

## Zoom Security

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

Because most groups meetings use a public link that permits anyone using that link to join, they are vulnerable to infiltration by unwanted guests. This is known as '**Zoom bombing**'. To protect your meeting and its attendees from unwanted guests and their motives, you can increase security or restrict sharing by the attendees.

### Two Factor Authentication

If **Use Personal Meeting ID (PMI)** is switched off, attendees will need to **use a password** to enter the meeting which adds an extra layer of protection against unwanted guests.

### Disable Screen Sharing

Another option is for the meeting host to disable screen sharing. If you schedule a meeting from the web interface, you won't see the option to disable screen sharing. Instead:

Click on "Settings" in the left-hand menu • Scroll down to "Screen sharing" and under "Who can share?" click "Host Only" • Click on "Save"

Once you save your settings, future meetings that you start will have sharing disabled by default. So you only need to do this once.

### How to stay secure on Zoom

- **do not** share the link or the meeting ID on public platforms (and if you share photos of the meeting make sure the ID is not visible)
- never use the personal meeting ID, instead allow Zoom to **create a random number** for each meeting
- add a meeting password
- set screen sharing to "host only"
- disable file transfer
- disable "join before host"
- disable "allow removed participants to rejoin"
- **Enable Waiting Room** option. People are put on hold until specific approval to join. All these options can be set on a meeting-by-meeting basis
- **Lock a meeting** once you're sure that everyone who needs to join has joined. From the desktop app, click **Manage Participants, More**, and then **Lock Meeting**. Just make doubly sure that you weren't expecting someone who hasn't yet arrived, as they won't be able to get in.
- Zoom have also requested that any such incidents of Zoom bombing should be **reported directly to it.**

### Continuous updates

You may have seen some concerns about Zoom security in the media. It is clear that Zoom is taking these concerns seriously and a number of changes have been made and it is important that you keep UpToDate with the updates made.