



## Zoom Security Recommendations

### Zoom Security

Securing your Zoom meetings is important to prevent unauthorized access to your meetings as well as to prevent unwanted visitors from “Zoombombing.”

### Securing your Zoom Meeting in Settings:

The image shows a screenshot of the Zoom meeting settings interface with six numbered annotations:

- 1** Never publicly share invite links, meeting IDs or passcodes (points to the Meeting ID section)
- 2** Always use a passcode to protect your meeting (points to the Passcode field)
- 3** Enable the waiting room (points to the Waiting Room checkbox)
- 4** Do not use your personal Meeting ID to host meetings (points to the Personal Meeting ID radio button)
- 5** Use registration (points to the registration required checkbox)
- 6** Allow only authenticated Providence College users (points to the authentication name field)

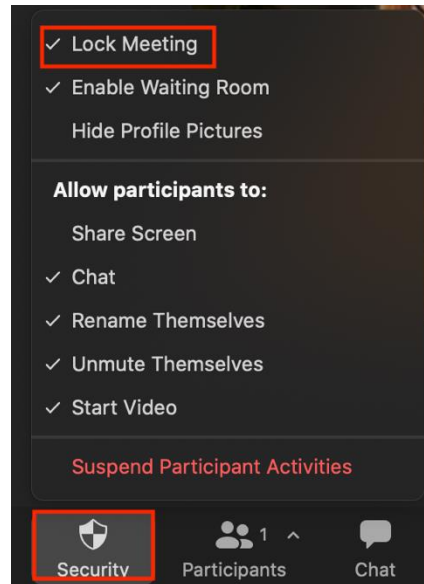
The settings shown are:

- registration:  required
- Meeting ID:  Generate Automatically  Personal Meeting ID 364 926 2166
- Security:  Passcode 100148  
Only users who have the invite link or passcode can join the meeting
- Waiting Room  
Only users admitted by the host can join the meeting
- Require authentication to join  
Providence College

**Allow only authenticated Providence College users**

## Securing your Zoom Session During Meeting:

You can use the “Security” button in the Zoom meeting to Lock the Meeting once everyone has joined. You can able disable the Waiting Room.

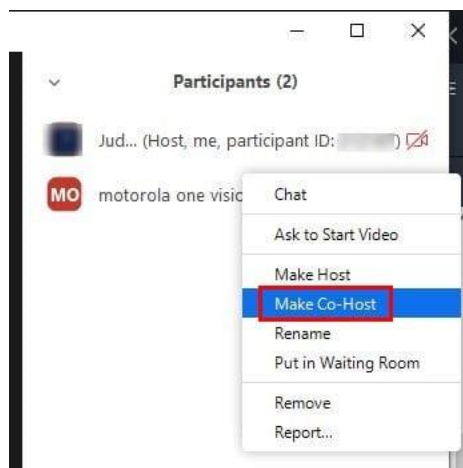


## Security for Large Zoom Meetings:

When hosting a large Zoom meeting with numerous participants, you may want to utilize additional security features. Following these protocols you can create a Zoom meeting that functions much like a webinar.

### 1. Use Co-Hosts to moderate the Zoom Session

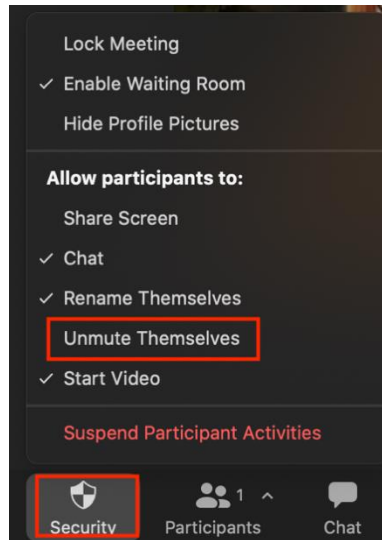
By giving a colleague co-host permissions they can monitor the waiting room for you or remove any distracting participants. This can allow you to focus on your presentation instead of trying to monitor participants.



## 2. Disable Unmuting for Participants

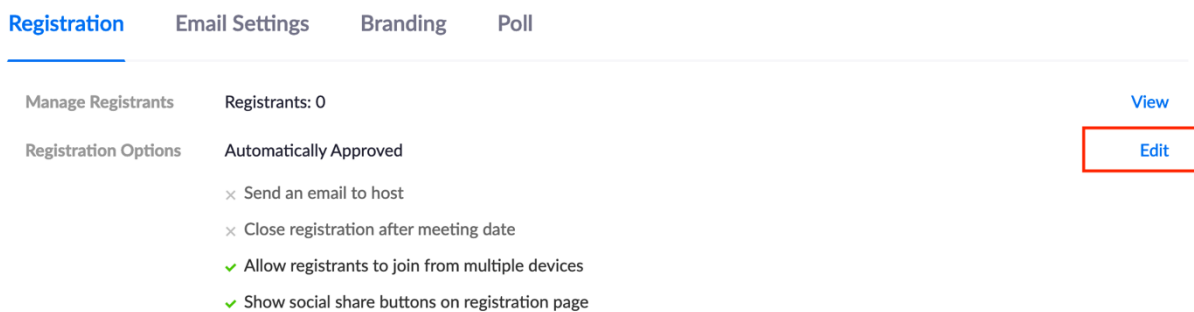
From the in-meeting security settings, you can disable the participant’s ability to unmute themselves while you are presenting. Participants could then “raise their hands” using Zoom reactions so that you could manually unmute them during Q&A periods.

Note that you can also toggle chat on and off in this manner, as well as participant video.



## 3. Manually Approve Registration

Once you have created the meeting, if you open that meeting up and scroll to the bottom you will see a “Registration tab” where you can edit the registration settings. This can allow you to configure “Manual Registration” which means all participants must be pre-approved by the host before receiving the meeting information.



# Registration



**Registration**

Questions

Custom Questions

## Approval

Automatically Approve

Registrants will automatically receive information on how to join the meeting.

Manually Approve

The organizer must approve registrants before they receive information on how to join the meeting.

## Notification

Send an email to host when someone registers

## Other options

Close registration after event date

Allow attendees to join from multiple devices

Show social share buttons on registration page

Save All

Cancel