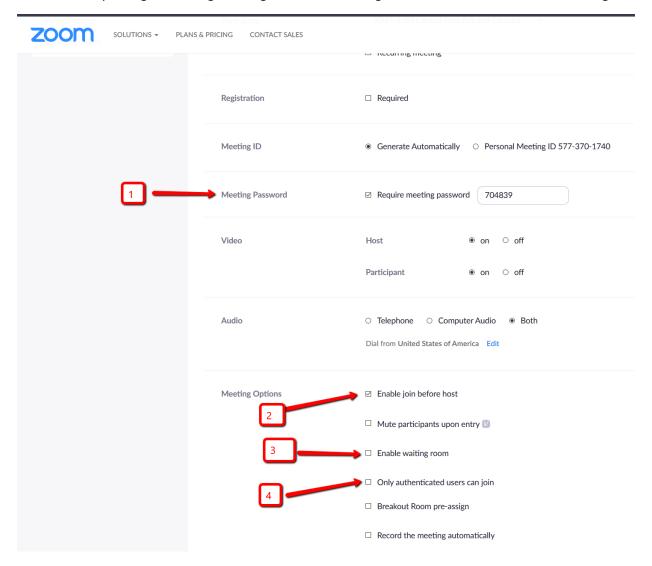
Zoom Security Measures

How: 1. Log into zoom at https://usd.zoom.us

- 2. Click "Sign in"
- 3. If updating an existing meeting click "Edit Meeting" otherwise click "Schedule A Meeting"



1. Adding a Password

What: Adding a password to the meeting that participants have to enter will increase the security of your Zoom conference by limiting those who enter.

How: Check the Box that says "Require Password" **Pros:** Only People who have the password can enter

Cons: Users must manually enter password; Passwords can be shared

2. <u>Enable/Disable Join before Host</u>

What: Enable/Disable Join before host will allow or not allow users to log in before the host.

How: Click the Box under meeting options to allow users to join before the host (Default)

Remove check to disallow joining before host.

Pros: Host is able to view all who enter, as they enter (if not checked)

Cons: If users arrive early, they will not be able to join. Some users will see as a problem or

Zoom not working

3. **Enable Waiting Room**

What: Enabling the waiting room allows users to join early but not be allowed into the meeting.

How: Click: "Enable waiting room" under meeting options **Pros:** Allows the host to determine who enters the meeting

Cons: Host must manually allow all users into room by clicking allow button.

If users arrive late, they will need to be admitted manually.

4. <u>Authenticating Users (not suggested)</u>

What: Authenticating users will make all users log into zoom with a USD email address to access the meeting.

How: Click the box "Only Authenticated users can enter" under meeting options

Pros: Only USD users can access the meeting

Cons: Many student users do not use their USD email address

This process may also require users to go through Duo Authentication

Removal of Participant

What: You can remove a participant who is causing problems during your meeting

How: 1. Click: "Manage Participant" in the bottom of your screen

- 2. Identify the person you want to remove
- 3. Hover your cursor over their name and click "more"
- 4. Click:"remove participant"