SAFETY RECOMMENDATIONS FOR ZOOM MEETINGS

GUIDELINES FOR REDUCING RISK OF INTRUSIVE OR OFFENSIVE BEHAVIOR IN VIRTUAL MEETINGS.

1. Turn off the option for participants to share their screen. This must be done by the Host once the meeting is started. Click the up arrow next to “Share Screen”. Select “Advanced Sharing Options”. Lastly select “Only Host” under “Who Can Share”.

If the presenter is not the Host and needs to share their screen to show a power point or other materials, simply select them in the participants, and make them the “Host”.

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2. Turn off the function for participants to use the chat box. Do this by selecting the three dots in the chat box, then under “Participant Can Chat With” select “Host Only”. If a participant would like to share something, the Host can review it. If it is deemed appropriate, and good content, the Host can share the comment with the group.
3. Enable waiting room/lock meeting. If an attack does happen, you will need to lock the meeting. This will prevent anyone new from joining who is not already a part of the group. If you know that everyone who is supposed to be in the meeting has already joined, it might be wise to preemptively lock the meeting. Additionally, you can enable the waiting room, so people must be “admitted” by the host before being able to join.

4. Lock Meeting. It is suggested to lock the meeting after it begins. Hackers tend to join later in the meeting. Under Security, select lock meeting. It is suggested to lock meetings after about 10 minutes.
5. Removing participants. If a participant is being disruptive during a meeting/presentation, you can remove them. Click “more” next to their name, then click remove.

6. Not allowing participants to change their names. To prevent participants from changing their names to something vulgar, the host can prevent them from changing their names. Under “security,” click “rename themselves.”

7. Annotations off. Turning annotations off will prevent participants from writing on the screen while the host is sharing. You will only have to turn annotations off, IF you have this feature enabled in Zoom.

Other Key Features:

- Mute All Participants