

Simple Steps to Online Group Security

Now more than ever, the safety of our group members is our top priority!

We are aware of some of the security concerns people have with using the ZOOM online platform. While only a relatively small percentage of meetings have experienced any form of “hacking” or “ZOOM Bombing,” we want to offer several tips that will help all our groups find the greatest measure of **safety** and **privacy** as they meet.

Below are **five ways** to ensure the safety of your ZOOM meeting!

ZOOM Security Step-by-Step Instructions:

1. Enable Waiting Room:

- When setting up your Zoom meeting, make sure to enable the **Waiting Room** option. This will allow the meeting host to admit participants one at a time, ensuring that participants are known guests. In the app, go to **Advanced Options → Enable Waiting Room (click the box on the left)**. From the Zoom website, go to **Settings → In Meeting (Advanced) → Waiting Room (turn on)**

2. Protect Your Zoom Meeting Link:

- One of the ways hackers are getting into Zoom meetings is by finding publicly shared Zoom meeting “links.” To avoid this, do not share the link to your meeting on any website and only share with those in your group. Joining a Zoom call with a Meeting ID requires a participant to **enter a password** for the call, while joining through the link does not. Overall, our general policy is “**be careful with links.**”

3. Protect Meeting with Password:

- When scheduling a meeting, you can add another step of security by adding a password. In the app, simply click on **Require Meeting Password**. You can either keep the suggested password or create your own. From the Zoom website, you can go to **Settings → Schedule Meetings → Require a password when scheduling new meetings (turn on)**.

4. Mute Participants:

- As the meeting host, you will see a **Manage Participants** button at the bottom of the screen. When clicked, a Participants bar will appear on the right side of the Zoom screen. Underneath the names of all participants you will see a **Mute All** button. When clicked, this will mute all participants until they unmute themselves. By clicking on individual participants’ names, you will also have options to **Mute Video** or **Remove from Call**.

5. Limit Share Screen Feature:

- Allow only the meeting host the ability to share their screen. To do so, follow these steps: First, find the **Share Screen** button at the bottom of the Zoom screen. Next, click the small upward-facing arrow. When you click the arrow, you will see an option for **Advanced Sharing Options**. In the dialog box that pops up, you will be able to switch sharing options to **Only Hosts Can Share**.

For a more detailed description of these tips and others, please [click here](#).

Need help? Text LEAD to 40777