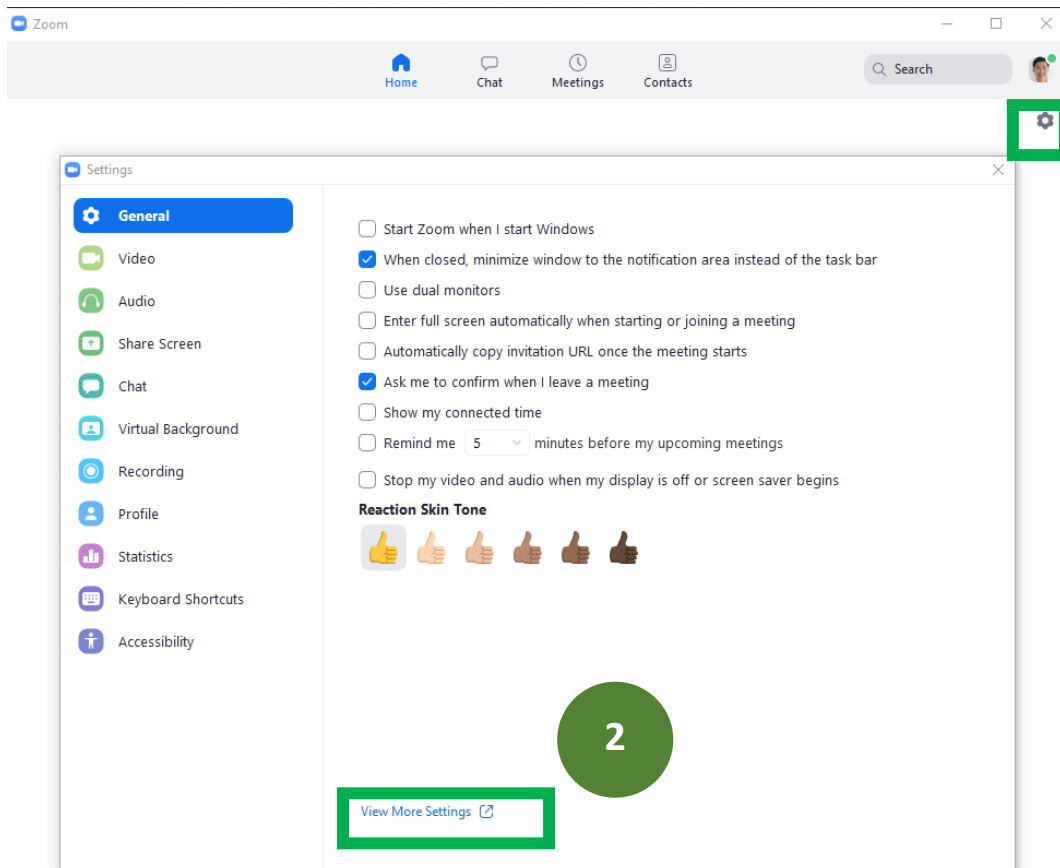
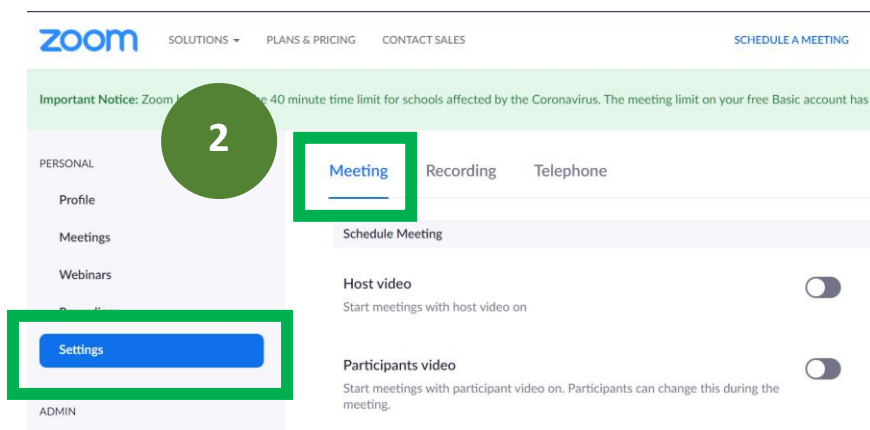


STEP BY STEP GUIDE TO IMPLEMENTING SECURITY MEASURES FOR ZOOM

- 1) Under **Settings** go to **View More Settings**
 - a. Your internet browser will popup and bring you to the settings page



- b. Check that you are Under **Settings > Meeting**



c. Scroll down to Enable and Disable the following:

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Join before host

Allow participants to join the meeting before the host arrives



Use Personal Meeting ID (PMI) when scheduling a meeting


You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.



Use Personal Meeting ID (PMI) when starting an instant meeting



Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).




Chat

Allow meeting participants to send a message visible to all participants



File transfer

Hosts and participants can send files through the in-meeting chat. 



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 desktop/screen share for users



Disable desktop or screen share in a meeting and only allow sharing of selected applications. 

Annotation



Allow participants to use annotation tools to add information to shared screens 

Whiteboard



Allow participants to share whiteboard during a meeting 

Remote control



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


Allow removed participants to rejoin



Allows previously removed meeting participants and webinar panelists to rejoin 

Allow participants to rename themselves



Allow meeting participants and webinar panelists to rename themselves. 

Remote support




Allow meeting host to provide 1:1 remote support to another participant

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

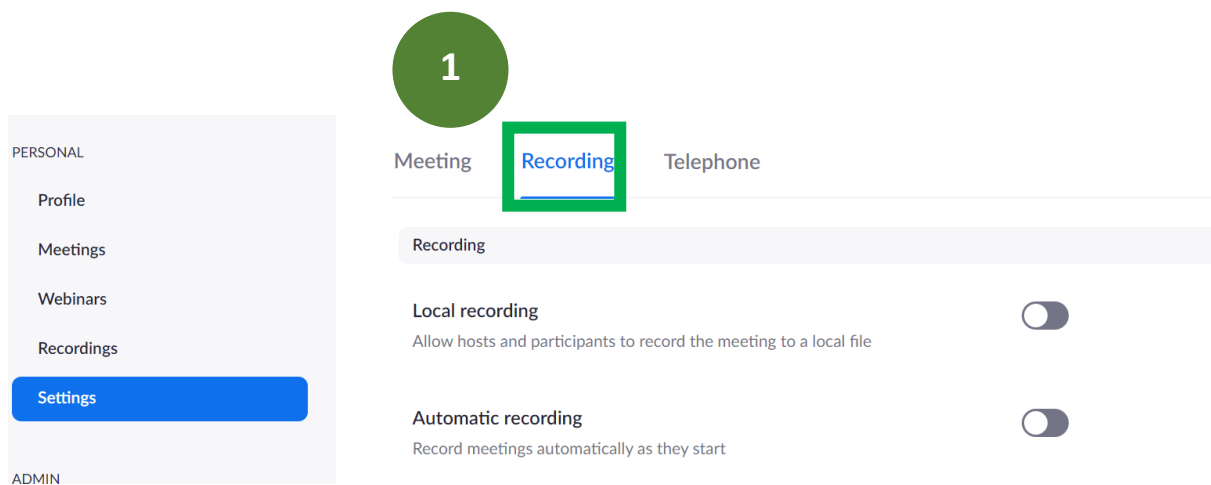


Waiting room

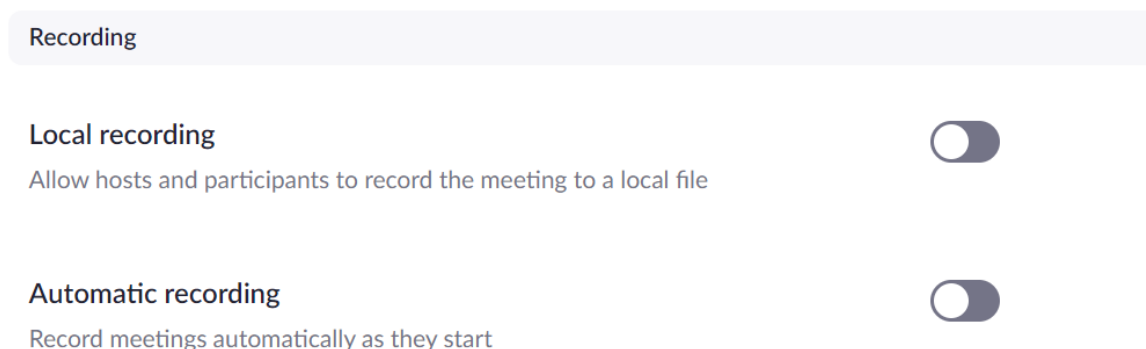
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



- d. Scroll up and go to Settings > Recording



- e. Scroll down to Enable and Disable the following:



2) BEFORE THE START OF YOUR LESSON

- a. In your Meeting Room, click on the Security Icon (available on version 4.6.10)
- b. Check that the following are **checked/ unchecked**

