

How Do I Keep My Zoom Meetings Private and Secure?

To increase the security of your Zoom meetings, the Center for Learning and Teaching offers these recommendations:

- Never post your Zoom URLs in public spaces (i.e., social media)
- Class meetings should be scheduled using the *Blackboard Zoom Tool*
- Update your Zoom Web Settings
- Verify/update settings when scheduling a meeting
- Check settings and/or use options available within in your meetings

Blackboard Zoom Tool

- Follow steps outlined in [Zoom: Blackboard Integration \(PDF\)](#)

Zoom Web Settings

1. Sign in to odu.zoom.us
2. Select *Settings* from menu
3. Under *Schedule Meeting Settings*
 - a. Turn ON:
 - i. *Only authenticated users can join meetings*
 1. Meeting Authentication Options:
 - a. Select *Edit* next to *@odu.edu Users Only*
 - b. Select checkbox next to *Set as default authentication option* (this can be changed when scheduling a meeting, if needed)
 - c. Select *Save*
 - ii. *Require a password when scheduling new meetings*
 - ii. *Require a password when scheduling new meetings*
 - b. Turn OFF:
 - i. *Embed password in meeting link for one-click join*
4. Under *In Meeting (Basic) Settings*
 - a. Set *Screen Sharing* ON
 - i. Set *Who can share?* to *Host Only* (this can be changed in meeting, if needed)
 - b. Verify *Allow removed participants to rejoin* setting is OFF
5. Under *In Meeting (Advanced) Settings*
 - a. Set *Waiting Room* ON

When Scheduling a Meeting

- Check Settings match Zoom Web recommendations
 - *Meeting ID* – Generate automatically, don't use Personal Meeting ID (PMI)
 - *Meeting Password* – Selected to generate password
 - *Meeting Options* – Following should be selected
 - a. *Enable Waiting Room*
 - b. *Only authenticated users can join* – DO NOT use Outlook plugin or push to Outlook calendar because it strips this functionality from your meeting
 - i. Select *@odu.edu Users Only*
 - ii. Select *Sign in to Zoom* if external participants will be joining meeting

Within a Meeting

- Check settings
 - *Share Screen* –
 - Select arrow next to *Share Screen*
 - Select *Advanced Sharing Options*
 - Verify *Who can share?* is set to *Host Only*
 - If participants need to share
 - Update setting to *All Participants*
 - Verify *Who can start sharing when someone else is sharing?* is set to *Only Host* – you will need to stop sharing before a participant can begin sharing
- Use options from Participants Window
 - Use *Admit* or *Remove* buttons for participants in Waiting Room
 - Remove an unwanted participant who has joined the meeting
 - Hover on Participant's name
 - Select the *More >* button
 - Select *Remove*
 - Lock meeting after it has started – Participants who may have inadvertently disconnected may not be able to re-enter
 - Select *More* button at the bottom of the Participants Window
 - Select *Lock meeting*