Tips for Using Zoom Safely

There have been a lot of reports recently about Zoom being unsafe. Many of the issues have come from users not knowing how to make Zoom safer so I have made a list for everyone here:

1. **Make sure you let Zoom UPDATE.** The new updates include more secure auto-settings.
2. When scheduling meetings **ALWAYS auto-generate the meeting link.** DO NOT use your Meeting ID for the link. The meeting ID number never changes and once someone has your meeting ID saved, they can enter your meeting without realising. (This happened to me on Tuesday! I accidentally 'Zoom-bombed' a colleague's meeting!)
3. **Use passwords**- unfortunately this is the main way to make the meeting secure. Share these passwords securely.
4. **Use WAITING ROOM** function- this allows you to see who is trying to get in and allow them in.
5. **MANAGE PARTICIPANTS:**
   a. Make sure as the host you are the only one who controls who shares their screen, muting participants etc.
   b. If you have a teaching assistant, you can share the host responsibilities.
   c. Disable remote control.
6. **DO NOT enable recording for participants**. Discuss with participants rules about filming/taking photos of other classmates without permission.
7. Make sure you **discuss online meeting safety issues with students,** for them and family members. For example, that they know other people in their class will be able to see them and might see family members in the background. Encourage use of virtual backgrounds for those who are worried, or just audio. You can also suggest they take sit against a wall so it only shows that as the background.
8. **DON'T AUTOSAVE CHATS** unless you are aware of this and will store them securely. Check that this function is not on by accident!
9. **Lock the meeting** if everyone is there.
10. If you record the Zoom session, make sure you **change the name of the file** and **save it in a secure areas** (e.g. VPN). DO NOT keep it saved in your local computer or on an unsecure area (e.g. personal Google).

If you are Zoombombed (I.e. if someone enters your meeting when they are not supposed to):

- Remove them from the meeting and disable their ability to re-join when the pop-up box asks.
- Lock the meeting.

Go to Zoom settings to set-up/disable these functions.