WAYS TO SECURE MEETINGS

Follow these tips to help prevent Zoom meetings from being hijacked.

1. **Use FSU Zoom**
   - FSU uses a special Zoom for Education product that provides enhanced security and privacy. Instead of using a free Zoom account, always sign in to your FSU Zoom account with your FSUID and password at fsu.zoom.us. If you are using Zoom for a course meeting, it is best to schedule your course meetings via the Zoom.

2. **Set a Unique Meeting ID**
   - When you schedule a Zoom meeting, choose Generate Automatically under the Meeting ID options. This plugs one of the biggest holes Zoom-bombers can exploit.

3. **Require Users to Sign In**
   - Under Meeting Options, select Only authenticated users can join to restrict access to only attendees who have Zoom accounts. Participants will either have to sign in before joining your meeting or join by phone. For course meetings, we recommend further restricting attendees to FSU users only for the greatest meeting security.

4. **Require Meeting Password**
   - Check this box to require participants to enter a password before joining the meeting. The password is automatically included in the meeting invite or embedded in the course link if using the Canvas integration.

5. **Never Share Links Publicly**
   - Send meeting links directly to attendees. Never share meeting links over social media or public websites. This allows anyone to jump into the meeting. For course meetings, use the Canvas integration to schedule your meetings.

6. **Create a Waiting Room**
   - Adding this Meeting Options feature allows you to control when a participant joins the meeting. Let people in all at once or one at a time, and if you see a name you don’t recognize, don’t let them in.

7. **Designate a Co-Host**
   - During a large meeting, designate a co-host to help manage and moderate participants. Either set someone up as an Alternative Host in the meeting invite, or hover over a participant’s name during a meeting and select More and Make Co-Host.

8. **Limit Screen Sharing**
   - To prevent participants from sharing their screens, click the arrow next to the Share Screen button and click Advanced Sharing Options. Under Who Can Share? select Only Host.

9. **Disable Private Chat**
   - This option allows the host to send messages to everyone, but participants can send messages only to the host. During a meeting, select Chat from the control bar, click More and check Host Only.

10. **Kick Someone Out**
    - If someone is being unruly during the meeting, go to the participant window, hover over the name of the person you want to remove and select More and Remove. You can also place someone on hold or stop their video or audio feed.