

Securing Zoom Meetings - Tips for a Safe and Secure Meeting

As a majority of organizations around the world have moved to working virtually, there have been a massive increase in attacks on Zoom, often referred to as "**Zoom bombing**". The FBI posted an article titled, "**FBI Warns of Teleconferencing and Online Classroom Hijacking During COVID-19 Pandemic**", to warn Zoom users of these types of attacks. When scheduling a Zoom meeting, refer to these security tips to ensure you control who attends a meeting and the actions attendees can perform.

Be Careful when Sharing the Link to the Meeting

Do not share a link to a meeting on an unrestricted publicly available social media post. Provide the link directly to specific people.

Use a Unique Meeting ID for Important Meetings

Avoid hosting large meetings or 'public' events using your Personal Meeting ID (PMI). Your PMI is basically one continuous meeting and you don't want trolls invading your personal virtual space. Instead, Zoom suggests using [random meeting IDs](#) for your large meetings.

Set a Meeting Password

While scheduling a meeting, under Meeting Options, check Require Meeting Password. Participants will be asked for this password in order to join your meeting.

Disable "Join Before Host"

The "Enable join before host" is found in the Meeting Options section while scheduling a meeting on the webpage, or in the Advanced Options if scheduling via the Zoom application. Leave this option turned OFF. For more information on "Join Before Host" see this [help page](#). When "Join Before Host" is turned off participants can join the meeting once the host is present, not before. If you are scheduling a meeting for someone else, and will not be joining the meeting, you should make sure to set a strong meeting password so only users who know the password can join the meeting. If you can start the meeting, you can designate a co-host once the meeting has started and then leave the meeting. For information on co-host controls, see this [help page](#).

Enable Waiting Rooms

Zoom recommends enabling "Waiting Rooms" to secure your meetings. When this feature is enabled, attendees are not joined automatically to the meeting, but stay in a virtual "waiting room" until the host admits them. Meeting hosts can customize the Waiting Room settings to gain further control over which participants join a specific meeting and when.

For more information about using waiting rooms and how to admit participants from a waiting room, read [Securing Your Zoom Meetings by Using Waiting Rooms](#).

Become Familiar with the Manage Participants Features of Zoom

Familiarize yourself with the features in the "Manage Participants" control at the bottom center of your Zoom meeting screen. Using the Manage Participants controls, you are able to

Lock your Meeting: once all participants have joined, select "Lock Meeting" at the bottom of the Manage Participants screen. You will not be alerted if a missing participant attempts to join meeting after it is locked, so make sure all your participants have joined before locking the meeting.

Remove Unwanted Attendee: Select "Manage Participants" at the bottom of the Zoom window. Find the participant you wish to remove and select "More" beside their name. Select "Remove" from the menu that appears.

Other features you may wish to disable are the ability to share content, the ability to Chat privately and the ability for removed participants to rejoin. For more information, please watch the videos [Manage Participants](#) and [Meeting Controls](#).