HOW TO KEEP YOUR ZOOM EVENT SAFE

Zoom is an easy way to stay connected in this time of social distancing. The platform allows you to host virtual events such as business meetings and visual collaborations as well as social gatherings. But as you use Zoom, it is important keep your meetings safe from cyber attacks.

Here are some tips to Zoom responsibly:

Update Your Zoom Apps
If you want to have the latest security features, make sure you update the app. Check for and install updates on all devices where you use Zoom.

Use a Unique ID and Password for Calls
When you create a Zoom account, the app assigns you a Personal Meeting ID (PMI), a numeric code that you can give to people when you want to meet with them. The PMI is handy in specific circumstances. It's wonderful for recurring meetings with a small group, like a weekly team meeting or a one-on-one. You can use it over and over, and it never expires, so people can join without having to hunt down the latest login code or link. However, because it's always the same, once you give out your PMI, anyone who has it can enter your meetings at any time. If someone knows you're about to have a meeting and has your PMI, then it's very easy for that person to enter without a specific invitation.

A second option when scheduling a meeting is to generate a unique ID instead of using your PMI. The unique ID is different every time you schedule a new meeting. As a result, it's inherently more secure.

One final layer of security you can add is a password. Previously, when you scheduled a Zoom meeting, the app would use your PMI and no password by default. Now those settings are swapped. The

default is a unique ID with a password, which Zoom generates automatically. You can change that password if you like. You can also choose to add a password to a PMI meeting, and in that case, you must choose your own password, as Zoom will not generate one for you. Once you set a password for PMI meetings, all future meetings will require it, too.

Allow only signed-in users to join: If someone tries to join your event and isn't logged into Zoom with the email they were invited through, do not allow them in.

Lock the meeting: It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.

Set up your own two-factor authentication: You don't have to share the actual meeting link. Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID on Twitter, but only send the password to join via DM.

Remove unwanted or disruptive participants: From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to remove someone out of the meeting.

Disable video: Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.

Mute participants: Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the clamor at bay in large meetings.

Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes and other content.

Turn off annotation: You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

Disable private chat: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.

Try the Waiting Room
One of the best ways to use Zoom for public events is to enable the Waiting Room feature. Just like it sounds, the Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them. It can help you screen who's trying to enter your event and keep unwanted guests out. Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see upon entering the Waiting Room so they know they're in the right place. This message is a great opportunity to post any rules/guidelines for your event, like who it's intended for.

For more information, https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/ or https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing.