Ways to Secure Zoom Meetings

Sign-in online to your MIT personal Zoom settings

https://mit.zoom.us

Important note: you are now changing default settings for **ALL** meetings that you schedule. You will have to change settings back to your previous options after scheduling your Zoom meetings for subjects.

Open “Settings”

Note: If a setting does not need to be altered from its default state, it is not referenced here – thus you will be scrolling past these options.

In the left column on the page click on “Settings”.

Upon clicking button, the screen defaults to the “Security” options.

**Important note:** you are now changing default settings for **ALL** meetings that you schedule. You will have to change settings back to your previous options after scheduling your Zoom meetings for subjects.
Ways to Secure Zoom Meetings

You are now in the **Security** section of Settings.

**Enable Waiting Room and Passcode**

You could put the passcode in your Canvas or Stellar site.

**Turn ON: Waiting Room (do not let unknown users in)**

You are now in the “**Schedule Meeting**” section of Settings

**Join before host**

Turn OFF “Join before host”.

**Personal meeting ID**

Turn ON “Enable Personal Meeting ID” (next two options below it should be disabled by default).
Enable Personal Meeting ID
A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more

Use Personal Meeting ID (PMI) when scheduling a meeting
You can visit Personal Meeting Room to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting
Mute participants upon entry.

<table>
<thead>
<tr>
<th>Mute participants upon entry</th>
<th>Your choice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.</td>
<td>Host can turn muting on and off during meeting.</td>
</tr>
</tbody>
</table>

Upcoming meeting reminder

Make sure this setting is OFF.

<table>
<thead>
<tr>
<th>Upcoming meeting reminder</th>
<th>Make sure this setting remains OFF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.</td>
<td></td>
</tr>
</tbody>
</table>

Screen sharing

Under Screen Sharing, select “Host Only” under “Who can start ...”.

You are now in the “In Meeting (Basic)” settings section.

Allow participants to rename themselves

Turn OFF.

<table>
<thead>
<tr>
<th>Allow participants to rename themselves</th>
<th>Turn OFF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow meeting participants and webinar panelists to rename themselves.</td>
<td></td>
</tr>
</tbody>
</table>

Far end camera control

Turn OFF.

<table>
<thead>
<tr>
<th>Far end camera control</th>
<th>Turn OFF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.</td>
<td></td>
</tr>
</tbody>
</table>