

Securing Your Zoom Meeting

When hosting a Zoom call, you need to set up your meeting, often in advance, using the right settings and features:

1. Use a Unique ID for Large or Public Zoom Calls
2. Require a Meeting Password
3. Create a Waiting Room - When enabled, anyone who joins the meeting will be placed into a waiting room where they will be shown a message stating "Please wait, the meeting host will let you in soon." The meeting host will then be alerted when anyone joins the meeting and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar.
4. Make Sure Only the Hosts Can Share Their Screen
5. Create an Invite-Only Meeting
6. Disable Participant Screen Sharing - If applicable, disable so only the meeting host can share a screen.
7. Lock Your Meeting - no new participants can join, even if they have the meeting ID and password.
8. Never publicly post a link to your meeting.
9. Be on the lookout for Zoom-themed malware and adware installers that pretend to be Zoom client installers.