

10 WAYS TO SECURE zoom 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**.

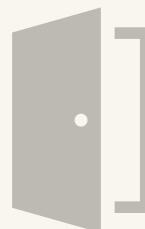
9



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.