

# Zoom Security Best Practices



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The following settings can be adjusted while logged in at <https://zoom.us/profile/setting>

- Enable **Mute participants upon entry**.

Participants will still have control over their own microphone mute state unless further action is taken by host (see page 4).

#### Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [?](#)



- Disable **File transfer** option.

Instructors can distribute and receive files to/from students through Canvas.

#### File transfer

Hosts and participants can send files through the in-meeting chat. [?](#)



- Restrict **Screen sharing** to **Host Only**.

This may be changed by the host mid-meeting, if desired.

#### 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 [?](#)



- Disable **Remote control**.

Host will not receive requests to grant participants control over their screen.

#### Remote control

During screen sharing, the person who is sharing can allow others to control the shared content



- Disable **Allow removed participants to rejoin**.

If waiting room option is enabled (below), this option is not necessary. But it doesn't cause conflicts with anything else here.

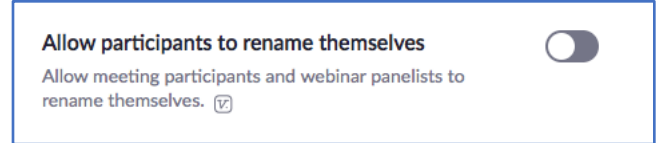
#### Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin [?](#)



- Disable **Allow participants to rename themselves**.

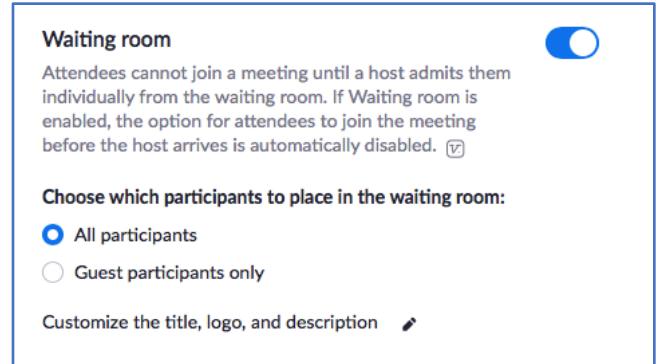
Best leveraged when used in conjunction with the waiting room option (below).



- Enable **Waiting room** and choose **All participants** option.

The waiting room may be disabled by the host mid-meeting, if desired.

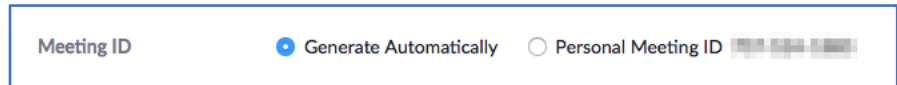
You can create a personalized message for your meetings. Your attendees will see it while they wait to be admitted.



The following settings can be adjusted when scheduling a new meeting at <https://zoom.us/meeting/schedule>

- Select **Generate Automatically** for your **Meeting ID**.

Never use your Personal Meeting ID for class meetings. Let Zoom generate a unique ID when you schedule a meeting, whether using the Zoom meeting scheduler or scheduling through Canvas.

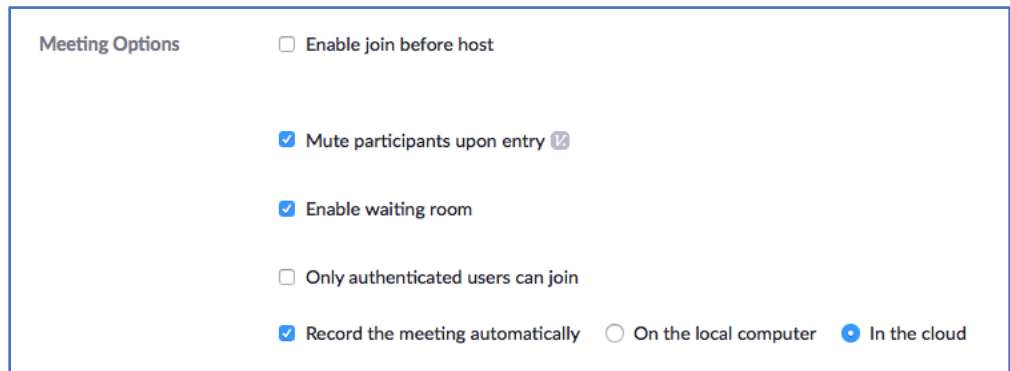


- Check your **Meeting Options** for consistency with your profile settings.

These options are inherited from your profile settings.

They are set as defaults, but you may selectively alter them for only the meeting being scheduled.

Even if **Enable join before host** is selected, the **Enable waiting room** option supersedes it.



## Before your meeting, consider the following

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- Don't post meeting IDs publicly. Either send invitations directly to students via e-mail or post meeting information for the class in the course shell in Canvas.
- Require participants to join using their first and last name. Instructors should communicate this requirement to students in advance.

Warn the students that if the name doesn't match the one on the class roster, the participant will not be admitted to the meeting.

## The following options are available to the host while in a meeting

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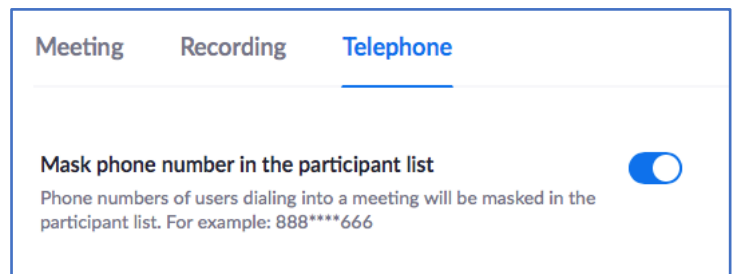
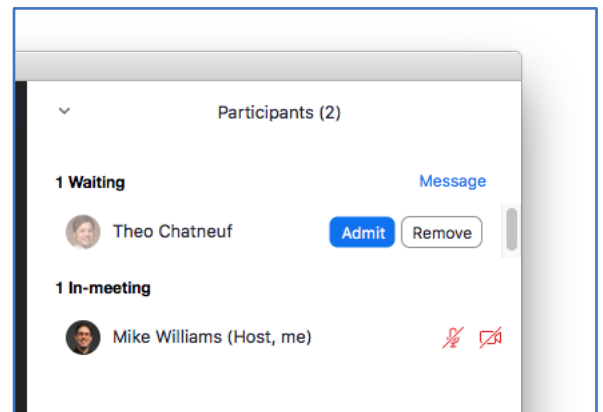
- Admit participants one at a time, and admit only those joining the meeting with their name listed on the class roster.

Larger classes might not be able to manage this without the aid of a co-host: a colleague, TA, etc.

During the meeting, the host will receive a pop-up message when participants enter the waiting room. The host or any co-hosts can choose whether or not to admit each individual.

**Note:** Participants joining by phone will only be listed by their number. Find out which students will be phoning in, and get their number beforehand to help you identify them.

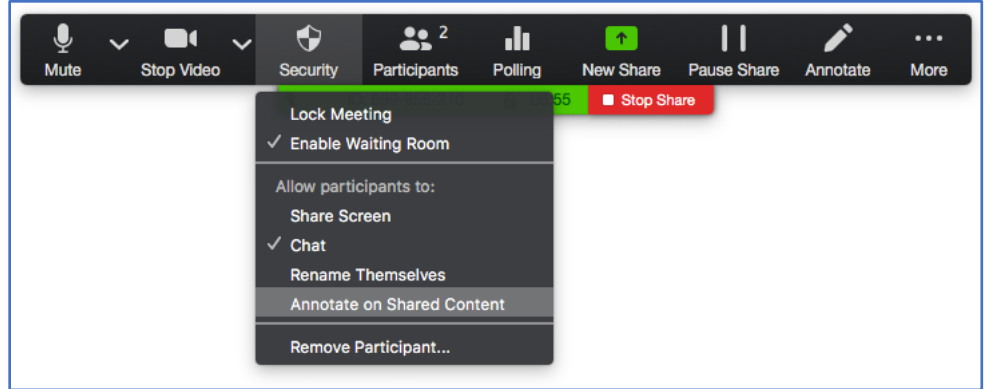
In the interest of student privacy, you should also consider turning on the option (in your profile settings) to mask their phone number.



- Click to clear the checkmark for **Allow participants to: Annotate on Shared Content** in the **Security** controls immediately when sharing screen.

This control is only available to the host after starting screen sharing.

If you don't intend to use annotation in your class, you may disable the tool entirely in your profile settings.

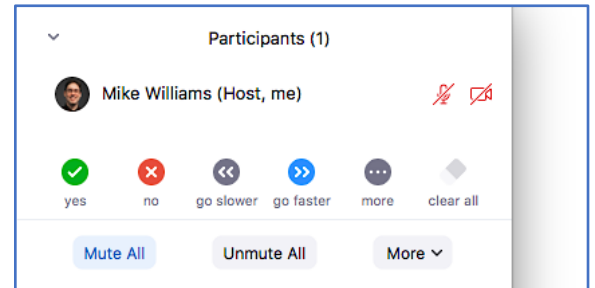


## Actions you can take when disruptions occur

- Select **Mute All** in the participants panel to quickly mute all participants in the meeting.

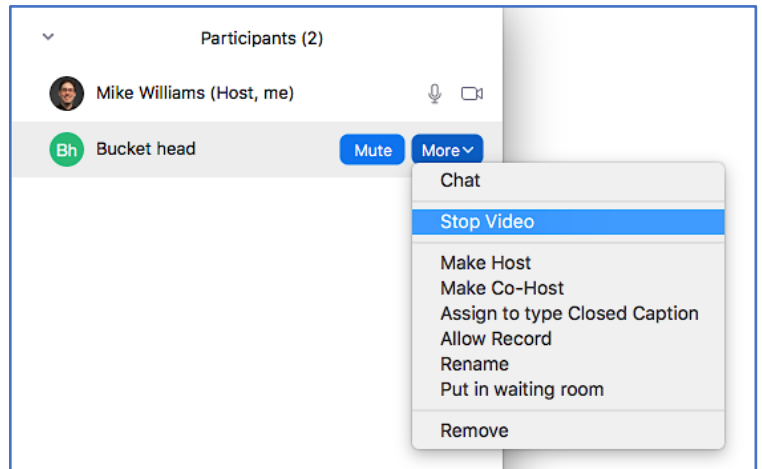
This control is only available to the host after the meeting has started.

For further control, you can disable the option to **Allow participants to unmute themselves**.



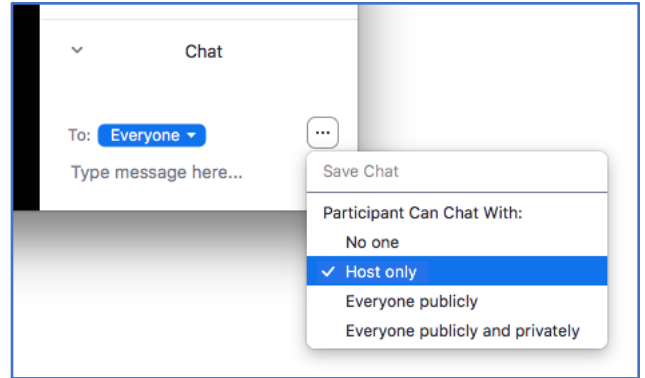
- Select **Stop Video** in the **More >** menu for any participant with disruptive video.

This doesn't stop the participant from changing their profile picture. The host cannot block profile pictures from being visible to other participants.



- Select **Host only** in the **Participant Can Chat With:** sub-option in the chat panel.

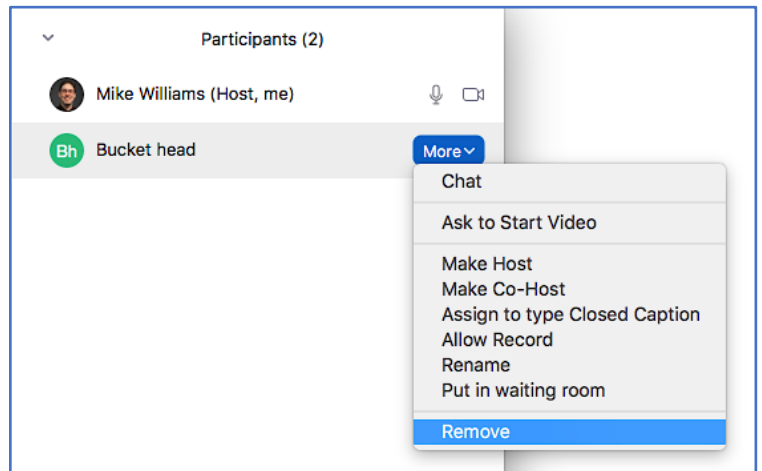
This option restricts chat to/from only the meeting host.



- Select **Remove** in the **More >** menu for any participant that continues to be disruptive.

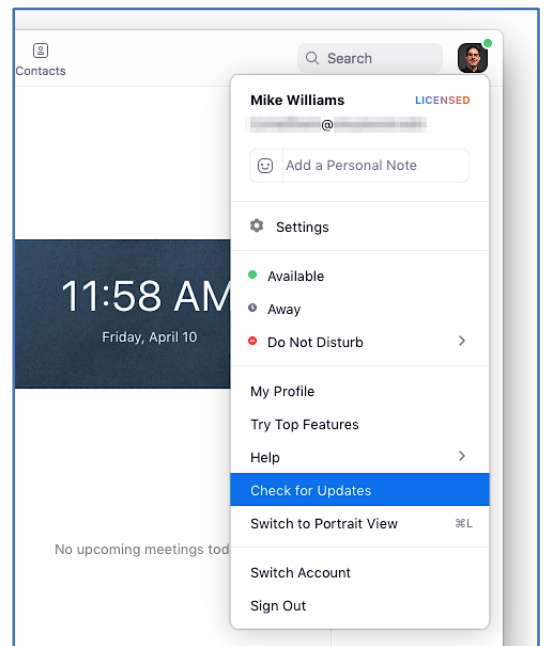
This is the last-resort measure to completely dismiss a participant from a meeting.

The removed participant will not be able to rejoin.



To take advantage of all the features mentioned in this guide, make sure that you are using the latest version of Zoom.

After logging in, click on your user portrait in the upper right corner of the main window, then click **Check for Updates**.



More questions? Visit <https://media.santarosa.edu/zoom> or contact Media Services at [media@santarosa.edu](mailto:media@santarosa.edu)