12 Ways to Secure Zoom

Cover Webcam

Zoom Background

Disable Private Chat

Prevent GIFs

Disable Camera

Remove Participant

Screen Sharing

Lock Meeting & End Meeting

Password

Waiting Room

Unique ID

Invite-Only

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Make the Meeting an *Invite-Only* Meeting

It is important to ensure that the people joining the call are the people you invited.

Use the *Invite-Only* meeting option. Participants will have to sign in using the email address you used while inviting them. Learn <u>more</u> on using email to invite.

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Use Unique IDs for Zoom Calls

Using unique IDs and passwords is a great way to stop Zoom-bombers/Zoom raiders. For the same security reasons, when you log into Zoom, refrain from using a third-party plugin. If Zoom is breached, your private information from Google/Facebook is at a risk of being stolen.

Once you schedule a Zoom meeting, select *Generate Automatically* from *Meeting ID* options. Learn more here.

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Create a Waiting Room

When participants login, their display shows a *Waiting Room* screen. You, as a host, can let them in – whether you choose to let them in one by one or all at once depends on you.

This lets you see the names in the *Waiting Room*. If you do not recognize a name, you have the option of not letting him/her in at all. Click for more.

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Ask for a Password

You may password-protect a meeting/call. Give out a password to the ones who have responded and seem credible to you.

For this, you should first *Schedule a Meeting*, and then check the box next to *Require Meeting Password*. Learn more here.

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Lock the Meeting when it begins

When the class starts, you may choose to lock the meeting. This works just like shutting the classroom door when the class starts.
For this, it is important students are on time, because once the meeting is locked, new participants will not be able to join even if they have the meeting ID and password.

Be sure to end the session at the end of the class.

When the meeting starts and is in session, go to the bottom of the screen and click on *Manage Participants*.
Then at the bottom of the *Participants* panel, select *More > Lock Meeting*. Click here to know more.
To end the call, select *End Meeting* from the *Meeting* menu and then click on *End Meeting for All*.

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Do not allow Participants to Share Screen

You may set your settings to ensure that only hosts are allowed to share their screens. You can enable the setting in advance, or you can decide on it during a Zoom call.

In the *Host Controls*, click on the arrow next to *Share Screen* option and then navigate to *Advanced Sharing Options* and click on *Only Host*. Know more.

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Remove a Participant

When a class is in progress and someone is acting difficult or deliberately trying to distract the class, you can choose to remove him/her from the ongoing class.

To do this, navigate to the *Participants* panel on the right. Hover the cursor over the name of the participant you want to remove, wait for the option to appear and then click on *Remove.* Click here.

Disable a Participant's Camera

During a class, if you find one of the students being rude or making inappropriate gestures on video, as the host, you have the option to disable their camera immediately.

Go to the *Participants* panel and click on the video camera icon that shows up next to the respective participant's name and then select *Stop Video* option. Here's how.

Prevent GIF Files and other files to show up in Chat

Students might share memes which might not be appropriate for a classroom or GIFs that are not fitting for the class. These files include images and animated GIFs. If you deem necessary, you may prevent them from sharing certain types of files over chat.

Go to the chat area of a Zoom meeting, you will find that participants are allowed to share files over chat. You can stop the transfer of certain types of files there. Click here to know more.

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Turn off Private Chat

Participants have the option to send messages to each other privately over chat. Sometimes inappropriate materials get circulated. You can prevent that from happening.

Go to *Settings* using Zoom web app (the desktop app does not have it). On the left panel, navigate to *Personal* and then *Settings*.
Now, click on *In Meeting (Basic)*. Then scroll, till *Private Chat* option appears. For it to be disabled, the button should be gray. Learn more here.

Protect Virtual Classroom from Digital Identification

It is advisable that you refrain from posting images of the virtual classrooms. You might be using your own house/room while teaching online, in that case your location might be at risk of digital identification too.

You can position the camera lens in a manner that it gives out no details of your location. For privacy, using a Zoom virtual background might also be helpful. Read <u>more</u>.

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Cover your webcam when not in use

When using webcam and microphones for teaching online, for security reasons it is advisable to keep the devices covered when not in use.

You can use blockers and covers to cover up your webcam and microphones. These can be purchased online easily.