Zoom Tips - Security

Scheduling a Secure Meeting

- Log into your Zoom account on your desktop.
- On your Zoom home page, choose Schedule

- **Topic**: Choose a topic for your meeting that will remind you what it is about but do not use the student’s name or ID number. In the below example, this is the case number for a Care Network student.
- **Password**: Choose Require meeting password.

- Scroll down and choose Advanced Options
- Enable Waiting Room (people can’t come before you).
- Uncheck Enable join before host and then Schedule.
Locking a Meeting
- You can lock the meeting once all of your attendees are there. This means that no one else can come in. If someone leaves, they can’t come back.
- When you have started the meeting and everyone is there, choose Manage Participants and then More.
- On the More menu, choose Lock Meeting

Prevent Recordings
- Log into your Zoom account on your desktop.
- Go to your settings by clicking on your initials (or photo) in the upper right corner and choose settings.
- Choose Profile and then View Advanced Features.
- This will take you to the web.
- Go to Settings and then Recording. To ensure that no one records your meetings, turn all of these off (buttons should be white on the left, gray on the right).
<table>
<thead>
<tr>
<th><strong>Meeting</strong></th>
<th><strong>Recording</strong></th>
<th><strong>Telephone</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Recording</strong></td>
<td>Local recording&lt;br&gt;Allow hosts and participants to record the meeting to a local file</td>
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<tr>
<td></td>
<td>Cloud recording&lt;br&gt;Allow hosts to record and save the meeting/webinar in the cloud</td>
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<td>Automatic recording&lt;br&gt;Record meetings automatically as they start</td>
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<td></td>
<td>IP Address Access Control&lt;br&gt;Allow cloud recording access only from specific IP address ranges</td>
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<td></td>
<td>Only authenticated users can view cloud recordings&lt;br&gt;The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.</td>
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