

Best Practices for Securing your KHM-ZOOM Meetings

- *Password:* Always password-protect your Zoom meetings. A password can be generated automatically, or set by the host.
- *Invitation:* Send the link with the Zoom meeting invitation including meeting ID and password directly to those participants you want to Zoom with by e-mail or text. Do not post the Zoom link publicly, i.e. on any public website or social media page.
- *Waiting room:* For a manageable number of participants, use the Waiting Room option. New participants are first sent to the Waiting Room. The meeting host can admit the attendees individually from the Waiting Room one by one/all. If necessary, the meeting host can enable/disable the Waiting Room option under “Advanced Options”; during a meeting, the Waiting Room option can be enabled/disabled in the “Security” settings.
- *Lock meeting:* Once everyone has joined your Zoom meeting, click “Security” in the meeting controls and then select “Lock meeting” in the toolbar to lock the meeting, keeping new participants from joining the meeting and minimize disruptions during the meeting.
- *Manage/Remove Participant:* Allows the (permanent) removal of a (an uninvited) participant(s) from a meeting. The participant can not re-join unless „Allow removed participants to rejoin“ is enabled in the meeting settings.
- *Share Screen:* To help prevent/manage disruptions during a meeting, the host can click “Security” and then enable/disable under “Allow participants to: Share Screen” in the toolbar, if required.
- *Share Screen –Manage/Turn off Annotations:* To prevent participants from writing, drawing, i.e. making annotations to shared content while sharing your screen, click “Security” and then disable “Attendee Annotation” in the toolbar.
- *Manage Participant Chat:* To help prevent unnecessary chatting of the participants during the meeting, click “Security” and disable “Allow participants to: Chat” in the toolbar.
- *Virtual Background:* To protect your privacy during Zoom meetings, you can hide your real background environment using the “Virtual Background” feature. You can choose from one of Zoom’s default background images or customize the background image/video. However, this option is not available for participants joining the meeting through a web browser. It is only available if you have the ZOOM app/web client installed.

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Translation; subject to error and omissions.