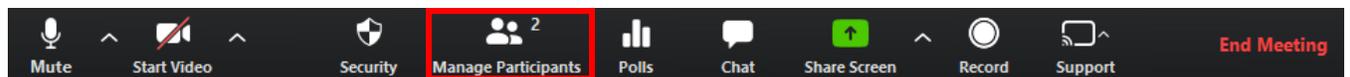
Hover over the name of the participant who is going to be a co-host, and choose More. Click Make Co-Host. **The Co-Host can also share screen**. Follow the same steps to Withdraw the Co-Host Permission.
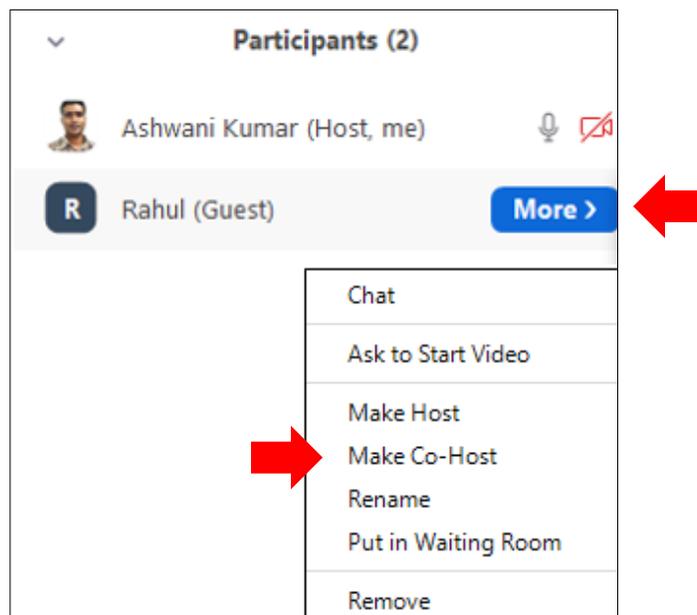
Changes for Meeting Participants/Attendees

1. Attendees will be prompted for password if joining a meeting with a Meeting ID only. The Host can provide you with the password. The below notification will be displayed.
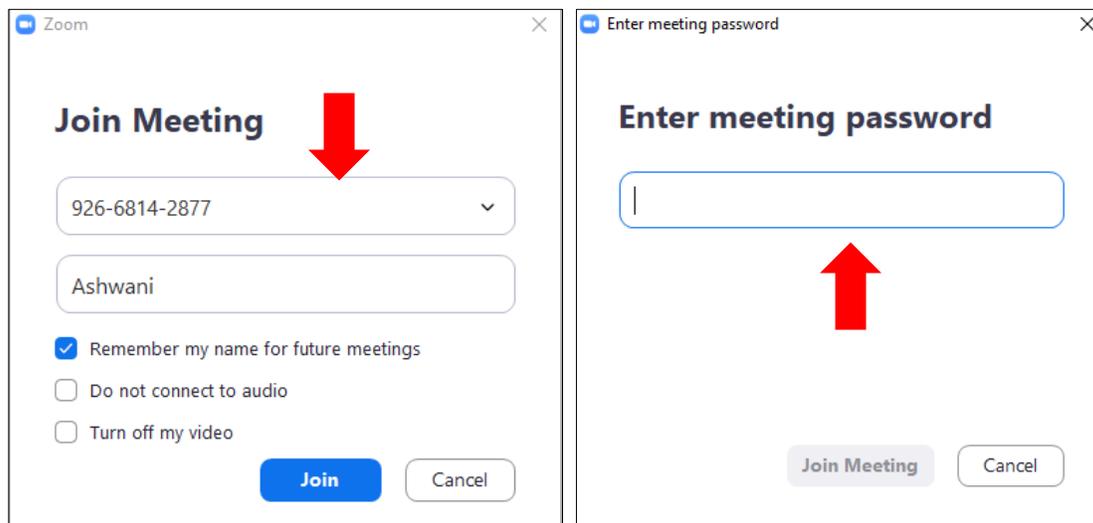
2. Since **Waiting Room is enabled by default**, anyone joining a Zoom Meeting will be placed inside a virtual waiting room. The Host will manually either Admit or Remove you from the meeting. The below notification screen will be shown. Video - Waiting room explained
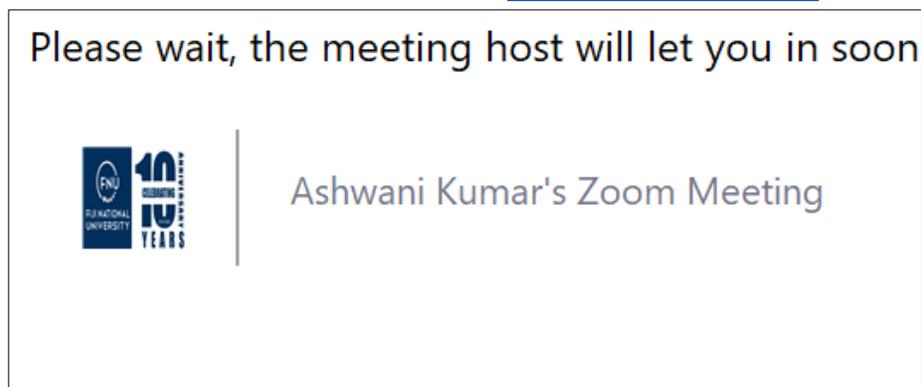
3. **By default, attendees are restricted to Share screen.**
   The Host/person initiating the meeting will only have the Screen Share privilege. Attendees are required to send their content to the Host before the meeting.
   Alternatively, the Host can make another participant a co-host which will allow that person to share screen/content

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