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Zoom

Protecting Your Meeting

SECURITY GUIDE

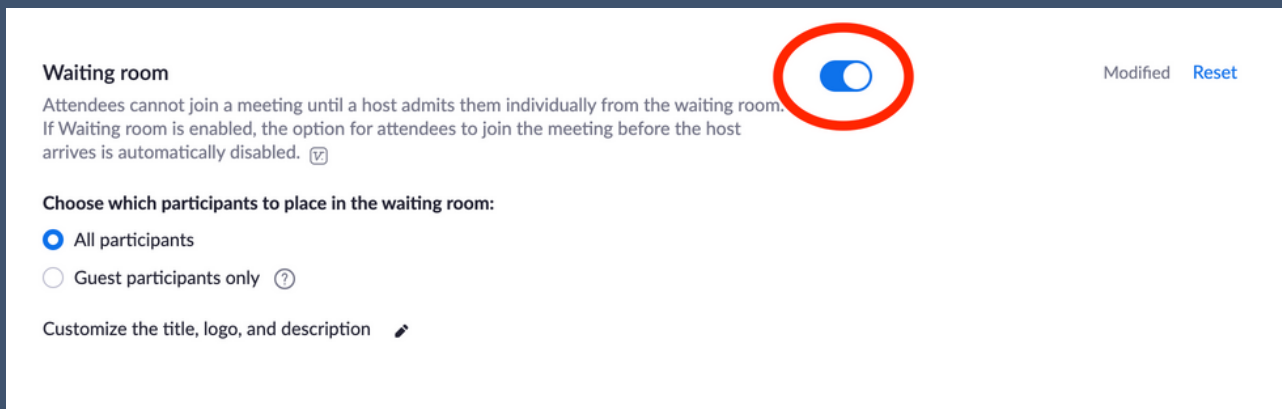
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ENABLE WAITING ROOMS

Standard User: <https://zoom.us/profile/setting>

Admin: <https://zoom.us/account/setting>




Waiting room Modified [Reset](#)

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 [?](#)

[Customize the title, logo, and description](#) 

Control who can join the meeting. Users wait in a virtual waiting room until you approve them.

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REQUIRE PASSWORD WHEN JOINING BY PHONE

<https://zoom.us/profile/setting>

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



**Unfortunately this option is off by default...
so turn it on!**

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DO NOT USE A PERSONAL MEETING ID

Schedule a Meeting

Topic

Gabriel Friedlander's Zoom Meeting

Date

3/30/2020

12:30 PM

to

3/30/2020

1:00 PM

Recurring meeting

Time Zone: Eastern Time (US and Canada)

Meeting ID

Generate Automatically

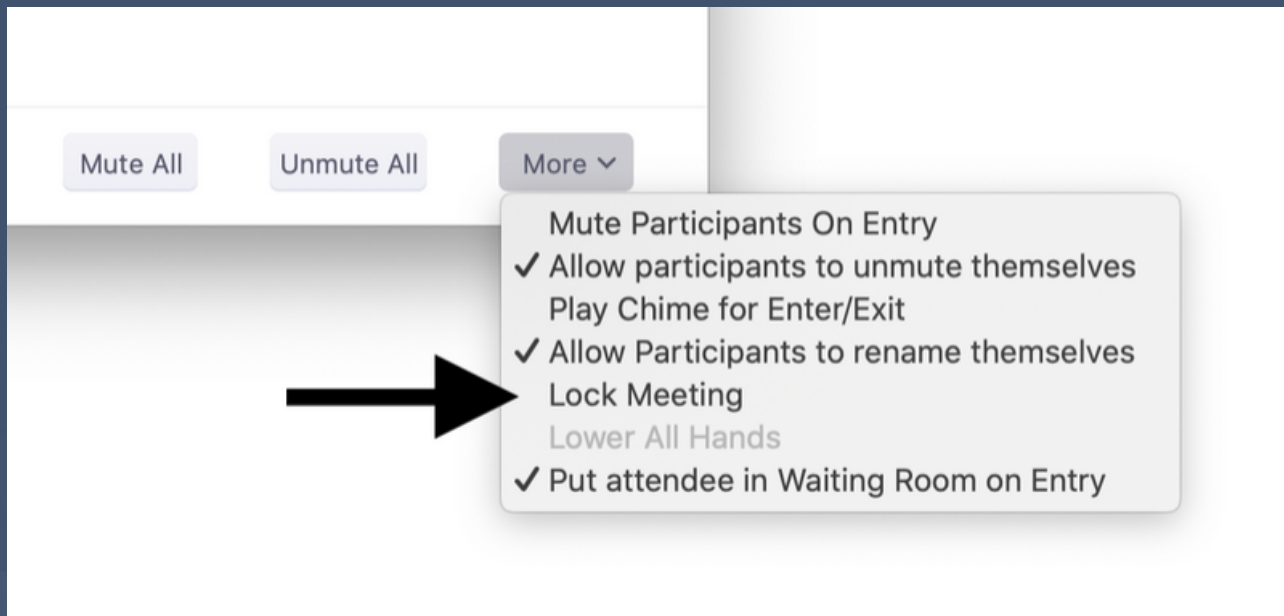
Personal Meeting ID

Do Not Use This Option

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LOCK MEETING WHEN EVERYBODY IS IN

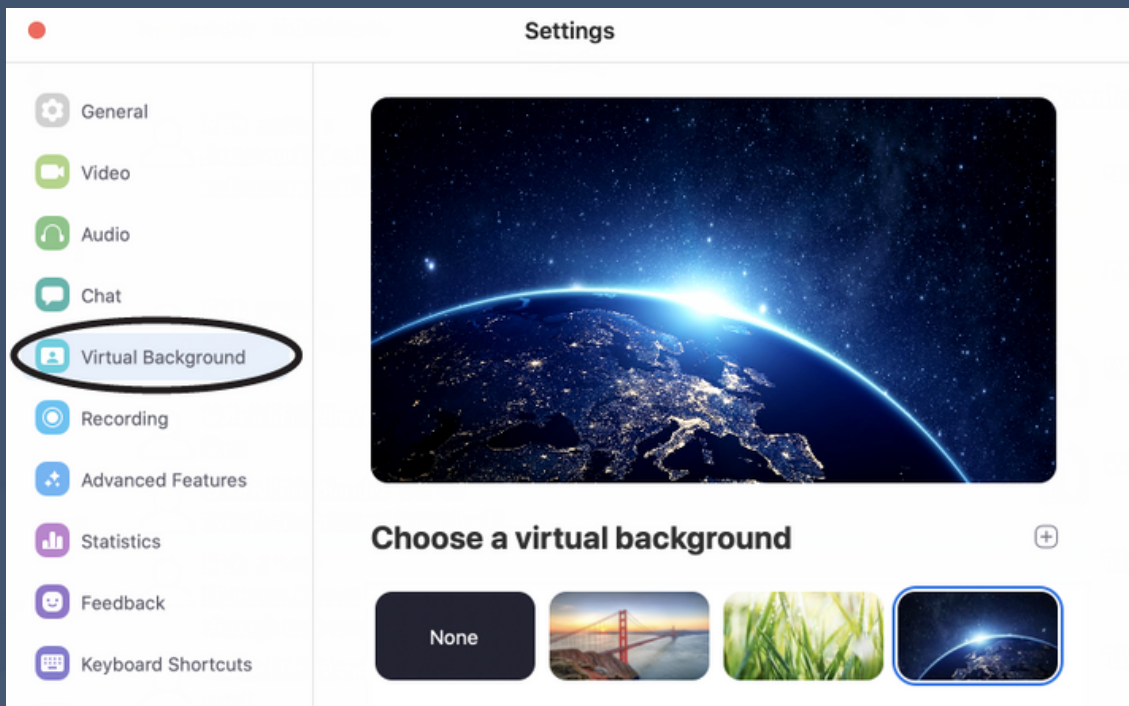
Zoom Meeting Room



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ENABLE VIRTUAL BACKGROUND

Zoom -> Preferences



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A FEW MORE RECOMMENDATIONS

<https://zoom.us/profile/setting>

- Always require a password
- Disable file transfer
- Mute participants upon entry
- Screen sharing - Host Only
- Require a password for Personal Meeting ID (PMI)

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“Security Awareness Simply Explained”

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