

Kansas City, Kansas Public Library

KEEPING YOUR MEETINGS SECURE ON ZOOM

There have been a few security issues using Zoom in previous months - uninvited people crashing meetings, etc.

Here are a few tips that you should do when hosting a meeting.

Please note - Some of these options are turned on by default with free accounts for extra security. Paid accounts can turn these off and on as desired.

1. Password protect your meeting - This is the easiest way to prevent uninvited people out. While you are logged in to Zoom, go to "Settings" and turn on the "Require a password when scheduling new meetings". After this, whenever you schedule a meeting, it will prompt you to create a password. Be sure to give the password to every legitimate attendee.
2. Allow only signed-in users to participate - Zoom allows anyone to attend a meeting if they have the meeting ID number, even if they don't have an account. When you set up a meeting, choose to allow only signed-in users. This will let you know exactly who is joining the meeting.
3. Disable "Join before host" - Don't let the attendees "enter" the meeting before the host so that you have control of what goes on. This is like keeping the conference room locked before you get there to start the meeting.
4. Use a randomly generated meeting ID - Zoom will automatically use your personal meeting ID for any meeting that you schedule unless you tell it otherwise. But you don't want to use the same ID for every meeting because people in past meetings may try to join new ones. For example, a disgruntled ex-employee could crash the meeting because he knows your personal meeting ID and could cause trouble. To avoid this, when you schedule a meeting, choose a randomly generated ID for each one so that previous attendees don't crash the new meeting. And don't post the meeting ID on any social media platform unless it will be open to the public.
5. Use waiting rooms - The waiting room feature is a way for the meeting host to screen attendees before they join the meeting. This is like checking people at the door to make sure they are invited.
6. Remove disruptive attendees - The host of a meeting can kick out any attendee that is being disruptive. While in the meeting, choose "More" on the "Participants" tab and choose the removal option. If you want to make sure that they can't return, go to the basic meeting settings and disable the "Allow removed participants to rejoin" function.
7. Turn of participant screen sharing unless necessary - This feature lets an attendee pull up things on their computer and show them to other participants. If the meeting will have people in it that you have not personally vetted, you can disable this feature to avoid having someone show something potentially offensive. This option can be accessed from the "Security" tab while you are in a meeting.

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