

Tips for Securing Meetings on Zoom without a Password

TURN OFF:

x Screen Sharing

Except for Host / Co-Host

x File Sharing

x Virtual Backgrounds

TURN ON:

+ Waiting Room

+ Co-Host

+ Mute Guests on Entry

EXTREME MEASURES

While the measures below are effective, they may not be entirely in-principle with welcoming new members and visitors to meetings.

These measures should not be necessary to protect a meeting using all other protections listed.

- Set a Password
- Lock the Meeting 5-10 minutes after Start

HOST SHOULD:

PRIOR TO START OF MEETING:

- + **Assign a Co-Host** to assist
- + **Route Chat** to Host Only
- + **Admit Guests** in Waiting Room
- + **Mute All Guests** and Uncheck "Guests may Unmute"

AFTER START OF MEETING:

- + **Ask Guests to "Raise Hand"** in Participants window or type "Share" in Chat to ask to share
- + **Call On/Unmute Next Person** or assist Leader/Chair with this
- + **Lower Hand and Mute** people who have shared
- + **Watch for/Admit New Guests** from the Waiting Room
Waiting 1-2 min. before admitting new arrivals and watching for large groups may discourage Disruptive attacks.
- + **Remove Disruptors** or move them to the Waiting Room