

Zoom Cloud Meetings – Privacy and security

This document is primarily for Group Leaders who will be setting up U3A Meetings for participants.

Securing your account

- Your personal Zoom account **MUST** have a complex password because it is also a log-in to the Zoom web site and that makes any of your information/profile etc. vulnerable (as it does on all web sites)
- Your account password should have upper and lower and numbers and symbols in it and be at least 10 characters in length – write it down!
- Never re-use passwords

In your browser

- Go to <https://zoom.us>
- Log in using your username and password
- It brings you to your profile
 - Have as little identifying information here as you can

Go to SETTINGS

Here you will see three ‘tabs’ MEETING, RECORDING and TELEPHONE

MEETING TAB

I think for best security, have only these settings ON with everything else OFF. These settings will mean:

1. Participants of any meetings YOU set up, will have to enable their video and microphone which means its a deliberate action, not the default and hence safer for them
2. Participants must wait to be accepted to YOUR meetings
3. The ability for participant to share THEIR screens is optional and up to the meeting HOST

Settings (set to ON all others OFF)

- Audio type Computer audio only
- Require password when scheduling new meetings ON
- Require password for instant meetings ON
- Require password for personal meeting ID ON
- Embed password in meeting link ON
 - This makes it easy for members to join a meeting and since we have to email out the password anyway, its probably simpler to email the full link
- Require password for participants joining by phone ON
- Chat ON
- Disable screen share for users ON (**OPTIONAL**)
 - ON will stop users (of YOUR meeting) sharing their screen which improves their security for inadvertently sharing something private so if yours is a ‘one way’ lecture for instance, its better to disable participants screen sharing.
- Waiting room ON
 - Users have to be admitted to meeting by the host and this stops ‘gate crashers’

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RECORDING TAB

Local Recording (permitted)	ON
All other settings to	OFF

TELEPHONE TAB

Set all to	OFF
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Securing meetings

- For security and privacy, all meetings SHOULD have a password of at least 6 digits (the Zoom generated default)
- NEVER use your PERSONAL ID, only use the ID provided by Zoom.

Meeting Recording

Zoom has the facility to record meetings, which can be turned on by the host, but as a participant, you will always see an indication on the screen if it is recording. As a host, if you intend to record, it is courtesy to let your participants know beforehand and allow them to leave if they wish. For larger meetings, consent can be made more formal with a 'Recording Disclaimer' that must be clicked to show consent before recording starts. More information on recording is on the Zoom website here:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>