

Quick Start Guide: Secure Meetings in Zoom

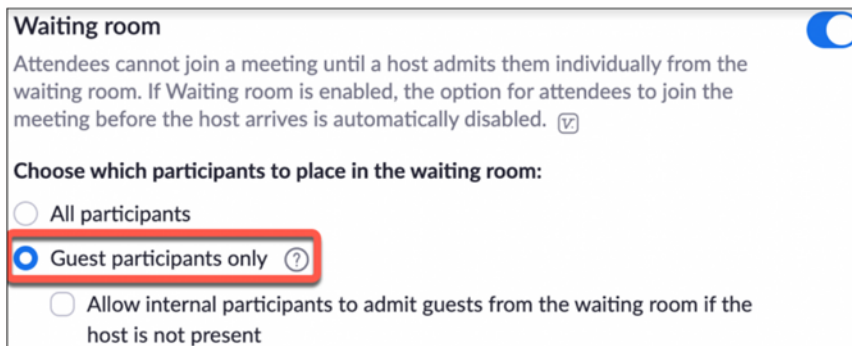
UB recommends the following Zoom Setting methods for securing your meetings and webinars. All of these settings can be adjusted by logging into [Zoom](#) from any web browser and navigating to Settings.

Option 1

The best method for securing your meeting is to ensure Only authenticated users can join. When you are scheduling a new meeting, check to **Only authenticated users can join**. Once this is toggled on, a drop-down opens which allows you to choose between only University of The Bahamas Users (users logged in to the UB domain) or Any authenticated user (users logged in to the Zoom domain.)

Options 2

Create a Waiting Room by toggling off the Waiting room session. Any attendees who are "guests" will not be able to join the meeting unless the host admits them individually from the waiting room.



Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ⓘ

Choose which participants to place in the waiting room:

☐ All participants

☒ Guest participants only ⓘ


☐ Allow internal participants to admit guests from the waiting room if the host is not present

Option 3

Toggle the "Require a password setting when scheduling new meetings" option to on. A password will be generated and participants who do not receive the password will not be able to join the meeting.


Option 4

Allow Host Only to screen share through Settings. Under Who can Share, toggle on Host Only and click **Save**.


Screen sharing 

Allow host and participants to share their screen or content during meetings

Who can share?

☒ Host Only ☐ All Participants 

Who can start sharing when someone else is sharing?

☐ Host Only ☒ All Participants 

Option 5

Toggle to disable the Chat option. A confirmation window will open to ensure you want to turn off Auto Saving Chats and Private Chat. Click **Turn Off**.


Turn OFF for "Chat"

The following settings depend on this setting, the change might affect them.

- Auto saving chats
- Private chat

Option 6

Find the "Join before host" setting and toggle to disable.

Join before host 

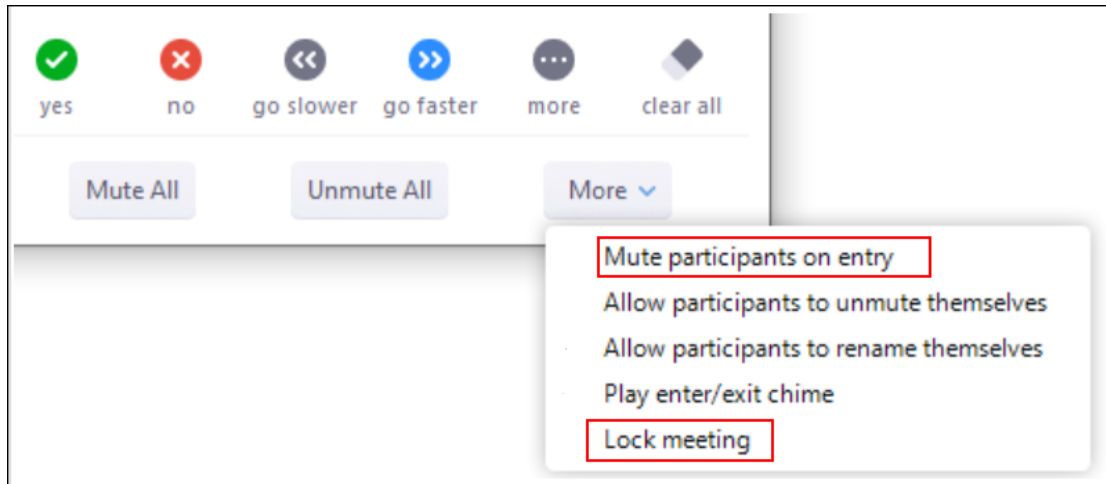
Allow participants to join the meeting before the host arrives

Option 7

Navigate to the **Telephone** tab in Settings. Click to toggle the **Mask phone numbers in the participant list** option and any user dialing into this meeting will have their phone number masked.

Option 8

Mute participants and lock your meeting while in a Zoom meeting. Click **Manage Participants** and then **More** in the lower right corner. Click to check **Mute Participants on Entry** and then click to check **Lock Meeting** when you are ready to lock the meeting.



Option 9

Navigate to Manage Participants while in a Zoom meeting and click **On Hold** for participants you want to take out of the meeting and put on hold. Participant cannot rejoin the meeting unless the Host takes the user off hold.

Other suggestions for ensuring a secure meeting:

- Do not publish URL in public communication channels
- Remind participants to not share meeting details