

Zoom Security

Zoom has made default setting changes in order to increase security and help prevent unintended activity in meetings. Zoom will begin requiring that all new and existing meetings use Waiting Rooms and Passcodes.

- As of August 10, all new meetings you schedule will have the Waiting Room option pre-selected. While you have a number of options to change this setting through the end of September, we recommend you leave Waiting Rooms enabled and leverage Passcodes for all new meetings you schedule from this point forward.
- As of September 27, all meetings - new and existing, will have the Waiting Rooms and passcode option pre-selected.
- Review existing meetings you have scheduled – including standing meetings – and add Waiting Rooms and Passcodes to all existing meetings. You will need to update Zoom meeting invites in calendar invitations so that the password-embedded meeting links are included for your attendees, which will be necessary in order for them to enter your meeting.

With Waiting Room, meeting hosts will need to manually admit participants into the meeting by clicking on the “Participants” button at the bottom of the meeting window and then admitting all or selected participants.

How Waiting Rooms Work for Those Setting Up (Hosting) a Zoom Meeting

To allow people into your meeting:

1. Click “Manage Participants”



2. Click “Admit” to allow a participant join the meeting or “Remove” to deny



3. If you have multiple participants you wish to have join the meeting, you can admit them all at once by



clicking “Admit All”

How Waiting Rooms Work When You Are Joining Someone Else's Zoom Meeting

When you join a Zoom meeting, you will automatically be put into the host's waiting room. There is no action for you to take; you will join the meeting when the host admits you.

Please wait, the meeting host will let you in soon.

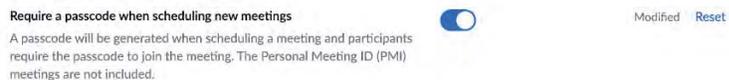
Molly Parker's Personal Meeting Room

[Test speaker and microphone](#)

Passcodes

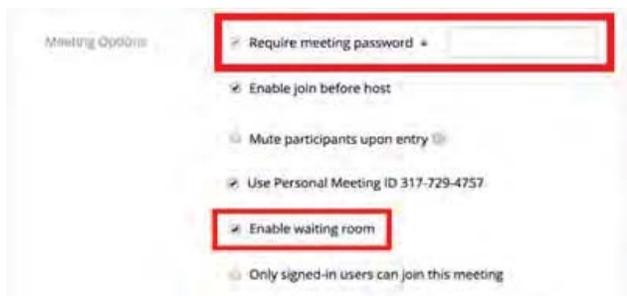
How to Change Default Setting from Waiting Room to Passcode

1. Sign into the [Zoom web portal](#) and navigate to Settings.
2. In the Security section, go to "Require a passcode when scheduling new meetings" and click the toggle to enable it.



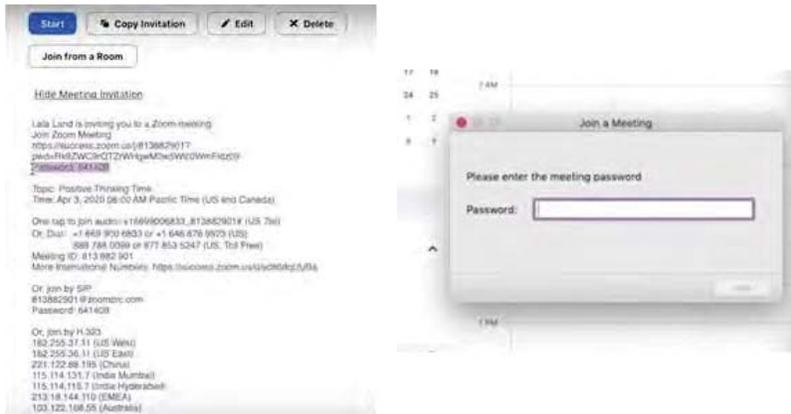
How Passwords Work for Those Setting Up (Hosting) a Zoom Meeting

Requiring participants to submit a password to enter a meeting adds an extra layer of security to Zoom meetings. To apply this feature when you set up your meeting, click "Schedule New Meeting" and check the box to "Require meeting password."



If you choose this option when you schedule a Zoom meeting, the meeting password will be included in the meeting invitation.

2. If you use the Zoom app (Zoom client) on your computer or device, type in the Meeting ID. Once you click "Join" you will be asked to submit the password that is in the meeting invitation.

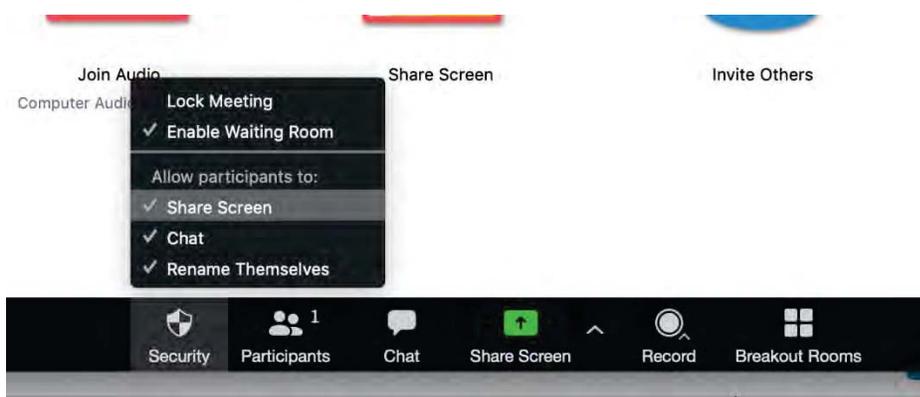


Additional Security Features

Turn Off Participant Screen Sharing

Turning off screen sharing for meeting attendees helps prevent anyone on the call sharing unwanted material.

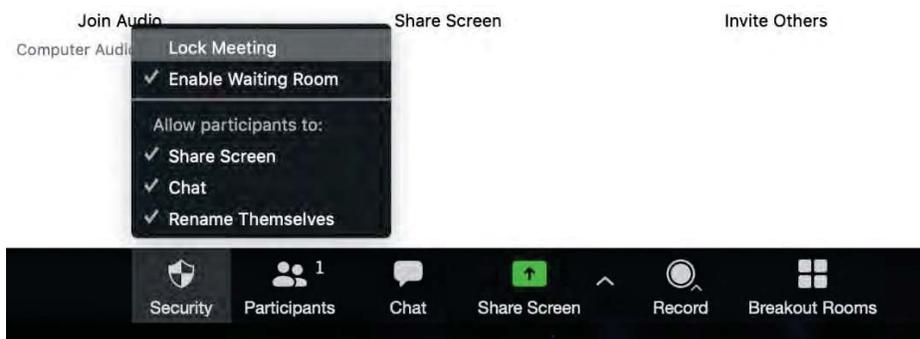
To turn off screen sharing for others, click on "Security" and uncheck "Share Screen."



Lock the Meeting

When you lock a Zoom meeting that's already started, no new participants can join – even if they have the meeting ID and password.

To lock a meeting that's in progress, click "Security" and check "Lock Meeting."



Additional safety controls available inside the meeting

- **Remove unwanted or disruptive participants**: From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.
- **Start Attendee On Hold**: You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.
- **Disable video**: Hosts or Co-Hosts can turn someone's video off. This will allow hosts to block distractions.
- **Mute participants**: Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings.
- **Turn off annotation**: You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **Disable private chat**: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.

If you have any questions, please contact Help Desk or email helpdesk@peo.on.ca.