<div align="center">

UMassAmherst
Student Affairs Technology Services

Zoom: Best Practices for Securing Your Meetings

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In order to make your Zoom meeting spaces as secure as possible, please consider following these guidelines.
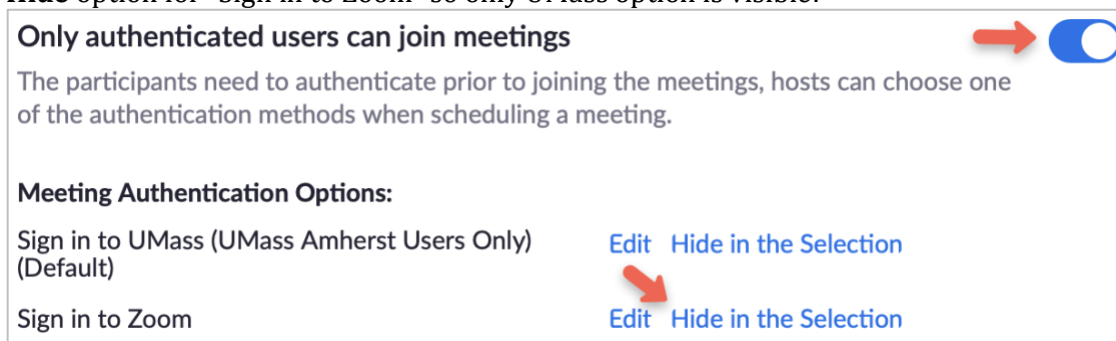
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Update Your Zoom Account Settings

Before creating your meetings, consider making the following updates to your Zoom web portal Settings

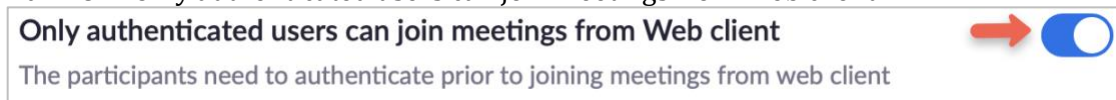1. **Turn on** "Only authenticated users can join meetings".
   Hide option for "Sign in to Zoom" so only UMass option is visible.

   > **Only authenticated users can join meetings**
   >
   > The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.
   >
   > **Meeting Authentication Options:**
   >
   > Sign in to UMass (UMass Amherst Users Only) (Default)   Edit   Hide in the Selection
   >
   > Sign in to Zoom   Edit   Hide in the Selection

   This will enable you to allow attendance by only Zoom users with active UMass Net ID's when scheduling upcoming meetings. The setting must also be activated for each Zoom Meeting.
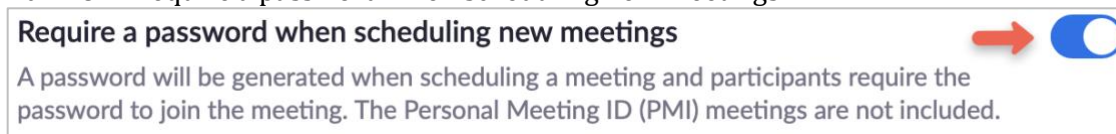
2. **Turn on** "Only authenticated users can join meetings from Web client".

   > **Only authenticated users can join meetings from Web client**
   >
   > The participants need to authenticate prior to joining meetings from web client

   This affects attendees who do not have the downloaded Zoom software and want to attend via a web browser.

3. **Turn on** "Require a password when scheduling new meetings".

   > **Require a password when scheduling new meetings**
   >
   > A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

   Using meeting passwords will help prevent people from entering who find your meeting room but have not been invited to attend.

4. **Turn on** "Embed password in meeting link for one-click join".

Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Remember if you use this setting that you shouldn't post the link to an openly accessible location like a website or social media page since the link contains the password to join.

5. **Turn on** "Require password for participants joining by phone".

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

This affects attendees who come to a Zoom meeting using only a phone number and not a web link. The phone password will be included in the Zoom Meeting Invitation created in Zoom.

6. **(Optional) Turn on** "Waiting room".
   (Optional) Turn on "All participants".

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ☑

Choose which participants to place in the waiting room:

◉ All participants ⟵

◯ Guest participants only ⑦

Customize the title, logo, and description ✎

This setting will put all incoming attendees into a separate "Waiting Room" space outside the regular meeting until you or a Co Host let them into the meeting. It provides an extra layer of security to prevent unwanted attendees from gaining access to your meeting. It also allows you to admit attendees during only specific times of the meeting if needed.

Be sure to familiarize yourself with the process of admitting attendees from the waiting room if you use this feature and remember to lookout for invited attendees coming in after the start of the meeting. Adding a Co Host to your meeting can help with admitting late comers.

Use the Following Settings When Creating Meetings in Zoom

1. Schedule your Zoom meetings using the **Meetings** page in your Zoom web portal in order to get access to the all these available settings. (Some of these may not be available through the downloaded desktop client, mobile device, or Outlook Add-in.)

2. Set **Meeting ID** to "Generate Automatically".

Meeting ID	➡	⦿ Generate Automatically	◯ Personal Meeting ID

The "Personal Meeting ID" is one consistent meeting location (Meeting ID #) and is basically like one perpetual ongoing meeting. You should limit your use of the Personal Meeting ID to avoid unwanted attendees from trying to enter your meeting space.

3. Set **Meeting Password** to "Require meeting password".

Meeting Password	➡	☑ Require meeting password

This is an individual setting on each Zoom Meeting, in addition to begin enabled in your Zoom settings.

4. Under **Meeting Options**
   a. Check "Enable Waiting room".
   b. Check "Only authenticated users can join".
      i. Select "Sign in to UMass (UMass Amherst Users Only).

Meeting Options	☐ Enable join before host
	☐ Mute participants upon entry 🇻
➡	☑ Enable waiting room
➡	☑ Only authenticated users can join
➡	Sign in to UMass (UMass Amherst Users Only) ⌄
	umass.edu Edit

These must be set for each individual Zoom Meeting, in addition to being first enabled in your Zoom settings.

5. In the **Alternative Hosts** field, add any colleagues who may also assist you in managing the meeting as needed. (This will allow them to start and control meetings if you are unable to attend. This will also allow them to assist you with admitting attendees from the Waiting Room.)

Alternative Hosts	Example: mary@company.com, peter@school.edu

How to Admit Zoom Meeting Attendees from the Waiting Room (if Activated)

1. Keep the **Manage Participants** sidebar open to view incoming attendees in your waiting room.

👥 2
Manage Participants

2. Incoming attendees will show up under the heading **Waiting** in the **Participants** sidebar.
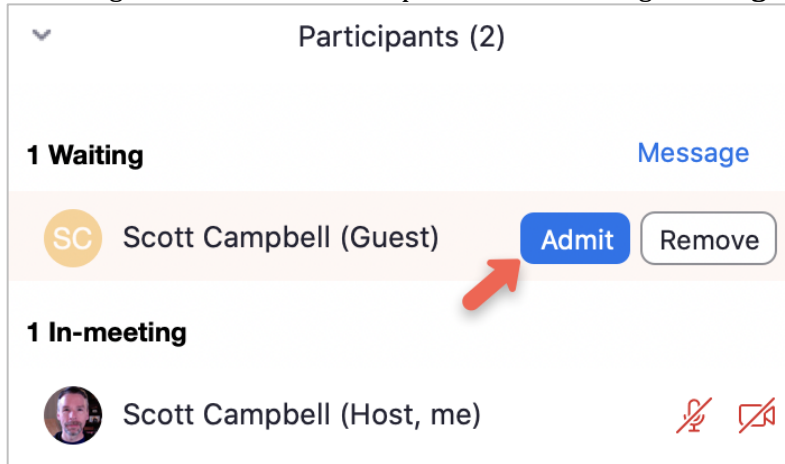
3. Hover your cursor over a participant's name and click the **Admit** button to let them into the meeting.

How to Remove Attendees from a Meeting

1. Hover your cursor over a participant's name in the **Participants** sidebar and click the **More** button, then select **Remove**.

   OR you can select **Put in waiting room** if you plan to re-admit them later in the meeting.
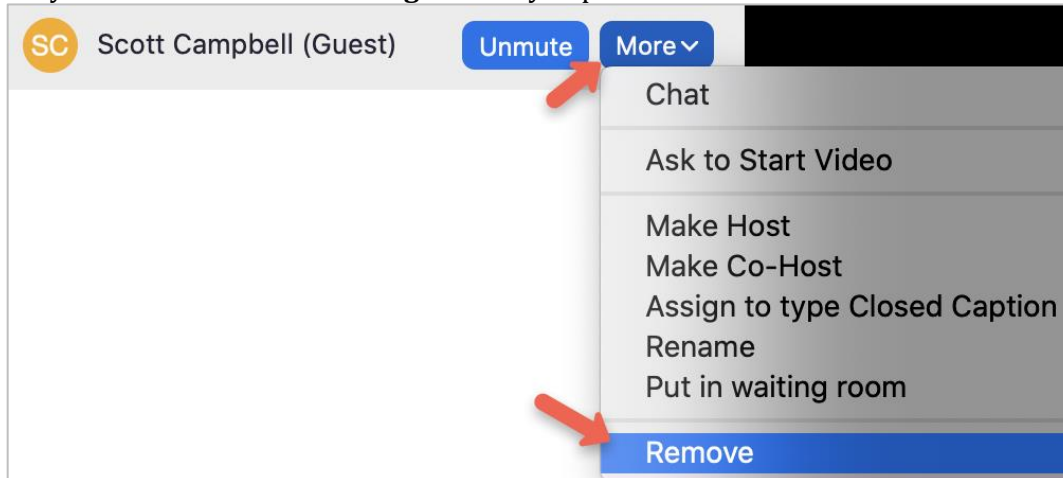
   UMass IT has defaulted your Zoom settings so that an attendee who is removed cannot come back into your meeting.

Additional Information for Protecting Your Zoom Meeting Spaces

Visit UMass IT's website for additional information on:
- Controlling Participation During a Meeting
- Changing Default Security Settings for Chat and Screen Sharing
- Securing Your Zoom Recordings