

Quick Overview of Tips for ZOOM Security Settings

With the recent incidences of Zoom bombings, this video provides tips for Zoom security settings. For more in-depth information of what these security settings control, please watch the video at:

<https://screencast-o-matic.com/u/fMbg/Zoomsecurity>

Enable or Disable in ZOOM Settings

Sign in to ZOOM in your browser via calpoly.zoom.us and navigate to Settings and make these selections under the **Meetings** tab:

- **Join before host** (disable)
- **Only authenticated users can join** meetings (enable) & set **Cal Poly** Only as the default
- **Require a password when scheduling new meetings** (enable)
- **Require password for participants joining by phone** (enable)
- **Mute participants upon entry** (enable)
- **Private chat** (disable)
- **Auto saving chats** (enable)
- **File transfer** (disable)
- **Screen sharing** (enable) Who can share? = Host Who can start sharing when someone else is sharing? = Host
- **Annotation** (disable)
- **Whiteboard** (disable)
- **Allow removed participants to rejoin** (disable)

When scheduling a new meeting, select the following options on the first page:

- **Meeting Password: Require meeting password** (Be sure to share the password with your students)
- **Video – Host off, Participant off**
- **Audio – Both**
- **Enable join before host** (disable)
- **Mute participants upon entry** (enable)
- **Enable waiting room** (optional, but an excellent choice for office hours)
- **Only authenticated users can join > Cal Poly Only** (enabled)
- **Breakout Room pre-assign** (optional)
- **Record the meeting automatically > In the cloud** (optional) Note: Do not choose to record the meeting “on the local computer” if you plan to share the recording with your students as you will not have captions, which are required by Federal law.

Note: If you open the **Participants** window and see a student labeled as “Guest,” this could signal an individual who may be an uninvited guest (i.e., Zoom Bomber) or a student who didn’t log with their Cal Poly email address. Ask the guest to go to the Zoom app in their dock (Mac) or taskbar (Windows) and click the app to bring it forward. Ask them to go up to the **zoom.us** menu at the top and select **Sign Out**. Then, have them sign in within the Zoom app with their Cal Poly email and portal password, and then click on the SSO (Single Sign-On) button in order to verify their Cal Poly status for you. When these steps are completed, you will no longer see the word “Guest” next to their name in the Participants window.

Please be sure to update to Zoom’s latest release to take advantage of these new features, in particular, the **Security** button within the host’s controls. (Note: Faculty who do not have “administrator control” of their Cal Poly computer may have to wait for the Zoom app update to be available to them via ITS scheduled updates.