

Secure your Zoom Meetings to ensure anonymity, and protect against uninvited guests taking over, trolling or harassing your guests.

Control participation during a meeting

During a meeting you can prevent participants from sharing their screen, keep participants muted, or remove participants.

Prevent participants from sharing their screen while a meeting is in progress

You can prevent participants from sharing their screen unless you have assigned them the role of Host, Co-Host, or Alternative Host.

1. At the bottom of the Zoom meeting, click the small arrow to the right of the green Share button.
2. From the menu, select **Advanced Sharing Options**.
3. Under **Who can share?** select **Only Host**.
4. Close out of the **Advanced Sharing Options** menu.

Control additional participant behaviors

Via the Participants window, you can keep participants muted, enable the waiting room, lock the meeting to additional participants, or remove participants.

1. At the bottom of the Zoom meeting, click the Participants button to open a list of participants.
2. At the bottom-right corner of the list of participants, click “More” to open a menu.
3. Toggle the options as desired:

- Clear **Allow Participants to Unmute Themselves** to ensure that only hosts can unmute participants
- Check **Put attendee in waiting room upon entry** to require that hosts manually admit new participants rather than having them join the meeting automatically. More about the Zoom Waiting Room feature at bottom.
- Check **Lock meeting** to prevent any additional participants from joining the meeting after this option is selected.

Remove participants who are behaving inappropriately

1. At the bottom of the Zoom meeting, click the **Participants** button to open a list of participants.
2. In the participant list, hover your cursor over the name of the participant you wish to remove, then click the **More** button that appears to the right.
3. From the bottom of the menu, select **Remove**.
4. A dialog box will open asking you to confirm your choice. Click **OK** to remove the participant.

Options when scheduling a meeting

When scheduling a meeting, you can configure security settings to:

- Prevent participants from joining the meeting before a Host or Alternative Host arrives.
- Require users to authenticate themselves
- Require a meeting password

You can configure any or all of these options.

On the **Schedule Meetings** page/screen, under **Meeting Options**:

- Clear **Enable join before host** to prevent participants from joining the meeting until a Host or Alternative Host arrives.
- Check **Only authenticated users can join** to ensure that all participants are logged into UW Zoom accounts.
- Check **Require meeting password** to require password authentication when users enter the meeting. Passwords can be up to 10 characters. By default, the meeting invitation will include the password for participants, as well as a Join Meeting link that will enter the password automatically for invited participants. These settings can be changed in your User Settings in the Zoom web portal at washington.zoom.us.

Change the default security settings for your meetings

The settings you configure will apply to all future meetings. These options are all available when you got to the web portal at washington.zoom.us and sign into Zoom. From the left navigation, select **Settings**. You may need to scroll down a bit to find some of these settings may require scrolling down a bit.

Adjust default settings for Join **Before Host**, Mute Participants Upon Entry, and meeting passwords to your preference. These options can be customized for individual meetings – the Settings options control what is set by default when scheduling a new meeting.

- For **Screen Sharing** set **Who can share?** to **Host Only**.
- Turn off **Allow Removed Participant to Rejoin** to ensure that if a participant is removed for inappropriate behavior, they cannot rejoin.
- Turn off **File Transfer** or limit file types that can be shared to prevent sharing of inappropriate or virus-ridden files with other participants.

Secure your Zoom cloud recordings

To secure the Zoom cloud recordings you create, navigate to your [Zoom recording settings page](#). These options apply to all the Zoom recordings you create.

Restrict viewing of recordings to authenticated users

To restrict viewing, enable **Only authenticated users can view cloud recordings** from the [Zoom recording settings page](#). When this setting is enabled, users must have a UW NetID to view the recording.

Only authenticated users can view cloud recordings

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

Authentication Options:

UW NetID Login (Default) [Edit](#) Hide in the Selection

Set password protection for recordings

To set password protection, enable **Require password to access shared cloud recordings** from the [Zoom recording settings page](#). When this setting is enabled, a random password will be generated that can be modified by the meeting host. This setting applies only to recordings generated after the setting is turned on.

Require password to access shared cloud recordings

Password protection will be enforced for shared cloud recordings. A random password will be generated and can be modified by the users. This setting is applicable for newly generated recordings only.

Disable downloads of recordings

To prevent people who can watch your Zoom cloud recordings to download them, follow these steps.

1. Navigate to the [Zoom recordings page](#)
2. Select **Share**
3. Disable **Viewers Can Download**

Viewers can download



Individual recordings

To change security settings for individual recordings, navigate to your [Zoom recordings page](#), then select **Share**.

Matrix of select Zoom security settings

As noted above, you do not need to change all security settings to protect your Zoom meeting space. The table suggests combinations of settings you can configure to achieve the level of security you desire.

Setting	Least Secure			Most Secure		
Disable Join Before Host	X	✓	✓	✓	✓	✓
Enable Waiting Room	X		✓	✓	✓	✓
Limit Sharing to the Host	X			✓	✓	✓
Meeting Password	X				✓	✓

Restrict Access to Join a Meeting	X					✓
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Learn more about specific security settings

[Disable Join Before Host](#) — Clear **Enable join before host** to prevent participants from joining the meeting until a Host or Alternative Host arrives.

[Enable Waiting Room](#) — Allows the host to control when a participant joins the meeting.

[Limit Sharing to the Host](#) — Prevents participants from screen sharing.

[Meeting Password](#) — Require passwords for meeting to add an additional layer of security

[Restrict Access to Join a Meeting](#) — Allows a host to restrict participants who can join a meeting to those who are logged into Zoom, and even restrict it to Zoom users whose email address uses a certain domain.

Turn on the Waiting Room

The Zoom Waiting Room feature allows you to control when a participant joins the meeting. With Waiting Room, you can admit attendees one by one or hold all attendees in the Waiting Room and admit them all at once. You can send all participants to the Waiting Room when joining your meeting or only guests, participants who are not on your Zoom account or are not logged in. The Waiting Room needs to be enabled first in your Settings, then turned on when scheduling (or during) an individual meeting.

First, turn on the Waiting Room feature in your user settings:

1. Go to washington.zoom.us to sign into your Zoom account online.
2. In the left sidebar, click **Settings** and then click **In Meeting (Advanced)**.
3. Scroll down to find **Waiting Room**. Toggle the switch to turn on the Waiting Room. The Waiting Room is now enabled for your meetings.

Then, to turn on the Waiting Room feature for an individual meeting, do either of the following: **When scheduling the meeting or editing meeting settings**, scroll down to Meeting Option and make sure the checkbox next to **Enable Waiting Room** is checked.

During the meeting:

1. At the bottom of the Zoom window, click the **Participants** button.
2. At the bottom-right corner of the window, click the drop down menu titled **More**.
3. Click **Put Participants in Waiting Room on Entry** to enable it. If there is a check mark next to it in the menu, it is already enabled.

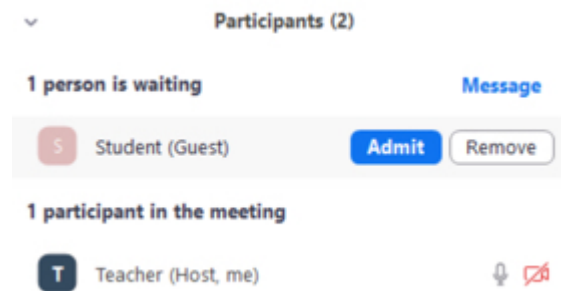
When the Waiting Room is enabled, participants will see the following screen when joining the meeting:

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

Once you have started the meeting as the host, at the bottom of the Zoom window, click Participants to see the full list of participants in the meeting, including the list of people waiting to join the meeting in the Waiting Room.

To add a participant from the Waiting Room, hover your cursor over their name in the Participant list and click **Admit**.



To move a participant from your meeting back into the Waiting Room

1. Hover your cursor over their name in the Participant list.
2. Click **More >**.
3. Select the menu option **Put in Waiting Room**.

