

Zoom Security & Features Guide



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Additional Training: <https://zoom.us/docs/en-us/privacy-and-security.html>

Note: Images shown were taken using Windows 10 & MacOS Catalina. Images may vary from what is shown.

USA Swimming Recommended Guidelines

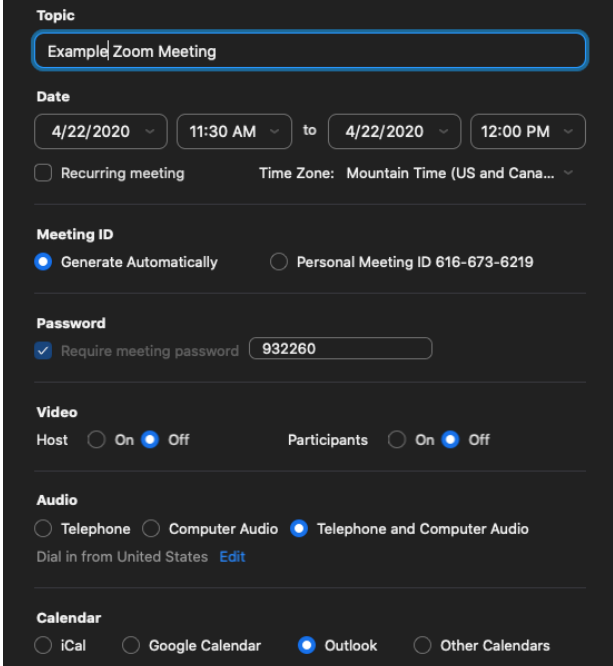
(please go to page 3 for details on modifying these settings)

- Do not make meeting information public
 - o Avoid posting meeting information in spaces such as Facebook, Twitter, or any other social media
- Enable the waiting room
 - o This allows hosts to limit the entry into the meeting
- Require a password if using Personal Meeting ID
- Manage screensharing options
 - o Limit screensharing to host-only
- Require a password for joining by phone
- Disallow File Transfers from occurring in the chat
- Disable desktop/screen share for users
- Do not enable the “join before host” option
 - o This will ensure no one joins your meeting before you
- Keep your Zoom client up to date
 - o A banner may appear in the client with the message “A new version is available! Update”
 - o Clicking on “Update” will initiate the update
 - o A pop-up may also open with information of an update being available
 - o A user may also check for updates by clicking on their picture icon and selecting “Check for Updates”

Zoom Client Settings

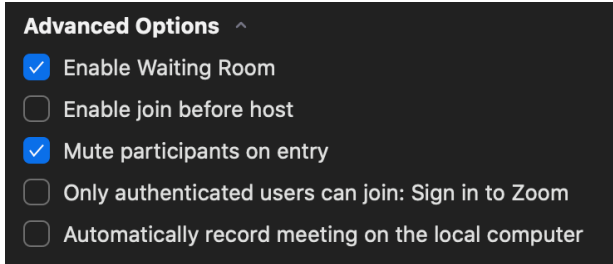
These settings are available when scheduling a meeting through the Zoom Client on both Windows PCs and MacOS devices.

- When scheduling a meeting from within the client, the standard options are shown in the image.
- It is recommended to use the “Generate Automatically” option for Meeting ID. Only use the Personal Meeting ID for recurring meetings with known individuals.
- A Meeting Password is automatically required for meetings. This password is automatically generated by Zoom. This password is required to enter meetings but will only need to be entered manually by anyone attempting to access the meeting by means other than the Meeting Invitation link.
 - o Note: A meeting password is highly recommended, but not required, for meetings using the Personal Meeting ID. Settings for PMI Passwords can be found on page 4



The screenshot displays the Zoom meeting scheduling form. The 'Topic' field is labeled 'Example Zoom Meeting'. The 'Date' section shows the date '4/22/2020' and time '11:30 AM' to '12:00 PM'. There is a checkbox for 'Recurring meeting' and a 'Time Zone' dropdown set to 'Mountain Time (US and Cana...'. Under 'Meeting ID', the 'Generate Automatically' radio button is selected, with the 'Personal Meeting ID 616-673-6219' option also visible. The 'Password' section has a checked box for 'Require meeting password' and the password '932260' is entered. The 'Video' section shows 'Host' and 'Participants' both set to 'Off'. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section shows 'Outlook' selected.

- Expanding Advanced Options reveals the following options:
 - o Enable Waiting Room
 - Creates a virtual lobby that prevents people from joining a meeting before the host is ready. Attendees will need to be admitted to a meeting by the host.
 - o Enable join before host
 - Allows attendees to join a meeting before the host has arrived. USA Swimming recommends not enabling this setting.
 - o Mute participants on entry
 - o Only authenticated users can join: Sign in to Zoom
 - Allow only attendees who have a Zoom account and are actively signed into it. This will prevent anyone who does not have a Zoom account from joining a meeting.
 - o Automatically record meeting on the local computer
 - Records meeting content directly to your computer. The recording can be used for editing or uploading.



The screenshot shows the 'Advanced Options' section of the Zoom scheduling interface. It includes several checkboxes: 'Enable Waiting Room' (checked), 'Enable join before host' (unchecked), 'Mute participants on entry' (checked), 'Only authenticated users can join: Sign in to Zoom' (unchecked), and 'Automatically record meeting on the local computer' (unchecked).

Zoom Web Settings

These settings are only available via the Zoom web page (zoom.us).

- Open a web browser (Google Chrome, Mozilla Firefox, Apple Safari, etc.)
- Go to "[Zoom.us](https://zoom.us)"
- Select "Sign In", located directly next to the "Sign up, it's free" option in the upper-right corner
- Sign in using your Work or Personal Address and the password that you set
- Once logged in, select Settings under the Personal section
- Security Settings include (*italicized* items are recommended):
 - Only authenticated users can join meetings
 - Allow only those with Zoom accounts to join a meeting. Guests will not be able to join.
 - Only authenticated users can join meetings from Web client
 - Note: Show a "Join from your browser" link option must be enabled for this to take effect
 - Allow only those with Zoom accounts to join a meeting via the Web client for Zoom. Guests will not be able to join.
 - *Require a password when scheduling new meetings – Recommended step: enable*
 - A Meeting Password is automatically required for meetings. This password is automatically generated by Zoom but can be customized. This password is required to enter meetings but will only need to be entered manually by anyone attempting to access the meeting by means other than the Meeting Invitation link.
 - *Require a password for instant meetings – Recommended step: enable*
 - Require a password for meetings that are created using the New Meeting option in the Zoom Client.
 - *Require a password for Personal Meeting ID (PMI) – Recommended step: enable*
 - Require a password to enter meetings using your Personal Meeting ID.
 - *Embed password in meeting link for one-click join – Recommended step: enable*
 - Passwords for joining meetings are contained in the meeting link. This prevents any password from needing to be entered when joining a meeting via the meeting link.
 - *Require a password for participants joining by phone – Recommended step: enable*
 - Mute participants upon entry
 - Chat
 - Allow participants to send messages visible to all meeting attendees
 - Private Chat
 - Allow participants to send private 1-to-1 messages to another participant
 - File Transfer – *Recommended step: leave disabled*
 - Allow sending files through the in-meeting chat option
 - Screen Sharing – *Recommended step: limit to host only*
 - Remote Control
 - All someone else to control the content that is being shared
 - Allow removed participants to rejoin
 - Allows previously removed meeting attendees and webinar panelists to rejoin a meeting
 - Allow participants to rename themselves
 - Give hosts options to report participants to Zoom
 - Allows hosts to report participants for inappropriate behavior to Zoom's Trust & Safety team for review
 - Remote support
 - Allows meeting host to provide 1-to-1 remote support to a participant
 - Far end camera control
 - Allow another user to take control of your camera during a meeting
 - Waiting Room – *Recommended step: enable*
 - Enable a virtual waiting room. The meeting host will need to admit attendees to the meeting.
 - Show a "Join from your browser" link

- Allow participants to join directly through a web browser instead of requiring the Zoom client to be installed. The web client will have limited options for the attendee.
- Blur snapshot on iOS task switcher
 - If sharing a screen on an iPhone or iPad, this feature will blur out the screen when switching between apps to prevent sensitive information in a different app from being shared on screen

Outlook Meeting Settings

The options for the Meeting Setup in Outlook are the same in both MacOS and Windows, only differing in appearance, and on MacOS, enable Waiting Room is not an option from within Outlook.

The image displays two side-by-side screenshots of the Zoom 'Schedule Meeting' dialog box. The left window is the Windows version, featuring a light grey theme and a standard Windows-style layout with sections for Meeting ID, Password, Video, Audio, and Advanced Options. The right window is the MacOS version, featuring a dark grey theme and a more compact, modern layout with similar sections. Both windows show the 'Generate Automatically' option selected for the Meeting ID, a password of '470685', and video settings where both Host and Participants are set to 'Off'. The 'Advanced Options' section in both versions includes checkboxes for 'Enable join before host', 'Mute participants on entry', 'Only authenticated users can join', and 'Automatically record meeting on the local computer', all of which are currently unchecked. The 'Force include Join URL in location field' option is checked in both. The MacOS version also includes a language selection dropdown for the invitation, set to 'English'. Both windows have 'Continue' and 'Cancel' buttons at the bottom.

Zoom - Schedule Meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 616-673-6219

Password

☒ Require meeting password 732996

Video

Host ☐ On ☒ Off Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Advanced Options

☐ Enable Waiting Room

☐ Enable join before host

☐ Mute participants upon entry

☐ Only signed-in users can join the meeting: Sign in to Zoom

☐ Automatically record meeting on the local computer

☒ Force include Join URL in location field

☐ Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English

☐ Do not show me again [Continue](#) [Cancel](#)

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 616-673-6219

Meeting Password

☒ Required meeting password 470685

Video (when joining a meeting)

Host: ☐ On ☒ Off

Participant: ☐ On ☒ Off

Audio Options

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

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Advanced Options

☐ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join

☐ Automatically record meeting on the local computer

☒ Force include Join URL in location field

☐ Insert Zoom meeting invitation above existing text

Select a language to send invitation: English

☐ Save and do not show again [Cancel](#) [Continue](#)

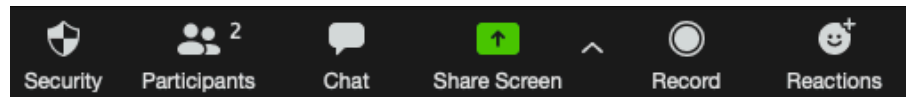
- **Advanced Options**
 - Enable join before host
 - Allows attendees to join a meeting before the host has arrived. IT recommends not enabling this setting.
 - Mute participants on entry
 - Only authenticated users can join: Sign in to Zoom
 - Allow only attendees who have a Zoom account and are actively signed into it. This will prevent anyone who does not have a Zoom account from joining a meeting.
 - Automatically record meeting on the local computer
 - Records meeting content directly to your computer. The recording can be used for editing or uploading.

In Meeting Options

Windows & MacOS

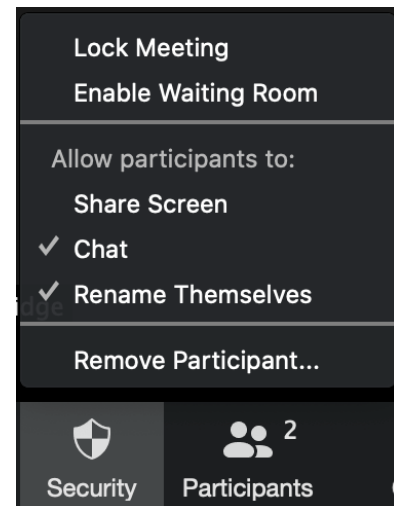
The Meeting Control Panel has multiple features that can be used to increase meeting security. This control panel can be seen in meetings at the bottom of the Zoom window when no content is being presented, or at the top of the window when content is being presented.

This Meeting Control Panel can be seen here:



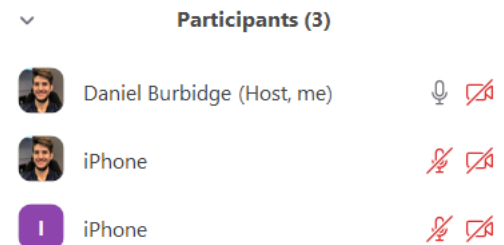
Security

- Clicking the Security Panel will provide these options:
 - Lock Meeting
 - Prevent any further people from joining your meeting. Can also be used to keep people from rejoining a meeting after being removed from a meeting.
 - Enable Waiting Room
 - Only available if option was not selected when originally scheduling a meeting.
 - Enables a virtual lobby that prevents people from joining a meeting before the host is ready. Attendees will need to be admitted to a meeting by the host.
 - Allow Participants to:
 - Share Screen
 - Chat
 - Rename Themselves
 - Remove Participant
 - If a participant is being disruptive, use this option to remove a participant from a meeting. A removed participant will not be able to rejoin a meeting they are removed from.

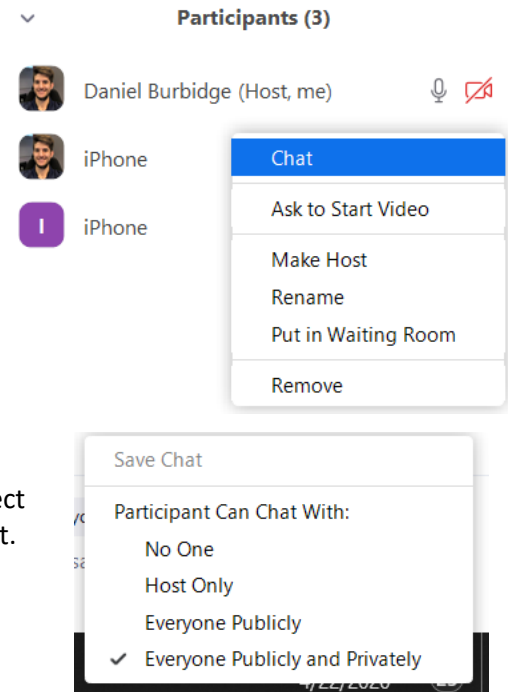


Participants

- Selecting the Participants option a window will open that shows the participants of a meeting.



- Hovering over a participant and selecting “More” will reveal the following options:
 - Chat
 - Ask to Start Video
 - A notification will be sent to the user saying “The Host has asked you to start your video”
 - Make Host
 - Rename
 - Put in Waiting Room
 - Temporarily remove someone from a meeting to be let back in later
 - Remove
 - Remove from meeting permanently
- Chat can be disabled from use by selecting the Chat option on the control panel. This will bring up a window for chat to occur in. Select the ellipsis to see a menu with options for disabling or limiting chat.

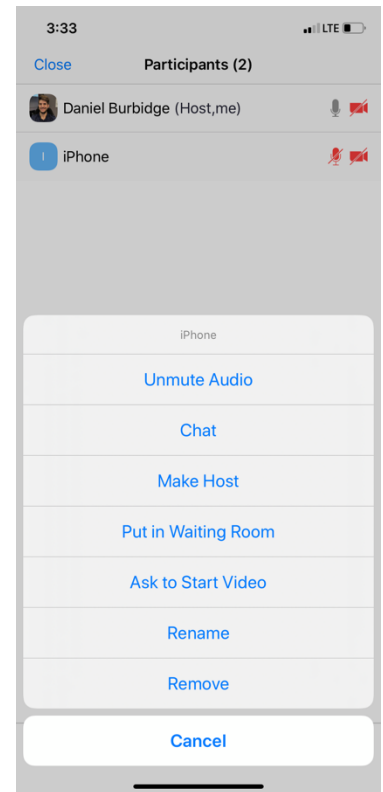


The mobile app version contains almost all the same security settings as desktop versions

Tapping on the participants option when in a meeting will bring up a menu.

Tapping on a participant will reveal options for:

- Mute/unmute audio
- Chat
- Make Host
- Put in Waiting Room
- Ask to Start Video
- Rename
- Remove



Tapping on the ellipsis and selecting meeting options will bring up security options for Locking Meetings and enabling the Waiting Room.

