Securing Zoom Meetings

This document outlines tips and tricks to secure your zoom session before, during, and after the meeting. For step-by-step instructions on how to enable these features, visit the zoom support page.

Before the meeting

- Never post your meeting URL or password in a public forum
- Don’t use your Personal Meeting ID for scheduled meetings
- Setup the Waiting Room
- Manage how participants will enter the meeting
  - For meetings where all participants have MacID, require participants to sign in with their McMaster email and password.
  - For small to medium size meetings with external participants, require a password to join
  - For large meetings with external participants, require participants to register

During the meeting

- Make someone your co-host to monitor the participant list
- Lock the meeting to prevent additional participants from joining
- Mute all participants
- Control screen sharing to prevent inappropriate content sharing
- Disable private chat to prevent cyberbullying and inappropriate comments
- Disable annotation to prevent inappropriate content sharing
- Remove participants if they do not follow proper netiquette

Recording meetings

- In addition to taking the steps above to secure your meeting, recording can help if there is an incident to address later. Remember to:
  - Know where your recording will be stored
  - Enable recording announcements for when participants enter the call
  - Control or prevent participant recording

If an incident or behavioral concern arises, please don’t hesitate to consult with Student Support & Case Management who can help to address your concern at sscmo@mcmaster.ca

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