# Making Zoom Meetings More Secure

The following Zoom settings, features, and tips can help make your Zoom meetings more secure.

Zoom Meeting Settings

The following **default** Zoom meeting settings can be adjusted when you log in to your Zoom account at **https://zoom.us** and click on the **Settings** link on the left side of the screen. Adjusting Zoom meeting settings in this location will allow these settings to become the default when you schedule or run **all** of your Zoom meetings. Some of these settings can also be adjusted when you are scheduling an individual meeting or while you are hosting a meeting (see **Scheduling Features** and **In-Meeting Features**).

You can **disable** **Host video** and **Participants video** to start meetings with the video turned off for the host and participants.
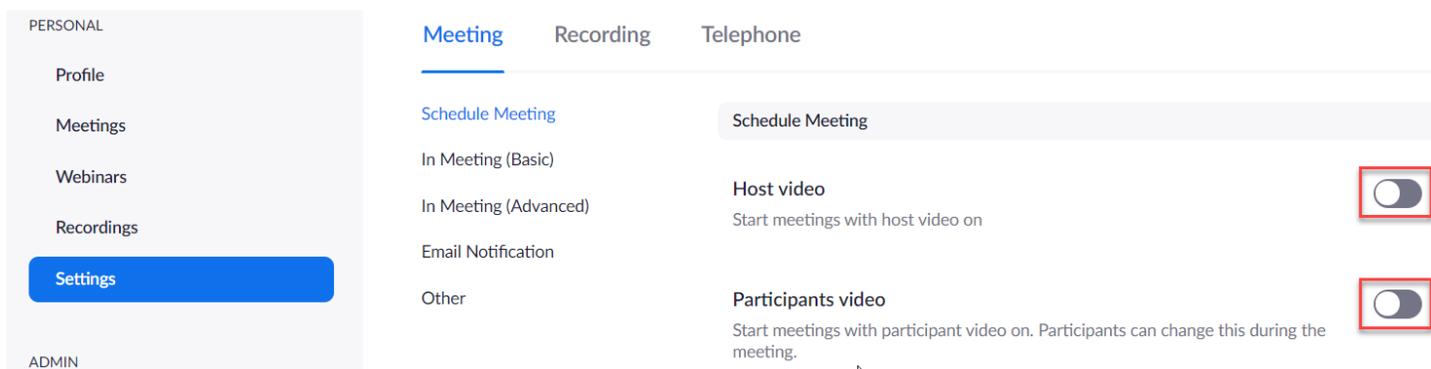
You can **disable** **Join before host** to require the host to be present before any attendees can join the meeting.
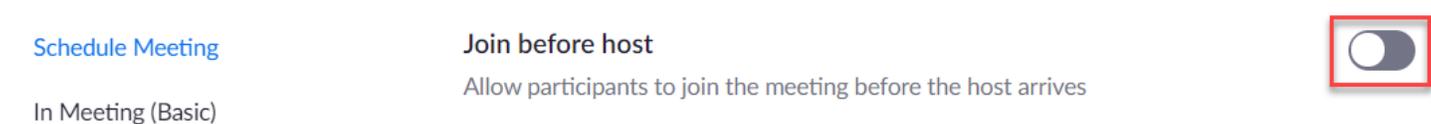
You can **enable** **Mute participants upon entry** to start meetings with the participants muted.

You can **disable** Chat, which will in turn **disable** both **Private chat** and **Auto Saving chats**.
NOTE: If you do not want to completely **disable** Chat, you can **enable or disable** **Private chat** and **enable** **Auto saving chats**, which would auto save the chat transcript for your records. If you **enable** **Chat**, you will also be able to **check** **Prevent participants from saving chat**. This action will **disable** the **Auto saving chats** option.

Schedule Meeting	**Chat**
In Meeting (Basic)	Allow meeting participants to send a message visible to all participants
In Meeting (Advanced)	
Email Notification	**Private chat**
Other	Allow meeting participants to send a private 1:1 message to another participant.
	Auto saving chats
	Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

You can **enable** **Play sound when participants join or leave**, which can be **Heard by host and all attendees** or **Heard by host only**. When a participant joins by telephone, you can also **check** **Record and play their own voice**, if desired.

Schedule Meeting	**Play sound when participants join or leave**
In Meeting (Basic)	Play sound when participants join or leave
In Meeting (Advanced)	○ Heard by host and all attendees
	● Heard by host only
Email Notification	When each participant joins by telephone
Other	☑ Record and play their own voice

You can **disable** **File transfer** to prevent files from being sent through the in-meeting chat.

Schedule Meeting	**File transfer**
In Meeting (Basic)	Hosts and participants can send files through the in-meeting chat. [v]

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You can **enable** **Allow host to put attendee on hold** to temporarily disable the attendee's video and audio connection.

	Allow host to put attendee on hold
Schedule Meeting	Allow hosts to temporarily remove an attendee from the meeting.
In Meeting (Basic)	

You can **enable** **Screen sharing**, but select **Host Only**, to allow only the host to share their screen. **NOTE:** This is the new default setting in Zoom.

	Screen sharing
Schedule Meeting	Allow host and participants to share their screen or content during meetings
In Meeting (Basic)	
In Meeting (Advanced)	**Who can share?**
Email Notification	● Host Only ○ All Participants ⍰
Other	**Who can start sharing when someone else is sharing?**
	● Host Only ○ All Participants ⍰

You can **disable** **Annotation** to prevent participants from annotating on shared screens.

	Annotation
Schedule Meeting	Allow participants to use annotation tools to add information to shared screens [v]
In Meeting (Basic)	

You can **enable** **Identify guest participants in the meeting/webinar** to identify participants who do not belong to the same Zoom account. They will be shown as guests in the participant list during the meeting.

	Identify guest participants in the meeting/webinar
Schedule Meeting	Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. [v]
In Meeting (Basic)	
In Meeting (Advanced)	

You can **enable** **Waiting room**, which will allow you to control who is admitted into your Zoom meeting. You can choose to enable the waiting room for **All participants** or **Guest participants only**. You can also **Customize the title, logo, and description** of your waiting room message.

Schedule Meeting	**Waiting room**
In Meeting (Basic)	Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.
In Meeting (Advanced)	**Choose which participants to place in the waiting room:**
Email Notification	● All participants
Other	○ Guest participants only ?
	Customize the title, logo, and description ✏

Scheduling Features

The following Zoom meeting settings can be adjusted when you are scheduling a meeting.

You can **check** **Require meeting password** (alphanumeric is best) if you are sharing a Zoom meeting link with external users.

Meeting Password	☑ Require meeting password	Enter Password

You can **uncheck** **Enable join before host**, which requires the host to be present before any attendees can join the meeting.

| Meeting Options	☐ Enable join before host

You can **check** **Mute participants on entry** to ensure participant microphones are muted as they enter the meeting.

Meeting Options	☐ Enable join before host
	☑ Mute participants upon entry

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You can **check** **Enable waiting room** to place participants in a waiting room and choose which participants to admit into your meeting.

Meeting Options   ☐ Enable join before host

                                ☑ Mute participants upon entry 🅥

                                ☑ Enable waiting room
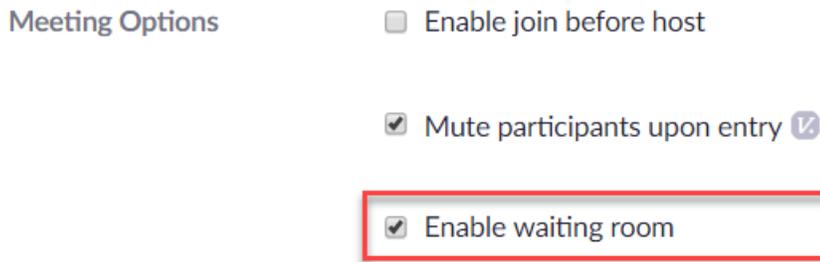
You can **check** **Only authenticated users can join** to require participants to sign in using their Zoom account before they can join the meeting.
**NOTE:** Only check this option if you are requiring all participants to have a Zoom account.

Meeting Options   ☐ Enable join before host

                                ☑ Mute participants upon entry 🅥

                                ☑ Enable waiting room

                                ☑ Only authenticated users can join: Sign in to Zoom
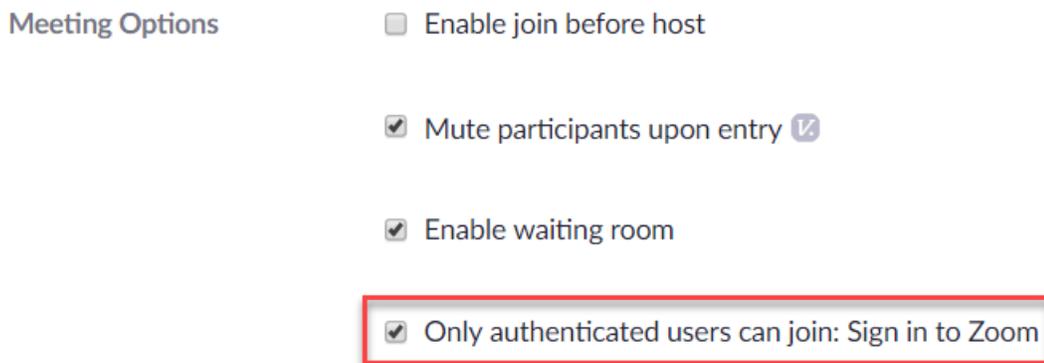
In-Meeting Features

The following Zoom meeting settings can be adjusted when you are the **host** in a Zoom meeting.

You can **select** **Advanced Sharing Options** under **Share Screen** to verify that **Only Host** can share their screen. This prevents participants from sharing their screen. Only the host is able to release permission for **All Participants** to share their screen.
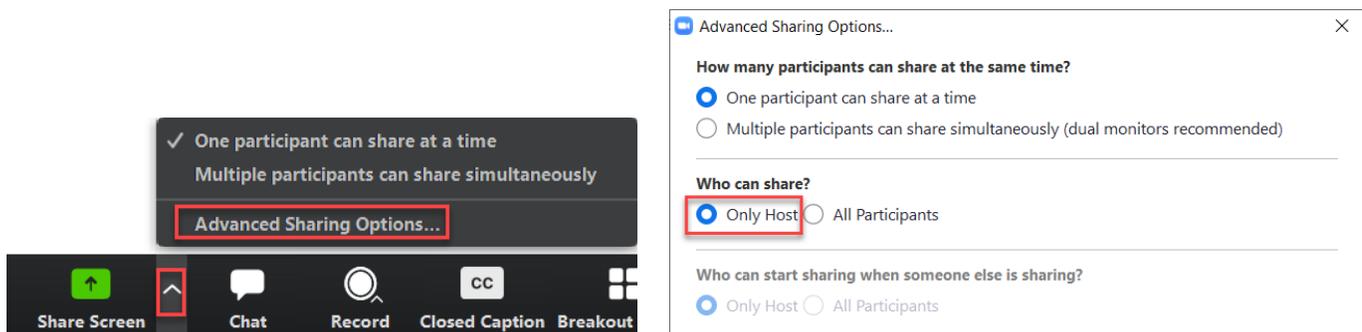
You can **select** **Disable participants annotation** and/or **Show Names of Annotators** when you are sharing the screen.
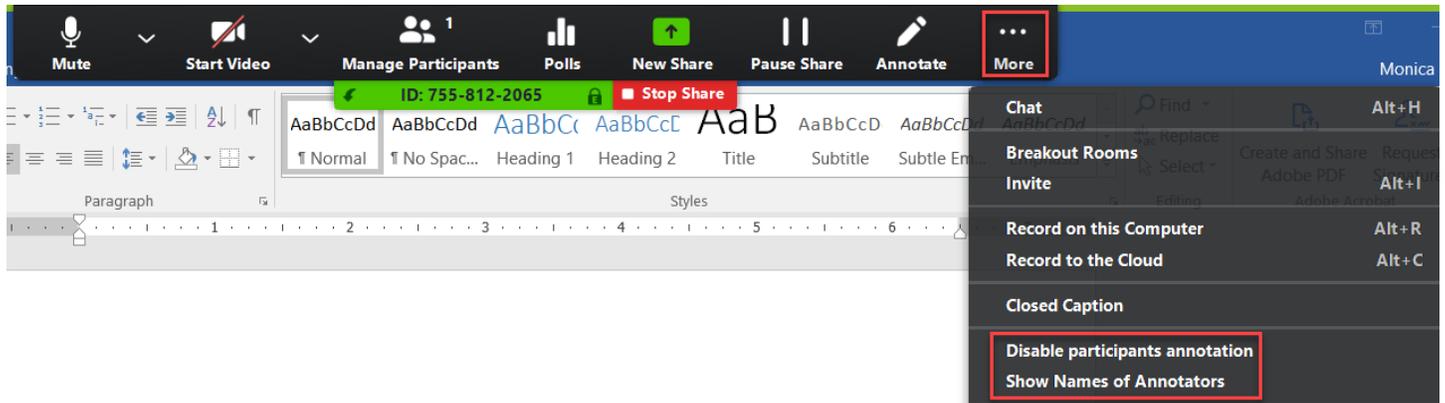
You can **select** **Stop Video**, **Rename**, **Put in Waiting Room** / **Put on Hold** (which will temporarily disable a participant's video and audio connections), or **Remove**, by hovering over the participant's name, choosing **More**, and then choosing the desired action.
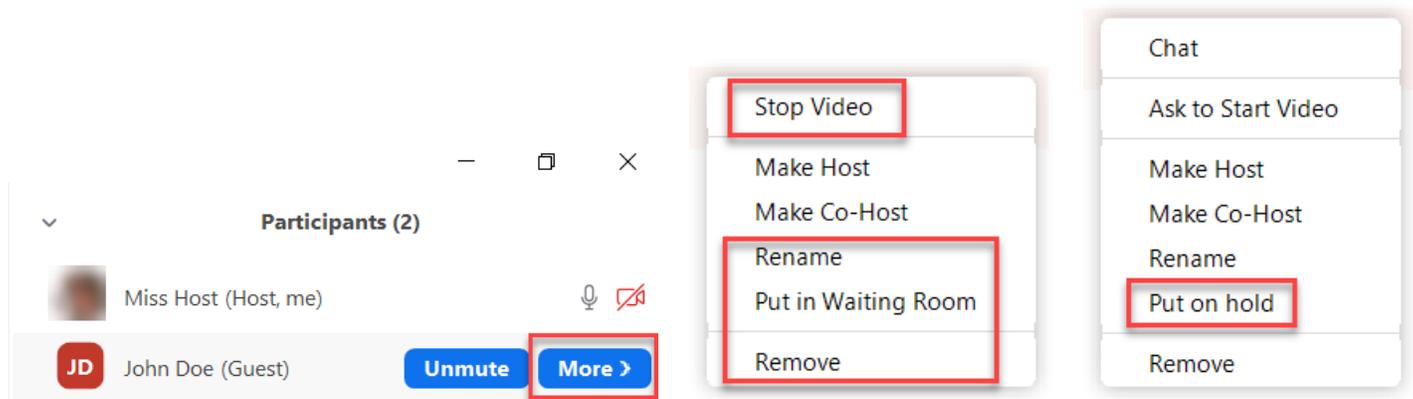

You can **select** **Mute All** (which is found under the participant list) to mute all participants. You can also **uncheck** **Allow Participants to Unmute Themselves** if you want to keep participants muted and allow each user to speak when you turn on their microphone.
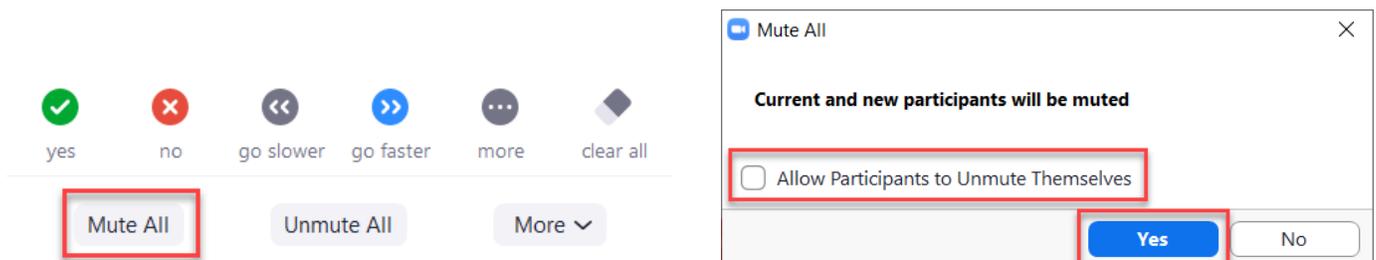
You can **select** **More (**which is found under the participant list) to allow more control over the participant actions. You are able to:

* **Check** **Mute Participants on Entry** to mute participants while they are entering the meeting

* **Uncheck** **Allow Participants to Unmute Themselves** if you want to keep all participants muted (unless you turn on their microphone)

* **Uncheck** **Allow Participants to Rename Themselves** to prevent participants from changing their screen name

* **Check** **Play Enter/Exit Chime** to be notified (with a sound) when someone joins and leaves your meeting

* **Check** **Put Participants in Waiting Room on Entry** to give you the option to admit participants desired into the meeting

* **Check** **Lock Meeting** after all participants join to prevent additional participants from joining
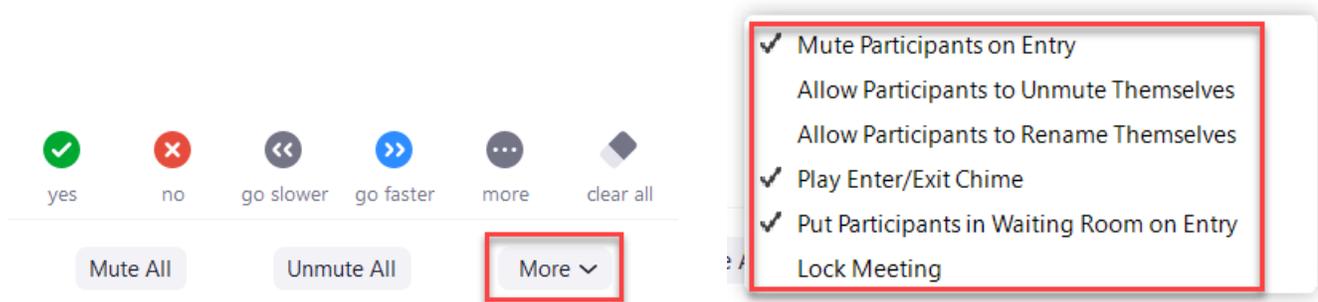
You can **select** **More** (ellipses) in the **Zoom Group Chat** to adjust chat settings and select whether participants can chat with **No One**, the **Host Only**, **Everyone Publically**, or **Everyone Publically and Privately**.
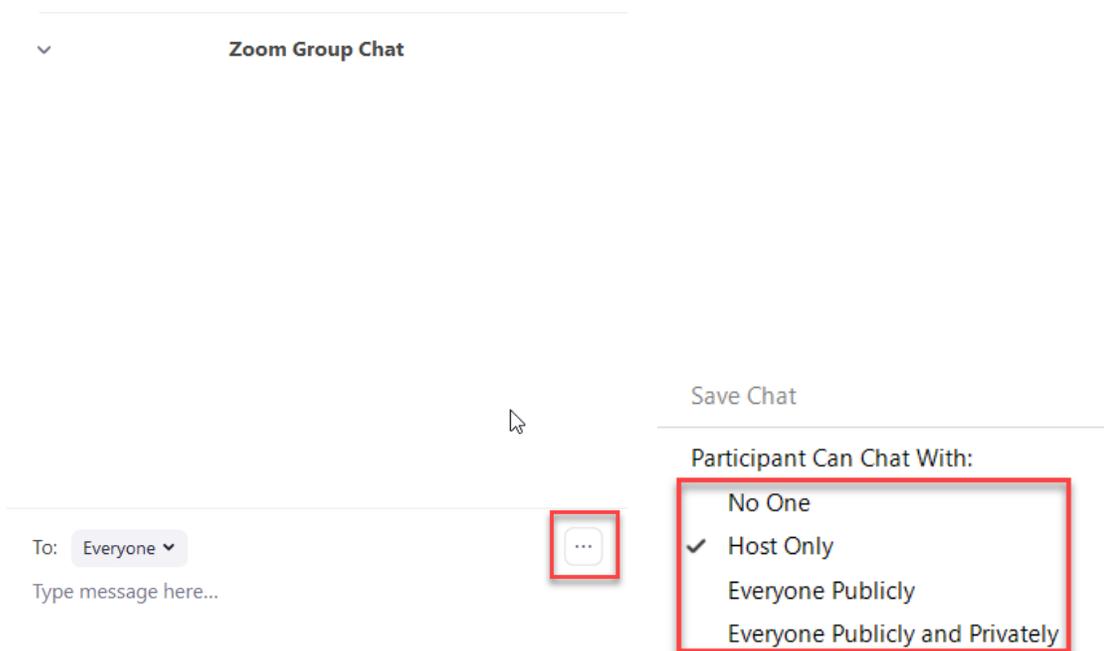
Sharing Tips

Do not post Zoom meetings links **publically** on social media, unless you are holding a public event and using a **Zoom Webinar** account. Zoom Webinar attendees are automatically muted and have video permissions disabled for the entire meeting, unless upgraded to a panelist or unmuted by the host.

Avoid using your **Personal Meeting ID (PMI)** to host public events and when scheduling meetings with external users. Instead, **choose** **Generate Automatically** for the **Meeting ID** when scheduling a meeting.

Invite **specific users** to your Zoom meetings by copying the invitation and sending an email or sending a calendar invitation using the **Zoom Plugin for Microsoft Outlook** or **Zoom Extension for Browsers**.

Zoom Support

You can watch **live webinars** and **recorded webinars**, such as **Getting Started with Zoom** and **Zoom Meetings Training** to familiarize yourself with these Zoom features. You can also find support articles and tutorials, such as **Changing Your Meeting Settings**, **Scheduling a Meeting**, **Host and Co-Host Controls in a Meeting**, and **Managing Participants in a Meeting**, on the **Zoom Support** site.