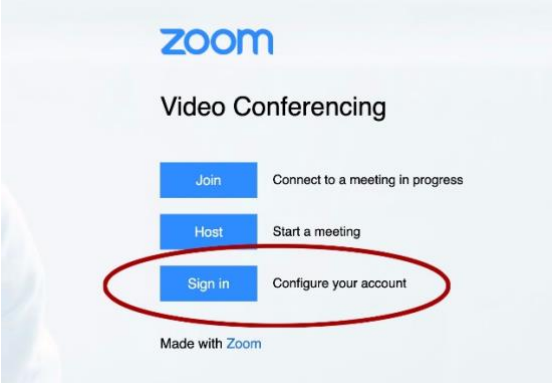
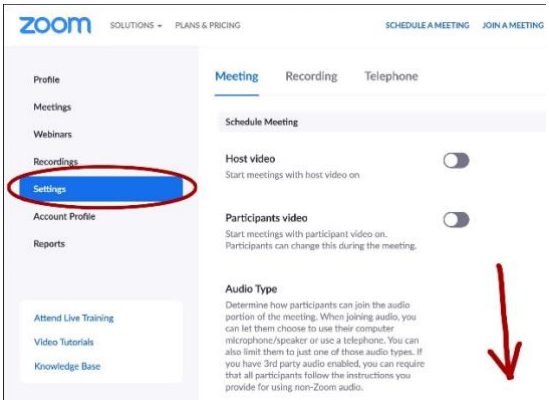
How to Secure Your Zoom Meeting

Where to find your Zoom security settings

1. In a Web browser, go to Montgomerycollege.zoom.com
2. Click **Sign In.**



3. Login with your MyMC UserName and password (if prompted).
4. In the Zoom interface, click **Settings** at left. Scroll down this page to see a host of powerful security features which are discussed in detail on this page.



Require a password for all meetings

Requiring a password to join any meeting or session is strongly recommended. Generate a random Meeting ID when scheduling your meeting and require a password to join.

See Meeting and Webinar Passwords

- **Note:** By default, passwords are required for all meetings hosted from your Personal Meeting ID. It is strongly recommended that you keep these default settings in order to best ensure your privacy while using your Personal Meeting ID.

Do not announce your meeting publicly (e.g. posting on a publicly available webpage)

Only communicate your meeting information through secure channels, e.g. Blackboard, direct email to participants, etc. Even with a password, if the meeting information is public, attackers or unwanted attendees can gain access to your meeting.

Protect your Personal Meeting ID - Avoid using your Personal Meeting ID in meeting links

When you schedule a meeting, a Meeting ID link is generated. If you are going to share your Meeting ID link (especially on social media), we strongly recommend using the default "Generate Automatically" option, which creates a random link to your meeting. If you switch to the "Personal Meeting ID" option, anyone seeing that link can take note of it and use it to pop in and out of your meetings at any time in the future.
See Scheduling Meetings

If you use your Personal Meeting ID, require a password

We recommend always requiring a password for meetings hosted using your Personal Meeting ID. This is the default setting. Alternately, you can generate a new Meeting ID for each meeting, and send it only to those you wish to participate.

Restrict screen sharing

By default, MC has locked the screen share option for all participants. To allow a participant to share their screen, the host must make the participant a Co-Host during the meeting.

Make a participant Co-Host during the meeting

In the meeting, the host hovers over the user's video, clicks on the three dots, and chooses Make Co-Host. For more information, **Zoom Co-Host Options** job aide.

The Co-Host can then share their screen:

1. At the bottom of the meeting window, click the **Share Screen** button
2. In the popup window, select the screen that you want to share.

Once the co-host is done presenting, the host can remove the co-host permission. If the participant has not stopped sharing, the host can share their screen and that will force the participant to stop sharing. F

See Managing Participants in a Meeting

Do not click untrusted links in the chat window

Just as with any email, avoid clicking links in the chat window unless you know explicitly what they are and who is providing them. Malicious links could lead to your device or account being compromised and personal information stolen.

Enable the Waiting Room feature

The Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them.

Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see when they hit the Waiting Room, so they know they are in the right spot. This message is really a great spot to post any rules/guidelines for your meeting, like whom it is intended for.

See Waiting Room instructions.

More web security settings

The Zoom web portal has many great features to help secure your Zoom meeting and host with confidence:

- **Lock the meeting** - When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click **Participants** at the bottom of your Zoom window. In the pop-up, click the button that says **Lock Meeting**.

  See Host and Co-Host Controls in a Meeting (VIDEO)

- **Allow removed participants to rejoin -** When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you boot the wrong person.

  See Allowing Removed Participants or Panelists to Rejoin

- **Put people on hold -** You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.

  See Enable Attendee On Hold for Your Meetings

- **Disable video -** Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.

  See Managing Participants in a Meeting

- **Mute participants** - Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable **Mute Upon Entry** in your settings to reduce clamor in large meetings.

  See Mute All and Unmute All

- **Turn off file transfer -** In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited content.

  See In-Meeting File Transfer

- **Turn off annotation** - You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

  See Using Annotation Tools on a Shared Screen or Whiteboard

- **Disable private chat** - Zoom has an in-meeting chat for everyone, or participants can message each other privately. You are able to restrict participants' ability to chat amongst one another

while your meeting. Doing this will also prevent anyone from getting unwanted messages during the meeting.

See Controlling and Disabling in-Meeting Chat

- If you have multiple Zoom accounts (personal and MC account) remember to **SignOut** of your personal account before you log in to your Montgomery College account. The MC Zoom website is: montgomerycollege.zoom.com. This ensures better performance, and allow you to take advantage of the above security settings. For more information see the **Multiple Zoom Accounts** job aide.

If you need additional assistance, please contact the IT Service Desk at: ITServicedesk@montgomerycollege.edu or (240) 567-7222.