

Securing Zoom Meetings

This document outlines tips and tricks to secure your zoom session before, during, and after the meeting. For step-by-step instructions on how to enable these features [visit the zoom support page](#).

- Never post your meeting URL or password in a public forum
- Don't use your Personal Meeting ID for scheduled meetings
- Setup the Waiting Room
- Manage how participants will enter the meeting
 - ✓ For meetings where all participants have MacID, require participants to sign in with their McMaster email and password.
 - ✓ For small to medium size meetings with external participants, require a password to join
 - ✓ For large meetings with external participants, require participants to register

Before the meeting



During the meeting



- Make someone your co-host to monitor the participant list
- Lock the meeting to prevent additional participants from joining
- Mute all participants
- Control screen sharing to prevent inappropriate content sharing
- Disable private chat to prevent cyberbullying and inappropriate comments
- Disable annotation to prevent inappropriate content sharing
- Remove participants if they do not follow proper netiquette

- In addition to taking the steps above to secure your meeting, recording can help if there is an incident to address later. Remember to:
- Know where your recording will be stored
- Enable recording announcements for when participants enter the call
- Control or prevent participant recording

Recording meetings



If an incident or behavioral concern arises, please don't hesitate to consult with Student Support & Case Management who can help to address your concern at sscmo@mcmaster.ca