

Securing Zoom Meetings/Classes

There are a number of measures the Centre for Academic Technology has done to help protect the security of meetings and classes that are set up. Each Zoom license that has been issued by CAT has been configured with various settings either pre-selected or turned off and locked by the administrator in conjunction with the University of Winnipeg Information and Privacy officer.

Your Zoom account has been pre-configured with:

- Blocked recording to the cloud – *Any recording of a meeting/class will be done locally by the “Host” only*
- Locked screen sharing to “Host Only” so other participants cannot take over what is being displayed – *Allow host to share their screen or content during meetings.*
- Muted participants and turned off their webcam by default when they connect to a meeting – *Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves and start meetings with the participant video off. Participants can change this during the meeting*
- Turned off and locked the annotation feature – *feature would be available to all participants all the time*
- Turned off and locked file transfer in Chat – *block the sharing of files through the in-meeting chat*
- Disabled Private Chat
- Disable Remote Control – *during screen sharing, the person sharing cannot allow other to control the shared content*
- Enabled the Waiting Room – *Attendees cannot join a meeting until a host admits them individually from the waiting room*

What you can do to further enhance the security of your Zoom session:

- Keep your Zoom application updated
- Do not make meetings or classrooms public. Either use a meeting password or use the waiting room feature and control the admittance of guests/students.
- Don't use your Personal Meeting ID to host public meetings or classes – *use a meeting ID that is generated automatically when you schedule a meeting.*
- Require a meeting password – *can also be selected when you schedule a meeting.*
- Remove unwanted or disruptive participants – *from the Participants menu, you can mouse over the participant's name, the option to remove them will appear with other options as well.*
- Lock the meeting once it starts so no other participants can join