Required Steps To Ensure Zoom Meeting Security

Follow these required steps to help increase the security of your Zoom meetings and events:

1. **Don't share the Zoom link, code or password on social media or any public sites (e.g., websites)**
2. **Ensure a meeting password is required**
   - Do this by ensuring that the "require meeting password" box is checked
   - For more information visit https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-Webinar-Passwords-
3. **Only allow participants who have already logged into Zoom to join your meeting**
   - Do this by checking the "only authenticated users can join" box under meeting options
   - For more information visit https://support.zoom.us/hc/en-us/articles/360037117472-Authentication-Profiles-for-Meetings-and-Webinars
4. **Utilize the waiting room**
   - Allows the host to control who is able to enter the Zoom session
   - Ensure this is turned on by validating the "enable waiting room" box in meeting options is checked
   - For more information visit https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room
5. **Ensure the annotation feature is turned off and consider restricting other features as needed**
   - Annotation off prevents a Zoom Bomber from being able to draw over the host's screen
   - Consider blocking private chats or restricting custom backgrounds to avoid disruption
   - For more information, visit https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting
6. **Lock the meeting once it is underway**
   - Prevents others from joining the meeting once it is in progress and prevents users from rejoining once you have removed them
   - For more information, visit https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting