Top 10 Ways to Secure Your Zoom Meetings

What you need to know to keep your video meetings safe and secure.

SECURITY TIP 1
Turn On Your Waiting Room
One of the best ways to secure your meeting is to turn on Zoom's Waiting Room feature. Some Zoom users, like those in education, will have this feature turned on by default. This feature provides a virtual waiting room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion.

SECURITY TIP 2
Don’t Use Your Personal Meeting ID for Public Meetings
Your Personal Meeting ID (PMI) is the default meeting that launches when you start an ad hoc meeting. Your PMI doesn’t change unless you change it yourself, which makes it very useful if people need a way to reach you. But for public meetings, you should always schedule new meetings with randomly generated meeting IDs. That way, only individuals who know how to join your meeting will be able to access it.

SECURITY TIP 3
Only Allowed Registered or Domain Verified Users
When scheduling a meeting, you can require attendees to register with their email, name, and custom questions. You can even customize your registration page with a banner and logo. By default, Zoom also restricts participants to those who are logged into Zoom, and you can even restrict it to Zoom users who's email address uses a certain domain.

SECURITY TIP 4
Control Screen Sharing
Screen sharing can be a great tool when you need it, but it can also be an open avenue for bad actors when you don't. With Zoom, you have full control over who can share their screens in your meeting. If you're not sure if screen sharing is necessary, you can turn it off altogether. You can easily toggle this feature on and off from the screen sharing menu, as well as the security menu.

SECURITY TIP 5
Turn Off Annotation
Annotation can be a great tool when you need it, but it can also be a way for malicious actors to inject themselves into your meeting. To prevent this, you can turn off annotation for the entire meeting, or just temporarily.

SECURITY TIP 6
Remove Participants
If you follow the tips so far, you should never find yourself in a meeting with an unwanted guest. But if you do need to remove an attendee from the meeting at any point, Zoom makes it easy to kick an unwanted participant out of the meeting. You can also choose to not allow participants to rejoin once they've been removed.

SECURITY TIP 7
Mute Participants
If you're a Host that needs a helping hand to manage all your participants, you can promote a trusted meeting attendee to Co-Host, allowing them many of the same privileges and control features available to the meeting host themselves. To learn about the difference between a host and co-host, view this support article.

SECURITY TIP 8
Make Someone a Co-Host
SECURITY TIP 9
Secure Private Chat
SECURITY TIP 10
If you're the Host of a meeting and you find yourself in a meeting with an unwanted guest, you can mute them to prevent them from contributing further. You can also choose to not allow participants to unmute themselves. When you're ready to make the meeting interactive again, you can simply hit the "Unmute All" button or allow participants to unmute themselves.

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