

## 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”

The screenshot shows the Zoom meeting settings page. The Zoom logo is in the top left, followed by navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. The page is titled "Meeting Settings" and includes a "Cancel" button. The settings are organized into sections: "Recurring meeting" (with a checkbox), "Registration" (with a checkbox for "Required"), "Meeting ID" (with radio buttons for "Generate Automatically" and "Personal Meeting ID 577-370-1740"), "Meeting Password" (with a checked checkbox for "Require meeting password" and a text input field containing "704839"), "Video" (with radio buttons for "Host" and "Participant", each with "on" and "off" options), and "Audio" (with radio buttons for "Telephone", "Computer Audio", and "Both", and a "Dial from United States of America" link). Below these are "Meeting Options" with several checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (checked), "Enable waiting room" (unchecked), "Only authenticated users can join" (unchecked), "Breakout Room pre-assign" (unchecked), and "Record the meeting automatically" (unchecked). Red boxes with numbers 1 through 4 and red arrows point to the "Require meeting password" checkbox, the "Enable join before host" checkbox, the "Enable waiting room" checkbox, and the "Only authenticated users can join" checkbox, respectively.

### 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. Enable/Disable Join before Host

**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. Authenticating Users (not suggested)

**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”