

# Step by Step Guide to Protecting Your Zoom Meeting

1. Update your Zoom application. Zoom is responding by adding increased protections on a regular basis. Repeat this before each meeting.
2. Change the SCREEN SHARING setting to “HOST ONLY”. No non-hosts should ever be allowed to screen share.
3. Disable the JOIN BEFORE HOST setting.
4. Enable the CO-HOST feature.
  - A. Have a Co-Host. By dividing hosting tasks during a meeting, you can more quickly react when you are zoom-bombed.
  - B. Hosts and Co-Host should not be on a mobile device. Instead use a desktop or laptop computer.
5. Disable FILE TRANSFER so that pictures, videos, or anything else can not be uploaded to your meeting, either in chat or via screen sharing.
6. Disable ALLOW REMOVED PARTICIPANTS TO REJOIN.
7. In the RECORDING sub-tab in account settings, turn OFF all recording functions.
  - Disable LOCAL RECORDING
  - Disable CLOUD RECORDING
  - Disable AUTOMATIC RECORDING
8. In the TELEPHONE sub-tab in account settings, change the following:
  - Enable MASK PHONE NUMBER IN PARTICIPANT LIST
9. In the MEETING sub-tab in settings, change the following:
  - Enable REQUIRE ENCRYPTION FOR THIRD PARTY ENDPOINTS
  - Disable FEEDBACK TO ZOOM
  - Disable SCREEN SHARING
  - Disable DESKTOP SCREEN SHARE FOR USERS
  - Disable REMOTE CONTROL
  - Disable VIRTUAL BACKGROUND. This is to ensure that inappropriate backgrounds are not used such as pornographic images.
  - It’s very important that only hosts and co-hosts control the muting or unmuting of people. This is not how many meetings are used to functioning, but it is encouraged. Members who wish to speak can raise their virtual hand.
    - Enable MUTE ON JOIN
    - Enable the WAITING ROOM feature. Do not allow participants to join before the Host and Co-host. The host and Co-Host can review the participants for unknown names and be ready to remove the unknowns if they turn out to be disruptors.
    - Do NOT let people rename themselves. This is done by the Host and Co-Hosts from within the live meeting interface.
    - TURN OFF CHAT during the meeting. Or set it to “HOSTS ONLY” but not to EVERYBODY.ents not only disruptors from sending inappropriate chat messages to all attendees, it also prevent crosstalk.
    - Consider not allowing attendees to join after the first 10 minutes of the meeting. The Host can include an explanation of the safety issue for this trying to join late.