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.

Before the meeting

• 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

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

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

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

For step-by-step instructions on how to enable these features, visit the zoom support page.