ZOOM SECURITY SETTINGS



There are several ways to keep your Zoom meetings secure but easy for participants to join.

Meeting Passwords

You're advised to use a password for **all** Zoom meetings. You can set this up in <u>your personal</u> <u>Zoom profile</u>. If you meet regularly with the same people, you could set up meetings with the same memorable password. Alternatively, Zoom can create random passwords for **every** meeting.

 Require a password when scheduling new meetings

 A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

 Require a password for instant meetings

 A random password will be generated when starting an instant meeting

This support article describes how to manage and set passwords for your meetings.

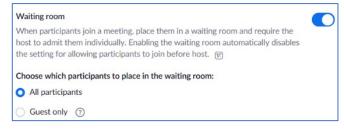
Important note:

If you send invitations via a calendar (such as Outlook), the meeting password will appear in the invitation and be visible to **anyone who can view your calendar**. We recommend you **make the meeting a private appointment** or **remove the meeting password** from the calendar invite and send it to attendees separately.

Waiting Rooms

This feature places participants into a virtual waiting room, until they are admitted to the meeting by the host. It can be switched on in <u>your</u> <u>personal Zoom profile</u>.

Information on how to configure waiting rooms can be found <u>on the Zoom Support pages</u>.



Ensure 'Hosts only' can Screen Share

This prevents anyone **other than the meeting host (or co-hosts)** from sharing their screen during a meeting.

Who can share?		
O Host Only	O All Participants	?

By default, all Zoom profiles are set to 'Host only' and we recommend you keep it this setting. However, you do have the option to change it within <u>your personal Zoom profile.</u>

If you'd like all participants to be able to share screen content, you can do this 'in-meeting' from the Zoom toolbar (it will revert back to 'host only' after your meeting).



See the screen sharing support article.



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Authenticated users

This allows you to limit who can connect to a Zoom meeting based on pre-set levels of access. We have two pre-set options for authenticating participants:

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options: Sign in to Newcastle University Domain (Default)

Edit Hide in the Selection

- **Zoom Users** only people with registered Zoom accounts can join your meetings
- **Newcastle University Domain** only people with a Zoom account registered to a Newcastle University email address can join your meetings

More information on authenticated users can be found on the Zoom Support pages.

Lock your meeting

Once a meeting has started and all invited participants have joined, **the host can lock the meeting**, which stops anyone else from joining whilst the meeting is in progress.

The Security icon in the meeting controls allows the host or co-host to enable or disable security options during a meeting

More details can be found on the Zoom in-meeting security support pages.

