

# ZOOM Meetings

## Mandatory Settings / Guidelines / Best Practices

Zoom as well as other teleconferencing services are very useful tools, especially during a time of social distancing. However, with so many individuals turning to teleconferencing to conduct their daily meetings, work related tasks, and/or college courses, so have cybercriminals to conduct their business. It is out of growing concerns for the online safety and privacy of our faculty, staff, and students that we set mandatory requirements for the Zoom meeting settings for all EGSC Zoom user accounts.

To help ensure the security of all Zoom meetings scheduled by Zoom users/accounts licensed under East Georgia State College, the three security measures listed below will be enabled/activated.

### Zoom Mandatory Settings

- **Meeting passwords** (randomly generated) are now a requirement for all Zoom meetings that are scheduled and hosted by an East Georgia State College Zoom account. Having this setting enabled will require all meeting participants to enter a password before they can access a meeting.
- **Waiting room:** The Zoom Waiting room feature will now be required for all meetings scheduled and hosted by East Georgia State College Zoom users. This option creates a virtual waiting room for meeting attendees to gather in prior to the meeting beginning. Hosts/cohosts of a meeting must manually allow attendees into the meeting one at a time, which ensures only authorized attendees are present.
- **Screen share:** Screen Share will be set to “Host-Only.” Meeting hosts/cohosts can still grant screen share permission to meeting participants using the “Share Screen” options shown below, which are visible to the host/cohost using the green “Share Screen” button.
  - *How many participants can share at a time?* select option: “One participant can share at a time”
  - *Who can share?* select option: “All participants” (once a participant no longer needs to share their screen, select “Only host” option)
  - *Who can start sharing when someone else is sharing?* select option: “Only Host”

## **Zoom Guidelines & Best Practices**

- The link to a Zoom meeting / virtual class should be sent directly to individual participants and never be publicly available on a social media post or web page.
- Once all invited participants have joined a meeting, the host/co-host should enable the “Lock Meeting” feature. This feature is accessed in the “Security” icon/setting in an active meeting and prevents unwanted participants from joining a meeting. If a participant loses connection during a meeting that has been locked, the participant will need to contact the host/cohost by email, phone or text message asking to rejoin the meeting; however, if the participant is using the Zoom desktop application, he/she can use the Chat feature in the application to send a private chat message to the host/cohost asking to be readmitted to the meeting. The host/cohost can unlock the meeting to allow the participant to rejoin the meeting; then, lock the meeting again.
- Meeting ID: While there is an option to set your own meeting ID, it is recommended that you allow Zoom to generate them instead of sticking to one. This makes it more difficult for potential hackers to target your meeting, as the identification will be different every time.
- Video: Both meeting hosts and participants should set default video settings to “off,” to ensure meeting participants cannot share their video without the host’s permission. The setting will also ensure hosts don't accidentally share their camera before they're prepared.
- Mute participants upon entry: Enabling this option will ensure meeting attendees can't speak during the meeting unless given permission by the host.
- Disable automatic recording of meetings: if recording of meeting is needed, the host should enable recording within the meeting. Hosts should expressly state in meeting notifications, as well as prior to beginning the recording, if a meeting will be recorded. Do not allow participants to record meetings.
- DO NOT share/post Zoom meeting information/link on social media or publicly accessible online resources. Provide the Zoom meeting information/link directly to invited participants.

Document date: 06/30/2020