

This document was put together to provide general guidance on increasing the security of meetups that run on Zoom platform.

Add meeting password

Set a password for your meeting to prevent unanticipated guests from joining.

How to share password with participants:

- send password only to registered participants
- post the password for a meeting in a separate post via your social media
- Create google doc where you will have all the information about your meet-up as well as meet-up link and password.

! Never post both the meeting ID and password together (or a URL combining both) on a public-facing Web site.

Use waiting room

Use the Waiting room controls when participants join the session.

Limit screen sharing to a host

This will prevent attendees to write on screen during your meeting.

Speakers: There is an option of adding co-host with the same permission, so you can do that for your speakers.

Webinar

Depending on Zoom subscription level, you might be able to run a Webinar. This option makes it easier to navigate between different types of participants and their controls.

Here is what your regular Zoom meeting setup will look like:

Security

☒ **Passcode** ?
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**
Only users admitted by the host can join the meeting

☐ Only authenticated users can join: Sign in to Zoom

Video

Host ☐ On ☒ Off

Participants ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer audio ☒ Telephone and computer audio

Dial in from United States [Edit](#)

Calendar

☐ iCal ☒ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ^

☐ Allow participants to join anytime

☒ Mute participants upon entry

☐ Automatically record meeting

☐ Approve or block entry for users from specific countries/regions

Alternative Hosts:

☒ Allow alternative hosts to add or edit polls