

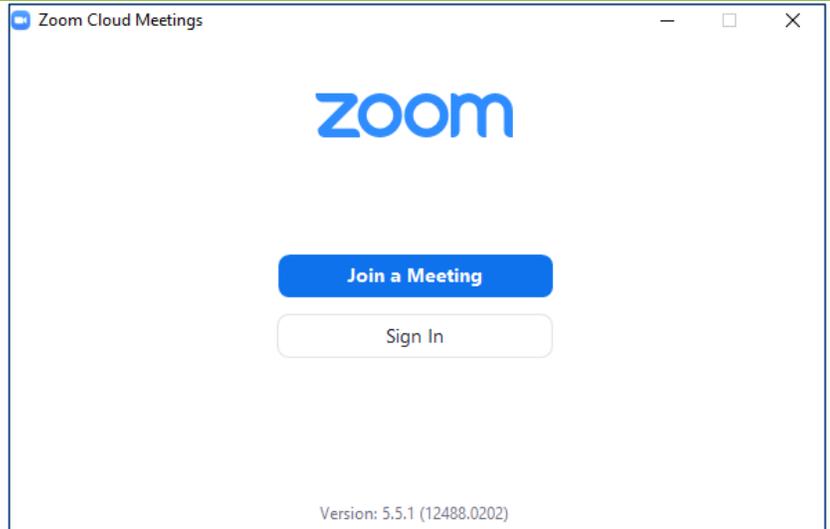
Securing Zoom Meetings

Zoom Application

The Zoom application is the program that runs when you connect to or host a meeting. When you run the Zoom application, the screen will show you two options:

[Join a Meeting] or **[Sign In]**

Click on **Sign in**, select **Sign In with SSO**, under Company Domain type MTSU and click **Continue**. Use your MTSU credentials to authenticate to Zoom.



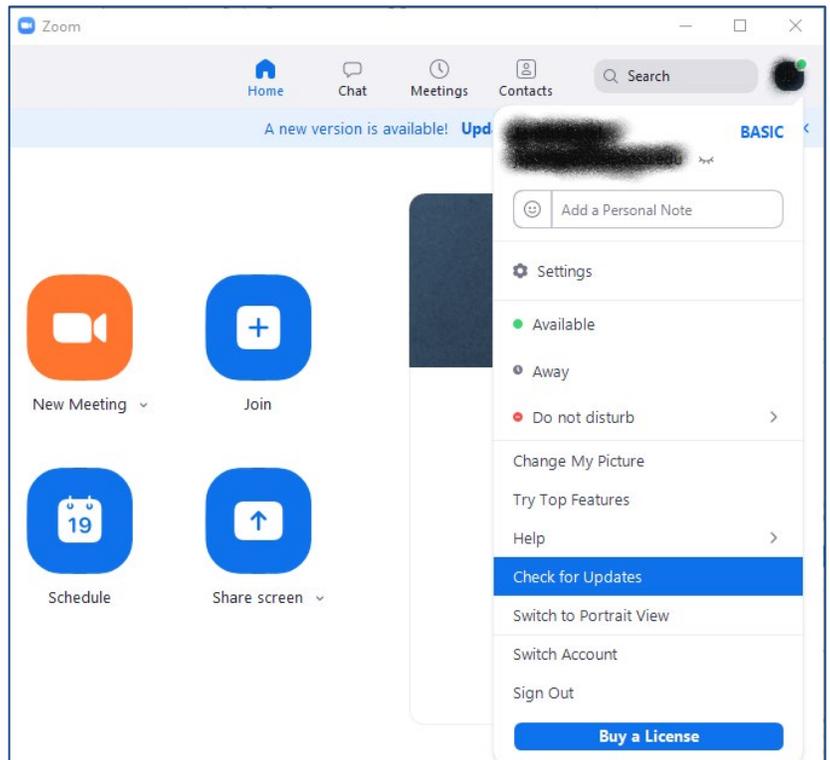
Update Zoom Application

To use some of the features indicated here, you must have the Zoom program's latest version. Please make sure you upgrade the Zoom program.

To update the Zoom program, please follow the steps below:

1. After signing in, click on your initials or picture on the Zoom window's top right on the main page.
2. A menu of options will appear (see picture).
3. Click on **Check for Updates** to update the Zoom program to the latest version.
4. On the next screen, follow the prompts to update the program.

This process will update the Zoom program to prepare for enhanced security while in meetings.



Securing Zoom Meetings

IMPORTANT

Defining Meeting Default Settings

First, you must set some default settings:

1. Open the browser to **mtsu.zoom.us**, click on **Sign In** and log in using your MTSU credentials.
2. Click on **Settings** on the left side menu.
3. Under **Meeting, Security**, enable
 - a) **Require that all meetings are secured with one security option**, and
 - b) **Waiting Room** (see picture 1)
4. Next, under **Waiting Room Options**, click on **Edit Options** (see picture 2)
5. Under **Who should go in the waiting room?**, select one of the following:
 - a) **Everyone**: Everyone goes to the waiting room (the most secure option.)
 - b) **Users not in your account**: users not in *mtsu.edu* go to the waiting room.
 - c) **Users who are not in your account and not part of the allowed domains**: users not in *mtsu.edu* and not in the domains you specify go to the waiting room.
6. Optionally, decide if you want to enable the option **Users invited during the meeting by the host or co-host will bypass the waiting room**.
7. Under **Who can admit participants from the waiting room?**, select **Host and co-hosts only** (see picture 2).
8. Click **Continue**

IMPORTANT: In this example, we assume the teacher has a large class and does not want to admit students one by one.

The process of securing a Zoom meeting requires multiple steps divided into three phases:

- a) setting meeting defaults,
- b) setting options when scheduling meetings, and
- c) using **Security** options when running a meeting.

1.

Security

Require that all meetings are secured with one security option

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- Users who are not in your account and not part of your whitelisted domains will go in the waiting room
- Host and co-hosts only can admit participants from the waiting room

[Edit Options](#) [Customize Waiting Room](#)

2.

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

Use comma to separate multiple domains. You can use wild card here. Such as: *.company.com

Users invited during the meeting by the host or co-hosts will bypass the waiting room

Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)
- Host and co-hosts only

[Continue](#) [Cancel](#)

Securing Zoom Meetings

9. Back in **Settings**, make sure to enable the following options (see picture 3):

- a. **Require a passcode when scheduling new meetings.** This option ensures that all participants are required to enter a passcode if they join without the link.
- b. **Require a passcode for Personal Meeting ID (PMI)**
- c. **Require passcode for participants joining by phone**
- d. **Embed passcode in invite link for one-click join.**
- e. **Only authenticated users can join meetings.** You can make this option the default. However, you can disable it when scheduling meetings. Sometimes you might need to allow non-MTSU users to join a meeting

10. Optionally, you can toggle ON or OFF the following option (see picture 3):

- a. **Require a passcode for instant meetings**

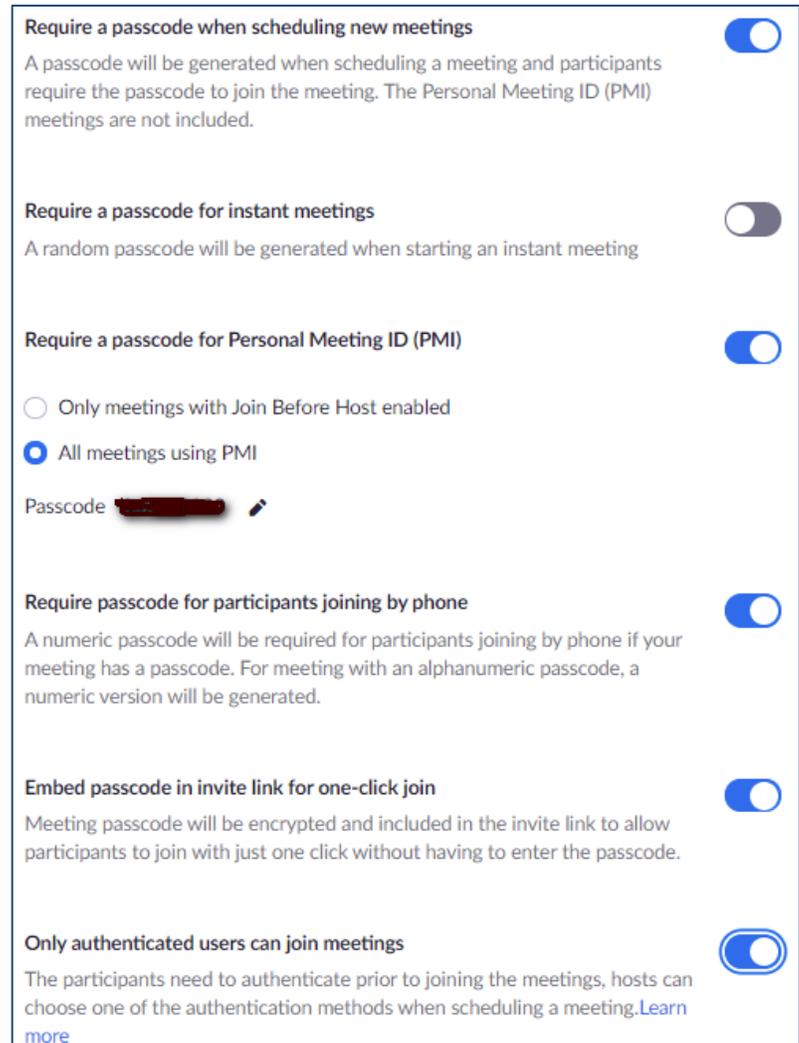
11. Under **Meeting Authentication Options**, you can decide how you want to manage phone dial-in users joining the meeting. If you enabled the **Waiting Room**, those users are placed in the waiting room (see picture 4).

12. Enable **Only authenticated users can join meetings from Web client**

13. The default meeting settings will apply to all future meetings. Next, we will show how to schedule a meeting in three different ways:

- D2L/Zoom integration
- Zoom Website
- Zoom Program
-

3.



Require a passcode when scheduling new meetings

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

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)

Only meetings with Join Before Host enabled

All meetings using PMI

Passcode **XXXXXXXXXX** 

Require passcode for participants joining by phone

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

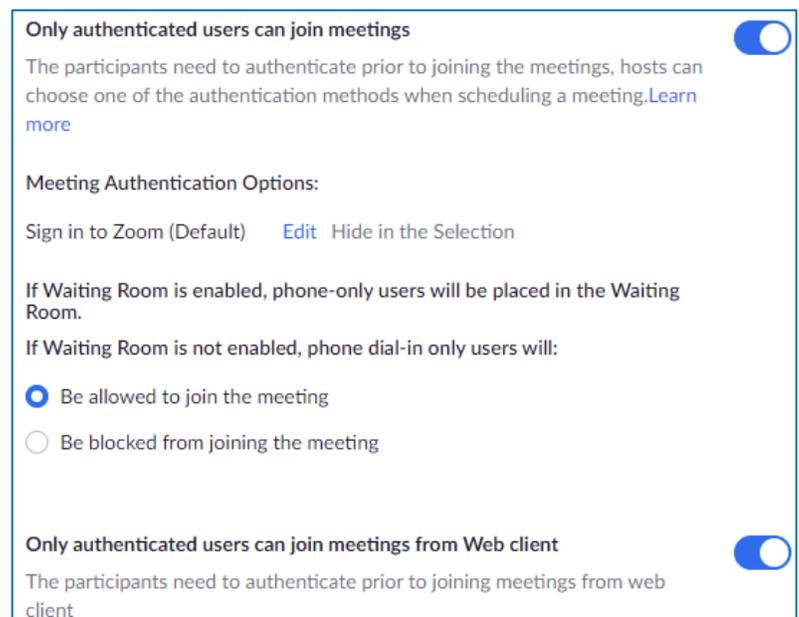
Embed passcode in invite link for one-click join

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

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. [Learn more](#)

4.



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. [Learn more](#)

Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) Hide in the Selection

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.

If Waiting Room is not enabled, phone dial-in only users will:

Be allowed to join the meeting

Be blocked from joining the meeting

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Securing Zoom Meetings

Scheduling Zoom Meetings Through D2L/Zoom Integration:

1. Log on to D2L.
2. Open the D2L class portal for the class that you wish to schedule the Zoom meeting.
3. Click on the Zoom link in the top navigation bar.
4. Click [**Schedule a New Meeting**].
5. A screen similar to the picture on the right should show up. Make sure that the following options are selected:
 - a. **Passcode**, it should generate automatically.
 - b. **Waiting Room** option will force participants to wait until the host admits the users to the meeting. If you have a large number of participants, this may take some time. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
 - c. **Require authentication to join** option. This setting ensures that only authenticated users join the meeting. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
6. Select any other features you may want for your meeting.
7. Click **Save** to schedule the Zoom meeting.

Course Meetings > Schedule a Meeting

Topic: Introduction to Microcomputing - INFS-2200-D01

Description (Optional): Enter your meeting description

When: 02/03/2021 4:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-06:00 Central Time (US and Canada)

Registration: Required

Security:

- Passcode [Redacted] Only users who have the invite link or passcode can join the meeting
- Waiting Room Only users admitted by the host can join the meeting
- Require authentication to join

Video: Host on off; Participant on off

Audio: Telephone Computer Audio Both

Meeting Options:

- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID: [Redacted]
- Record the meeting automatically

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

Buttons: Save, Cancel

Note: Other features, such as breakout rooms, can be configured after scheduling the meeting by accessing the Zoom web portal.

Note: **Registration required** forces participants to register their email and name and answer custom questions. This feature allows the host to send emails and generate registration reports.

Securing Zoom Meetings

Scheduling Zoom Meetings Through the Zoom Web Page:

1. To schedule Zoom meetings through the Web, open up mtsu.zoom.us.
2. Sign in to your account when prompted.
3. On the top of the screen, click on **Schedule A Meeting**. A screen similar to the picture on the right should show up.
4. Under **Meeting ID**, enable **Generate Automatically** option to generate a Meeting ID rather than using a Personal Meeting ID.
5. Make sure that the following options are selected:
 - a. **Passcode**, it should generate automatically.
 - b. **Waiting Room** option will force participants to wait until the host admits the users to the meeting. If you have a large number of participants, this may take some time. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
 - c. **Require authentication to join** option. This setting ensures that only authenticated users join the meeting. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
6. Select any other features you may want for your meeting.
7. Click **Save** to schedule the Zoom meeting.

Schedule a Meeting

Topic:

Description (Optional):

When:

Duration: hr min

Time Zone:

Registration: Recurring meeting Required

Meeting ID: Generate Automatically Personal Meeting ID

Security: Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join: Sign in to Zoom

Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Meeting Options: Allow participants to join anytime Mute participants upon entry Breakout Room pre-assign Automatically record meeting Approve or block entry for users from specific countries/regions

panopto_folder_context:

Alternative Hosts:

Note: Registration required forces participants to register their email and name and answer custom questions. This feature allows the host to send emails and generate registration reports.

Securing Zoom Meetings

Scheduling Zoom Meetings Through Zoom Program:

When scheduling Zoom meetings, take these steps to ensure security.

1. On the Zoom program, click on **Schedule**.
2. A screen similar to the picture on the right should show up.
3. Under **Meeting ID**, enable **Generate Automatically** option to generate a Meeting ID rather than using a Personal Meeting ID.
4. Make sure that the following options are selected:
 - a. **Passcode**, it should generate automatically.
 - b. **Waiting Room** option will force participants to wait until the host admits the users to the meeting. If you have a large number of participants, this may take some time. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
 - c. **Only authenticated users can join** option. This setting ensures that only authenticated users join the meeting. However, if you followed our steps, MTSU authenticated users will bypass the meeting room. This option should be the default.
5. Select other features you may want for your meeting.
6. Click **Save** to schedule the Zoom meeting.

The screenshot shows the 'Schedule Meeting' window in Zoom. The 'Topic' is 'Zoom Meeting'. The start time is 'Wed February 3, 2021' at '04:00 PM' for a duration of '0 hour' and '30 minutes'. The 'Recurring meeting' option is not selected, and the 'Time Zone' is 'Central Time (US and Canada)'. In the 'Meeting ID' section, 'Generate Automatically' is selected. Under 'Security', 'Passcode' (checked), 'Waiting Room' (checked), and 'Only authenticated users can join: Sign in to Zoom' (checked) are all selected. Under 'Video', 'Host' and 'Participants' are both set to 'On'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Outlook' is selected. The 'Dial in from United States' link is visible.

Note: You may have noticed that we enabled the host and participants' videos in scheduled meetings by default. This is to support the notion that visual communication is essential to build community and engagement. Participants know that they are readily identifiable because they authenticated using MTSU credentials and will not want to be subject to academic sanctions for inappropriate behavior. The host can uncheck **Start Video** under **Security** if needed.

Note: Other features, such as breakout rooms, can be configured after scheduling the meeting by accessing the Zoom web portal.

Securing Zoom Meetings

Running a Secure Zoom meeting

Most of the features used to secure a Zoom meeting are available in the Zoom application under the **Security** option.

Next, we will discuss each feature in more detail.

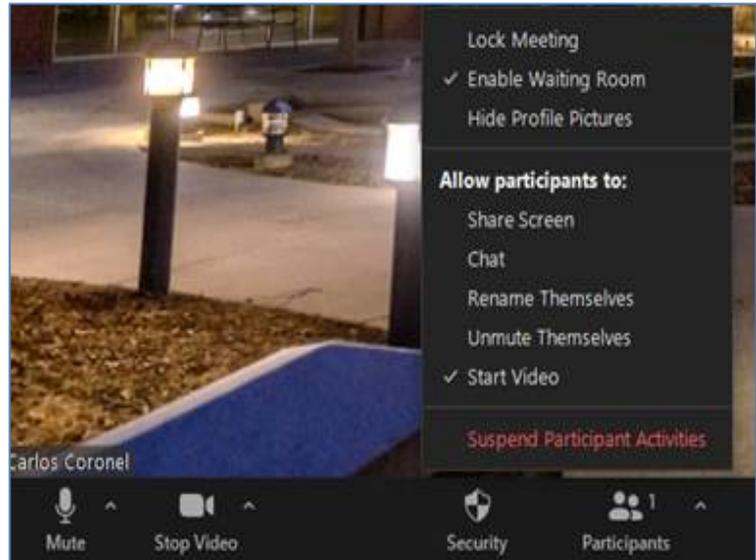
Enable Waiting Room

If you followed the previous instructions, the meeting should have the **Waiting Room** enabled.

However, in this example, all users who authenticated with MTSU credentials will bypass the waiting room and directly join the meeting.

Who appears in the Waiting Room

In our example, any user who does not authenticate with MTSU credentials or phone dial-in will go to the waiting room. There, the host or co-host can admit each user individually.



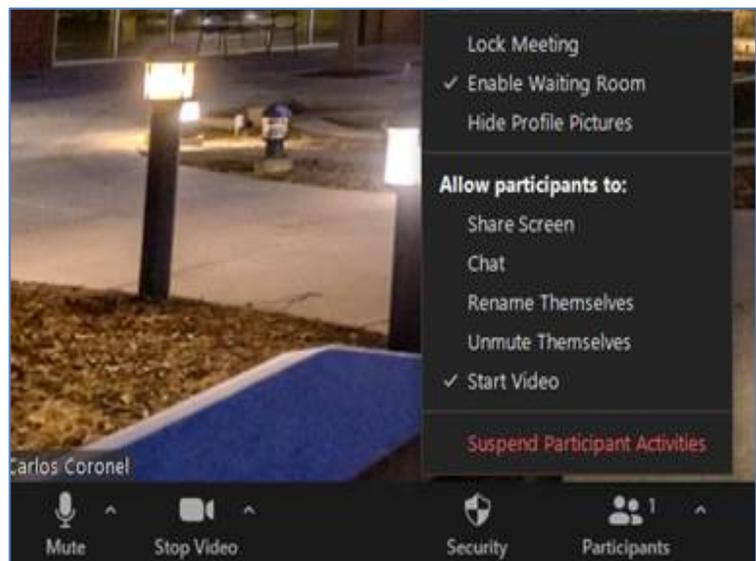
Note: If you selected **Everyone** in **Who should go in the waiting room**, under **Waiting Room Options** then, everyone goes to the waiting room, and the host must admit each one individually.

Lock Meeting

For added security, the host can lock the meeting after all users are logged on.

Once in the meeting, click on **Security**, then click on **Lock Meeting** to prevent other users from joining the meeting.

You can enable and disable this option at will.



Securing Zoom Meetings

Allow Participants to: Options

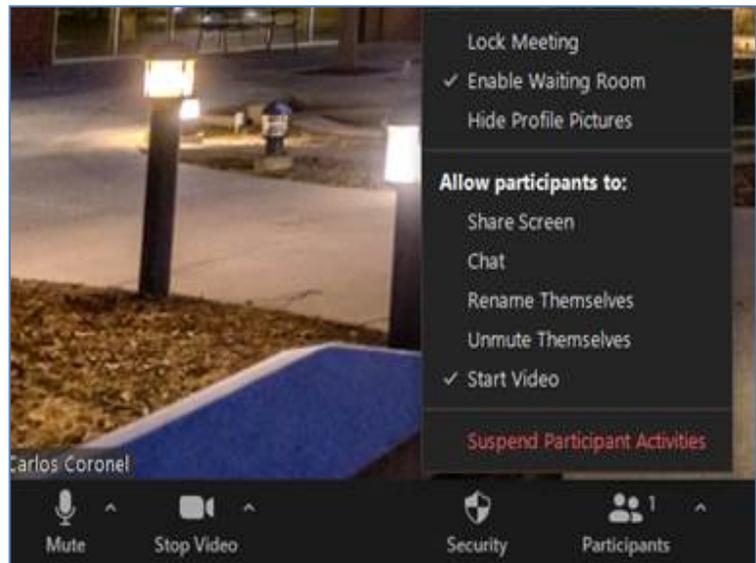
This feature allows the host to control what participants can and cannot do when in a meeting.

To access these features click on **Security** and. Under **Allow participants to:** you can check what you want to allow participants to do (check to enable):

- **Share Screen**
- **Chat**
- **Rename Themselves**
- **Unmute Themselves**
- **Start Video** (we suggest on by default)
- **Suspend Participant Activities**

Suspend Participant Activities

This feature will mute all video & audio, stop screen sharing and breakout rooms.



Share Screen Options

As a host, you can set who and when participants can share their screen. Click on **Share Screen**, click on **Advanced Sharing Options** to open more options (see picture).

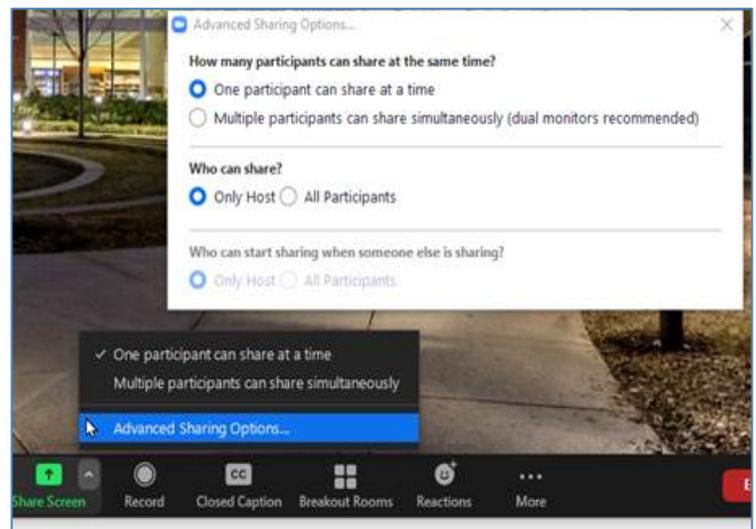
We recommend checking: **One participant can share at a time** and **Only Host**.

How to allow a student to present

One option is to enable **Share Screen** under **Security**. But that will allow anyone to share.

If you disabled the **Share Screen** option under **Security**, you could make that specific student a **co-host**. To do this:

- Click on **Participants** at the bottom of the Zoom window
- Hover over the specific user, click on **More Options, Make Co-Host**
- After the presentation, you can make the user a regular participant.

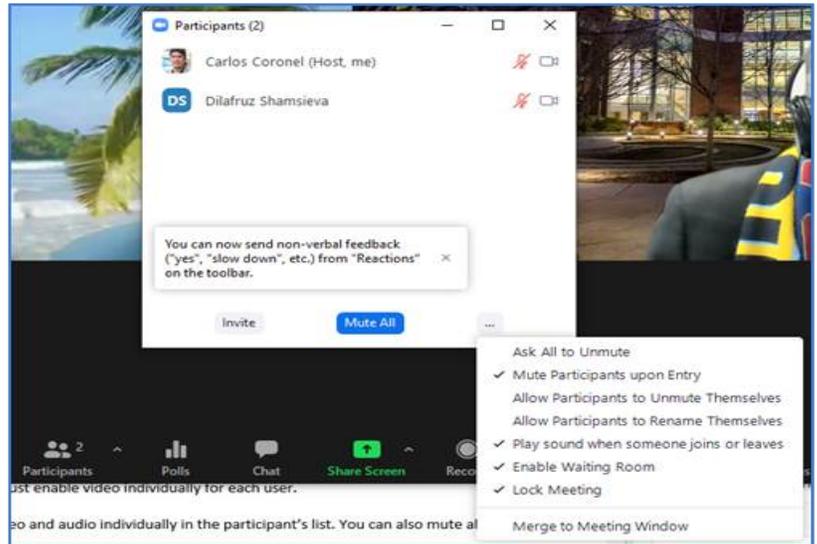


Securing Zoom Meetings

Mute or Unmute Options

The meeting host can control all participants' audio and video in a meeting, using the **Participants List** options.

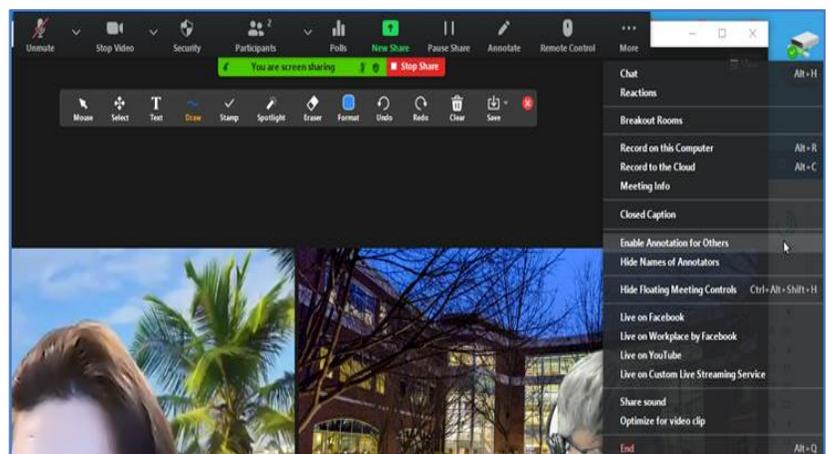
1. Once in the meeting, click on **Participants**.
2. Click on **Mute All** to mute all participants.
3. The host can also click on the three dots [...] on the bottom of the **Participants** list to show more options.
4. Here you have options to mute participants upon entry, allow participants to unmute and rename themselves, play a sound when someone joins or leaves the meeting, and enable Waiting Room and Lock the meeting.



Restrict Annotations

To restrict annotation only to the person sharing the screen:

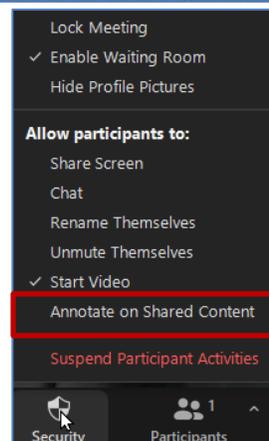
1. In the meeting, when you share your screen, you will see a toolbar saying **You are sharing** and **Stop Share** option. There, to the right, you will see a **More (...)** option. Click on it.
2. On the list of options, make sure **Enable Annotations for Others** is NOT checked.
3. This will make sure only the presenter can annotate.



New Feature:

Annotate on Shared Content

This option appears (under **Security**) only when sharing content. It controls if participants can annotate

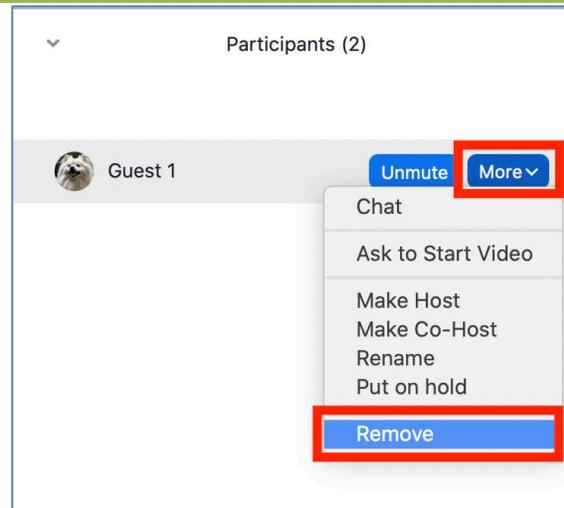


Securing Zoom Meetings

Remove Participants from the Meeting

Once the meeting has started, you can remove participants by taking the following steps.

1. In the meeting, click on **Participants**.
2. Mouse over participant name you wish to remove from the meeting.
3. Click on the **More** button that should appear when you mouse over the name.
4. Click **Remove** (see picture).



Best Practices to Secure a Zoom Meeting

You can find more information about securing a meeting in the document on this [link](#).

