

Zoom

Settings to Consider Before the Meeting

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This helps prevent Zoom bombing. TU attendees who have logged in with SSO and Zoom account holders will get directly into the meeting. All others will have to be admitted.

1. Click on Settings and then click Security. Make sure Waiting Room is turned on.

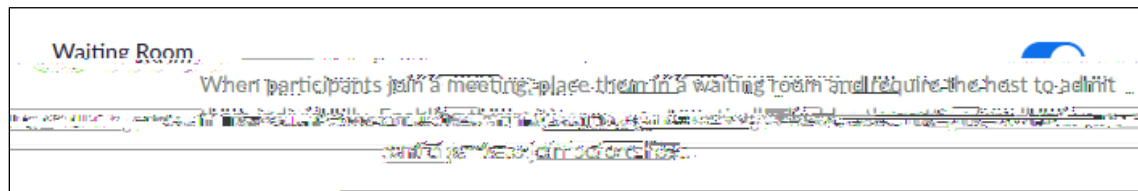


Figure 1

2. Under Waiting Room Options, click Edit Options. Make sure Users not in your account is selected.

Require a Passcode

This is locked for Zoom Meetings. However, it can be disabled if using your personal meeting room (PMI). Be sure it is on for PMI as well. Those who receive a direct link to the meeting (via email) will see the password embedded in the URL and will not be prompted to enter the password. However, those who do not have a direct link or who enter by phone will be prompted for the passcode.

1. Under Require a passcode for Personal Meeting ID (PMI), make sure All meeting using PMI is selected.

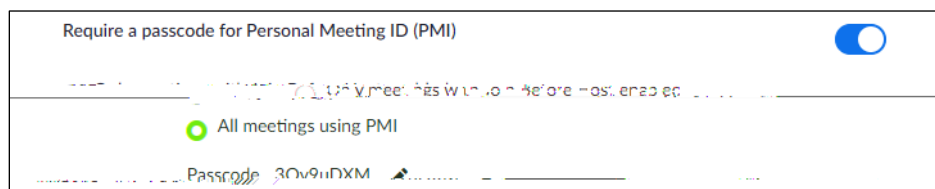


Figure 2

2. For further security, turn off Embed passcode in invite link for one-click join. Those who receive the link will need the password to join. That can be sent under separate cover or included in the email which reinforces a direct link to the meeting was sent. Do not include the passcode if you are sharing the link publicly. You will need to share the passcode using an alternate method.

Mute Participants Upon Entry

This is in the Schedule Meeting section of Settings.

Chat Settings

1. If this an informational meeting only, turn Chat off - this is in the Schedule Meeting section of Settings.

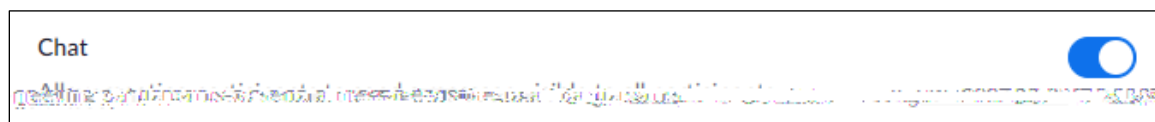


Figure 3

2. Turn off Private chat this will stop participants from sending messages to each other during the meeting.
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Screen Sharing

Only allow the Host to share if holding a public event and there are concerns about Zoom bombing.

1. Click on In Meeting (Basic) **section of** Settings.
 2. Choose Host Only **under** Screen Sharing **and under**
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1. Once in your Zoom meeting, click on the up arrow beside Share Screen.

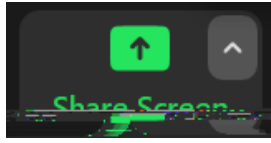


Figure 8

2. **Make sure** Multiple participants can share simultaneously **is not selected**.