# ZOOM
SECURITY

Zoom Security Updates
July 1, 2020

- New Security Measures go into effect July 19, 2020.
  - Every meeting must have Waiting Room enabled or Passcode assigned.
  - Any meeting without one of these two options will be automatically assigned a passcode and waiting room.
  - The term Passwords have been changed to Passcodes.
  - No Changes to webinar at this time.

- **Waiting Rooms**
  - The Waiting Room feature allows the host to control when a participant joins the meeting by placing participants in a Waiting Room prior to joining the session. It is recommended that you review your Waiting Room selections and options for 'join before host' and which participants to place in the Waiting Room.
  - You can customize your waiting room with logo and meeting topic (default for all) by adjusting waiting room settings.
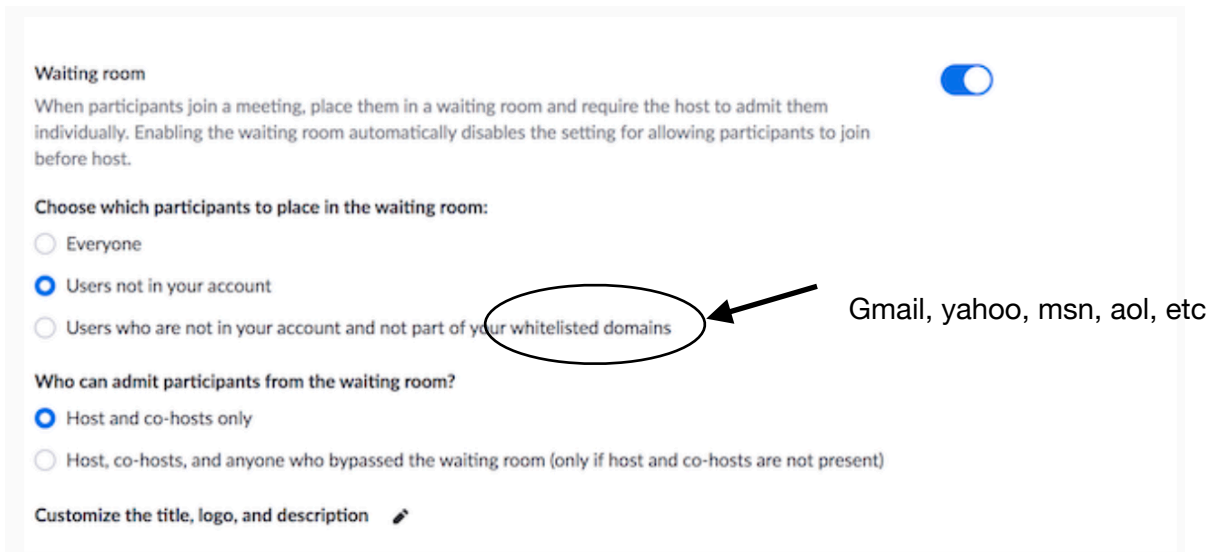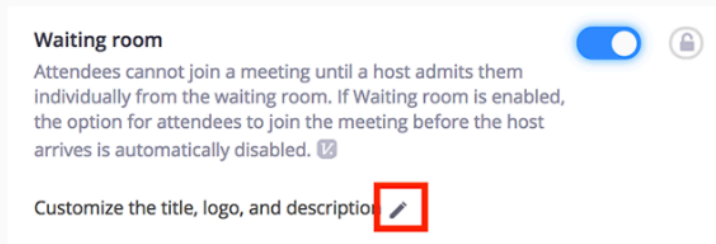

- **Passcodes**
  - If you have selected Passcodes as your security method, a Passcode will be embedded into the meeting link automatically. With a single click, your meeting participants can join the meeting.
  - You can set your own passcode.
  - Unless "require a password by phone" is selected, those calling in by phone will not be required to submit a passcode but will be placed in the waiting room if waiting room is enabled.
- **Settings**
  - You must enable waiting rooms/passcodes in your settings.
  - If you have already set up calendar invites for meetings without a passcode or setting, you will need to resend those invites with new information.
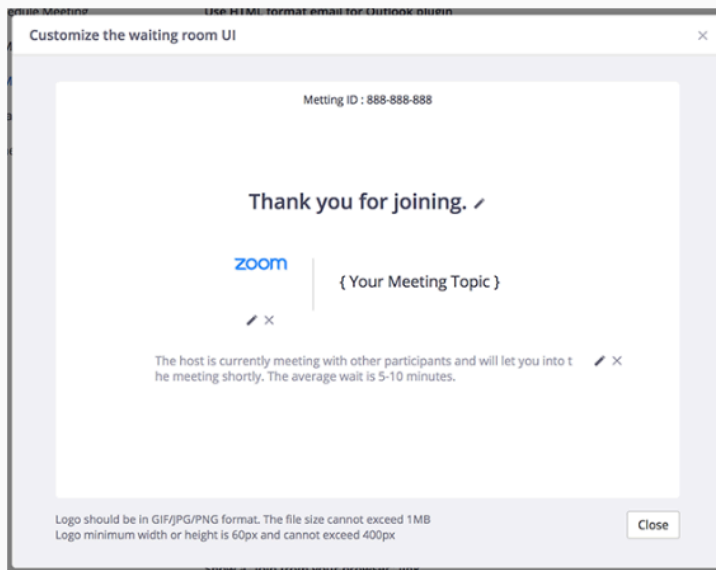
Customizing the Waiting Room

You can customize the waiting room title, logo, and description at an account, group, or user level.

Note: You will need to enable waiting room before you have the option to customize it.

1. After enabling waiting room, navigate to the **Waiting Room** option under **In Meeting(Advanced)**.
2. Click the pencil icon below the Waiting Room option.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Customize the title, logo, and description

This will open the waiting room customization options.

Customize the waiting room UI

Metting ID : 888-888-888

Thank you for joining.

zoom | { Your Meeting Topic }

The host is currently meeting with other participants and will let you into the meeting shortly. The average wait is 5-10 minutes.

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

- **Title**: Click the pencil next to **Please wait, the meeting host will let you in soon**. to update the meeting title. Click ✔ when you are done.
  Note: Titles are limited to 64 characters.
- **Logo**: To upload a logo, click the pencil icon.
  Note: Logos can be in GIF, JPG or PNG format. They cannot exceed 1MB. The minimum height and width is 60px and the maximum is 400px.
- **Description**: Click **Add waiting room description** to add a description to the waiting room. Click ✔ when you are done.
  Note: The description is limited to 400 characters.
3. Click **Close** when you are done.
4. Participants will see your custom waiting room branding when they join the meeting.

Zoom Security

Zoom Rooms vs Webinars

Meeting Rooms	Webinar
Perfect for interactive meeting where you want audience participation	Think of a lecture or presentation.
Best used for smaller groups	Best used for large groups of 50+
Free and Paid Subscriptions	Paid Add - on

Basic Security Tips
- Never share your Personal Meeting ID number or link publicly. Only share with a few trusted co-workers. Personal Meeting ID number and link can be found in your Zoom profile.
- Always ensure that your Share settings are set to Hosts only.

Zoom Room Security
- **Set Security Button/icon** on bottom of Zoom window
  - **Lock Meeting** - Locks the meeting, keeping new participants from joining the meeting.
  - **Enable Waiting Room** - Enables Waiting Room for incoming new participants or to move current participants into the Waiting Room.
  - **Share Screen Restrictions** - Hosts can restrict participants from sharing their screen, chatting or changing their name.
  - **Remove Participant** - By clicking on the more button next to the participants name, you can remove the participant or send him to the waiting room if waiting room is enabled.
- **Enable Passwords** - You can set a password for each meeting or webinar. This would require the user to enter a password before joining. Of course passwords would need to be distributed privately before the meeting. Passwords can also be set in Webinars.

Zoom Webinar Security
A Zoom Webinar is already much more secure than a Zoom Meeting. Zoom Webinar's only allow screen time to the Hosts and Panelists that are pre-assigned. Participants or Attendees are not allowed to speak unless the host activates their microphone. Their screen is never seen unless the Hosts promotes them too panelists.

- **Share Screen Restrictions** - Host can set Share Screen options to either Hosts and Panelists or Only Host. They can also set it to allow either Only Host or All Panelists can start sharing while someone else is already sharing. When you use this setting you are allowing the Panelists, which you have selected to be able to share their screen. By making sure Only Host can interrupt someone else's sharing, you secure anyone from intercepting the screen.
- **Chat Settings** - After starting the webinar, you can set chat options to keep attendees from using chat to provide unwanted content. Disable chat by clicking more at the bottom of the chat panel.
- **Require Registration -** Every attendee that registers will receive a unique login confirmation. You can either automatically approve attendees or manually approve them. By manually approving them, you will see who is asking to attend and weed out those who may be there to cause problems. Registration can be used with Zoom Meetings and Webinars.

If something does happen to appear on the screen that is not wanted, the hosts can disable the video feed of anyone in the group. If all else fails, the hosts is able to shut the meeting down for everyone.

For more in depth information about Zoom Security