How to secure your Zoom sessions

1. Make sure you are running the latest version of the Zoom client application

Make sure you are running the latest version of the Zoom client software by frequently checking for updates and installing them. To check for updates, click on the icon on the top right of the Zoom application that shows either your initials or your photo and then click on "**Check for updates**". If an update is available, install the update immediately.

2. Keep the Zoom meeting information private

The most important step you can take to secure your Zoom session is not to make the details public by posting the information on a website or social media. Uninvited and unwanted guests can join your meeting and listen in on discussions, capture screenshots of content, and even disrupt the meeting by displaying unwanted video, audio, or shared content. You have to make sure only those that you intend to participate get the meeting information. For example, posting the meeting information on Brightspace will limit access to only those enrolled in the Brightspace course.

3. Allow screen sharing by host only

By default, only the host is allowed to share screen to show content. To make sure, click on the arrow next to the green share button and make sure the "**Only Host**" option is selected under "**Who can share?**"
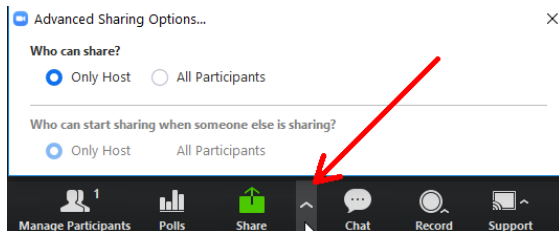

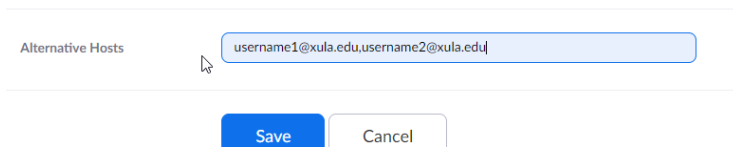**4. Identify all the participants in your meeting**

If this is a meeting where confidential or sensitive information is to be discussed, identify all the participants. Clicking on the "**Manage Participants**" to see a list of all participants.

5. Disable the Join Before Host option

The join before host option has now been disabled system-wide as a step to increase the security of our Zoom meetings. The Join Before Host option allowed participants to join the meeting before the host started it. Disabling this option prevents anyone from starting the meeting without the host being present first. Participants will see a window similar to the one shown below.
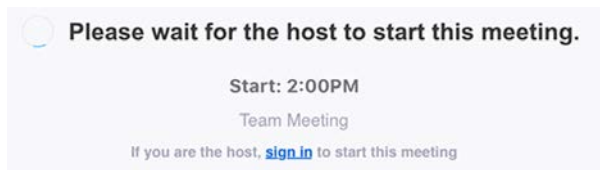
If you would like others to have the ability to start the Zoom meeting without you, you can add them as "**Alternative hosts**". This option is found at the bottom of the Zoom meeting setup screen as shown below.

The alternative host option allows you to schedule meetings and designate another XULA user who has an active Zoom account to start the meeting without you. Use commas to separate the email addresses if you are adding multiple alternative hosts. Those designated as alternative hosts will receive an email notifying them that they've been added as alternative hosts, with a link to start the meeting.

6. Set a meeting password

If this is a meeting where confidential or sensitive information is to be discussed, it is a good idea to set a strong meeting password that participants will need to provide before they can join.

**7. Lock your meeting once everyone has arrived**

If this is a meeting where confidential or sensitive information is to be discussed, you can lock the meeting so that no one else joins the meeting after all the participants have arrived. Click on the "**Manage Participants**" button and at the bottom of the list, click on the "**More**" button and select "**Lock Meeting**" as shown below.
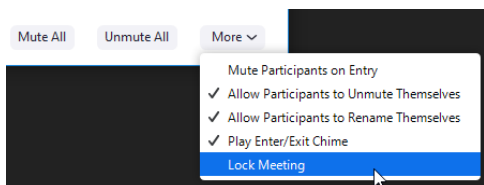
The host will **not** be notified if another person tries to join the meeting after the meeting is locked.

8. Remove a participant from a meeting

The host can remove any participant from a meeting. Click on the "**Manage Participants**" button at the bottom of the Zoom application window. Hover your mouse over the participant and click on the blue "**More**" button then select "**Remove**" as shown below.
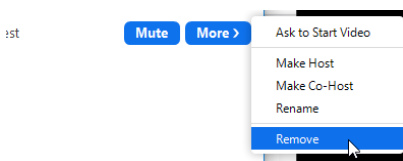

Click on the "**Ok**" button to complete the process. Anyone removed from a meeting can't rejoin.

9. Enable the Waiting Room feature

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. This feature has to be enabled while a meeting is being scheduled. Under the "**Meeting Options**" section, make sure the "**Enable waiting room**" option is selected as shown below.
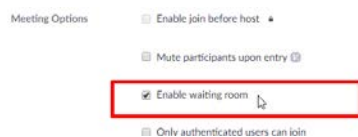
During the meeting, the host will get a notification that a participant is waiting. The host can choose to allow participants to enter individually or allow all those waiting to enter at once by selecting the "**Admit All**" link.
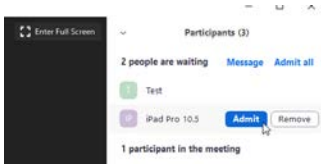

10. Allow only authenticated users to join

You can choose to force users to login to their Zoom accounts before they can join your session. In the **Meetings Options** section, make sure the "**Only authenticated users can join**" option is checked.
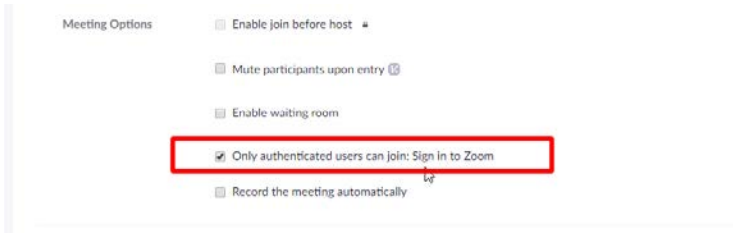
This will prevent anonymous users from joining the session.

Attendees attempting to join the session will see a message stating "**This meeting is for authorized attendees only**". Attendees will need to click on the "**Sign in to Join**" button. On the "**Sign In**" prompt, they will click on the "**Sign In with SSO**" option as shown below (left side). To make sure they are not prompted to log in every time they connect they can make sure the "**Keep me signed in**" option is checked if the computer they are using is not a shared public computer.
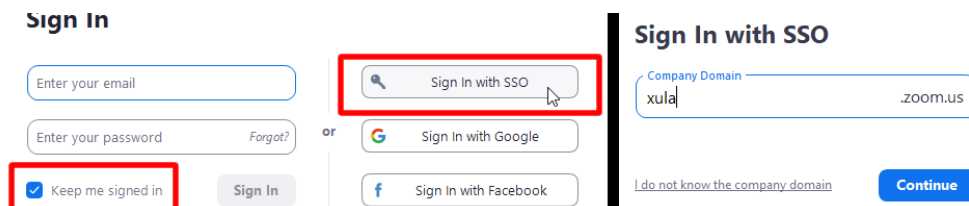
On the **Sign in with SSO** window, type in "**xula**" as the **Company Domain** as shown above (right side) and click on the "**Continue**" button. This will direct users to the familiar XULA single sign-on authentication page. After a successfully authentication, they will be able to join the session.

Additional Resources

Based on the feedback Zoom has received from the education community, they have put together a blog post that to highlights some best practices for securing your Zoom meetings.

https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/

To learn more about managing participants, go to the following Zoom support resource page that covers this topic in detail.

https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting